



LEA Governing Polices: Required & Suggested

This list is intended as a resource only. There may be additional requirements not included. Information listed may change without notice. School leaders are encouraged to familiarize themselves with the associated regulations.

Several [model forms and policies](#) can be found on the USBE website.

Rule/Law	Required
R277-105 . Recognizing Constitutional Freedoms in the Schools.	* Policies surrounding students' right of conscience and exercise of religious freedom See 53G-10-402 et seq.
R277-108 . Annual Assurances of Compliance by Local School Boards.	* Letters from local school boards assuring compliance with the laws referenced in the rule are due to the State Superintendent of Public Instruction no later than October 1 of each year.
R277-113 . LEA Fiscal and Auditing Policies. 53E-3-703 . LEA Fiscal Policies, Procurement, and Financial Accountability.	*Fiscal policies: -Cash Handling -Expenditures -Fundraising -Donations and gifts -Financial Reporting *See 63A-3-401-404 *Must be posted on the LEA's webpage
R277-120-4 . Public Education Materials Funded by an LEA.	*Use and sale of education materials created using LEA funds. * Materials developed on contract time, developed partially or jointly with LEA funding, as part of an LEA assignment or if materials reference or imply LEA use or endorsement
R277-400 . School Emergency Response Plans.	* Emergency response plan
R277-401 . Child Abuse-Neglect Reporting by Education Personnel.	* Child abuse-neglect policy
R277-407 . School Fees.	* Fee schedule and policy (including waivers) related to extracurricular activities

<p>R277-417. Prohibiting LEAs and Third Party Providers from Offering Incentives or Reimbursements for Enrollment or Participation.</p>	<ul style="list-style-type: none"> * An LEA or third party provider shall ensure that equipment purchased or leased by the LEA or third party provider remains the property of the LEA and is subject to the LEA's asset policies
<p>R277-419-5. Pupil Accounting for nontraditional students</p>	<ul style="list-style-type: none"> *Written policy that designates a continuing enrollment measurement to document the enrollment/membership status for each student enrolled in the nontraditional program
<p>R277-472. Charter School Student Enrollment and Transfers and School District Capacity Information. 53G-6-503. Eligible students.</p>	<ul style="list-style-type: none"> * Student transfer procedure * Admission policies *Enrollment preferences
<p>R277-487. Public School Student Confidentiality.</p>	<ul style="list-style-type: none"> * Policies and training for employees regarding the confidentiality of student records
<p>R277-495. Required Policies for Electronic Devices in Public Schools. 53G-7-1002. Internet and online access policy required. 53G-7-1003. Process and content standards for Internet/online access policy.</p>	<ul style="list-style-type: none"> * Policies on electronic devices in public schools * Internet safety policy that is CIPA-compliant * A policy to restrict access to Internet or online sites that contain obscene material * Identifies process and standards for policies *Must be reviewed every 3 years *Must be posted on the LEA's webpage
<p>R277-505. Administrative License Areas of Concentration and Programs.</p>	<ul style="list-style-type: none"> * Requirements for school administrators
<p>R277-508. Employment of Substitute Teachers.</p>	<ul style="list-style-type: none"> * Policy for hiring substitute teachers * Policy to evaluate substitute teachers including a salary schedule to pay substitutes according to their training, experience, and competency
<p>R277-516. Education Employee Required Reports of Arrests and Required Background Check Policies for Non-licensed Employees.</p>	<ul style="list-style-type: none"> * Policy requiring reporting of designated offenses by non-licensed public employees and all employees who drive motor vehicles as an employment responsibility * Background check process * Background checks for non-licensed public education employee, volunteers, charter school board members, and any other employee who drives a motor vehicles as an employment responsibility *Must be posted on the LEA's webpage

R277-517 . Code of Conduct	<ul style="list-style-type: none"> *Code of conduct applicable to LEA staff *Must be posted on the LEA's webpage
R277-530 . Utah Effective Teaching and Educational Leadership Standards.	<ul style="list-style-type: none"> * Policies to support teachers and school administrators in implementation of the Effective Teaching and Leadership Standards
R277-604 . Homeschool students participating in assessments.	<ul style="list-style-type: none"> *Policy regarding homeschool students participating in state assessments
R277-606 . Dropout Prevention and Recovery Programs.	<ul style="list-style-type: none"> *For schools which serve students in 9, 10, 11, or 12 *See 53G-9-802 for required program elements
R277-607 . Truancy Prevention.	<ul style="list-style-type: none"> * Truancy policy *See 53G-6-201 et seq. *Must be reviewed annually * Definition of excused and unexcused absence
R277-608 . Prohibition of Corporal Punishment in Utah's Public Schools.	<ul style="list-style-type: none"> * Policy prohibiting corporal punishment
R277-609 . Standards for School District, School and Charter School Discipline Plans.	<ul style="list-style-type: none"> * School Discipline Policies See: 53G-8-202. Public school discipline policies -- Basis of the policies -- Enforcement. *53G-8-203. Conduct and discipline policies and procedures. *Provide professional learning to LEA staff and faculty *Must be posted on the LEA's webpage
R277-612 . Foreign Exchange Students.	<ul style="list-style-type: none"> * Policy regarding foreign exchange students, if applicable
R277-613 . School District and Charter School Bullying and Hazing Policies and Training. R277-620 . Suicide Prevention Programs. 53G-9-605 . Bullying, cyber-bullying, harassment, hazing, and retaliation policy.	<ul style="list-style-type: none"> * Bullying, cyber-bullying, harassment, hazing, and retaliation * Safe and drug free school policies *Must be posted on the LEA's webpage
R277-614 . Athletes and Students with Head Injuries.	<ul style="list-style-type: none"> * Head injury policy *Must be posted on the LEA's webpage
R277-615 . Standards and Procedures for Student Searches.	<ul style="list-style-type: none"> * Searching students for controlled substances and weapons
R277-700 . Elementary and Secondary Core.	<ul style="list-style-type: none"> *Policy governing the substitution of a course requirements for middle school students

R277-705 . Secondary School Completion and Diplomas.	* Policy regarding the process and standards for acceptance and reciprocity of credits earned
R277-714 . Dissemination of Information About Juvenile Offender.	* Policy explaining which staff members have the authority to receive confidential information about juvenile offenders
R277-716 . Alternative Language Services for Utah Students.	* Policy used to identify which students qualify for services
R277-719 . Vending Machines. Competitive Food Sales on Campus. Fundraising Using Food/Beverages. Wellness Policy.	* Specific policies are required if the school is participating in the Child Nutrition Program. * Schools not participating in the National School Lunch/Breakfast programs shall adopt a written policy for the sale of all foods that are not part of the meal service including vending, a la carte or other food sales. The policy shall apply to all foods sold anywhere on school grounds during the school day when school is in session in all areas of the school accessible to students.
R277-733 . Adult Education Programs.	* Policies allowing or disallowing adult education students participation in graduation activities or ceremonies, if applicable
R277-915 . Work-based Learning Programs for Interns.	* Procedure policy for work-based learning programs, if applicable
53E-2-303 . Parental participation in educational process -- Employer support.	* Parental involvement
53E-2-304 . School district and individual school powers -- Student education/occupation plan (SEOP) definition.	* Policies to provide for the effective implementation of a personalized student education plan (SEP) or student education/occupation plan (SEOP) for each student at the school site
53G-7-210 . Local school boards' and charter school governing boards' responsibility for school buildings and grounds when used as civic centers.	* Policies for the use of civic centers
53G-9-502 . Administration of medication to students -- Prerequisites -- Immunity from liability.	Policies that provide for: * the designation of volunteer employees who may administer medication; * proper identification and safekeeping of medication; * the training of designated volunteer employees by the school nurse; * maintenance of records of administration; and * notification to the school nurse of medication that will be administered to students * Policy must allow for the administration of an opiate antagonist to a student in accordance with the Opiate Overdose Response Act

53G-8-207 . Alternatives to suspension or expulsion.	<ul style="list-style-type: none"> * Policies providing that prior to suspending or expelling a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not of such a violent or extreme nature that immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school * Alternatives to suspension, including policies that allow a student to remain in school under an in-school suspension program or under a program allowing the parent or guardian, with the consent of the student's teacher or teachers, to attend class with the student for a period of time specified by a designated school official
53G-9-604 . Parental notification of certain incidents and threats required.	<ul style="list-style-type: none"> * Process for parental notification and producing and retaining a record of a threat to commit suicide * Process for parental notification and producing and retaining a record of a bullying, cyber-bullying, harassment, hazing, or retaliation incident
53E-9-202 ; 53E-9-203 . Utah Family Educational Rights and Privacy Act.	* Policies governing the protection of family and student privacy
53E-3-509 . Gang prevention and intervention policies.	* Gang prevention and intervention policies
53G-11-407 . Background Checks.	* Background check policy
34-49-203 . Breastfeeding Policy.	*HB242 (2015) requires public employers adopt a written policy that supports breastfeeding and accommodates breastfeeding in the workplace.

Rule/Law	Suggested
R277-107 . Educational Services Outside of Educator's Regular Employment.	<ul style="list-style-type: none"> * Extracurricular educational experience policy * Advertising
R277-404 . Requirements for Assessments of Student Achievement.	<ul style="list-style-type: none"> * Handling of assessment materials * Administration of assessments not mandated by the State * Consequences of not taking assessments not mandated by the State

R277-418 . Distance, Blended, Online, or Competency Based Learning Program.	*If an LEA contracts with a third party provider to provide educational services, a policy is suggested that includes a monitoring plan (required by rule) to supervise the providers' compliance with law
R277-419 . Pupil Accounting.	* Asset policies
R277-459 . Teacher Supplies and Materials Appropriation.	* A policy that regarding individual teachers use of supply funds * Procurement and accounting policies
R277-462 . Comprehensive Counseling and Guidance Program.	* Time spent on the school guidance curriculum, individual student planning, including SEOP/Plan for College and Career Readiness, and responsive services/dropout prevention activities meeting students' identified needs as discerned by students, school personnel and parents or guardians
R277-468 . Parent/Guardian Review of Public Ed Curriculum and Review of Complaint Process.	* Requirement to involve parents in the use and purchase of curriculum materials and in reviewing complaints about curriculum *A policy is strongly suggested
R277-474 . Human Sexuality in School. 53G-10-205 .Waivers of Participation 53G-10-403 . Required Consent for Human Sexuality Instruction.	*Legal requirements must be followed, as such a policy is strongly suggested
R277-475 . Patriotic education. 53G-10-302 . Instruction in American history and government. 53G-10-304 . Instruction on the flag of the United States of America. 53G-10-204 . Civic and character education.	*Legal requirements must be followed, as such a policy is strongly suggested
R277-477 . Distribution of Funds from the Interest and Dividend Account and Administration of the School LAND Trust Program.	* The composition and election of the charter trust land council
R277-494 . Participation in Extracurricular or Co-curricular Activities.	*Although the rule does not require a policy, it is strongly suggested the school adopt a policy for handling such requests
R277-500 . Educator Licensing Renewal, Timelines, and Required Fingerprint Background Checks.	*Categories of acceptable activities for licensing renewal *Research activity that results in a final, demonstrable product by an active educator

<p>R277-504. Early Childhood, Elementary, Secondary, Special Education (K-12), and Preschool Special Education (Birth-Age 5) Licensure.</p>	<ul style="list-style-type: none"> * Student teacher employment * Required if intern teachers are used
<p>R277-515. Utah Educator Standards.</p>	<ul style="list-style-type: none"> * Employee promotion of external instructional opportunities from which the educator receives personal remuneration, and that involve students in the educator's school system * Student disciplinary policy * Supervision of students at school and school-related activities, home or away * Computer and information systems acceptable use policy * Employee ethics * Teaching, supervising, and interacting with students * Staff and educator handling of funds * Reporting of suspected child abuse * Student access to or possession of a weapon * Exercise of political and civil rights * Educator accepting of personal gifts * Staff use of instructional time * Handling of grievances * Collecting money from students * Dress and grooming standards * Employee contracts
<p>R277-600. Student Transportation Standards and Procedures.</p>	<ul style="list-style-type: none"> * Approval of and transportation for field trips or out-of-state school sponsored activities
<p>R277-601. Standards for Utah School Buses and Operations.</p>	<ul style="list-style-type: none"> * School bus operator responsibility and training
<p>R277-611. Certified Volunteer Instructors and Material Approval Requirements and Process for Firearm Safety in the Public Schools.</p>	<ul style="list-style-type: none"> * Firearm safety instruction
<p>R277-713. Concurrent Enrollment of High School Students in College Courses.</p>	<ul style="list-style-type: none"> * If participating, legal requirements must be followed, as such a policy is strongly suggested
<p>R277-726. Statewide Online Education Program.</p>	<ul style="list-style-type: none"> * Standards for online students regarding graduation, school awards and honors, and participating in the Utah High School Activities Association, as well as enrollment timeline for online providers * Information about available online courses and programs shall be provided in the LEA's website

<p>34A-5-102; 34A-5-106. Employee Harassment and Discrimination.</p>	<p>*Policies and rules prohibiting employment discrimination on the basis of race, religion, national origin, color, age (if over 40), genetic information, disability, pregnancy or pregnancy related conditions (including breastfeeding), and sexual orientation and gender identity *Federal law also prohibits sexual harassment in the workplace *A policy is not required, but strongly suggested *This policy should be separate from student discrimination and harassment because different laws apply and not all protected employee classes are protected student classes</p>
<p>53E-6-402. Employee Separation Policy. 34-28-5. Separation from Payroll.</p>	<p>*Update any existing employee policy to include a requirement to maintain and provide disciplinary records to prospective employers and to mail or direct deposit the last paycheck of a separated employee within 24 hours</p>
<p>53G-9-203. Definitions -- School personnel -- Medical recommendations -- Exceptions -- Penalties.</p>	<p>* Medical referrals and communications</p>
<p>53G-9-208. Sunscreen.</p>	<p>*Students are able to possess and self-apply sunscreen *School may apply sunscreen on students with written parental consent *School is not liable for results of sunscreen application</p>
<p>53G-7-701-713. Student Clubs Act.</p>	<p>* Student club policy</p>
<p>53G-7-801-803. School Uniforms.</p>	<p>* School uniform policy</p>
<p>53F-4-509. Online course credit hours included in daily membership -- Limitation.</p>	<p>* If a student enrolled in an online course may earn more credits in a year than the number of credits a student may earn in a year by taking a full course load during the regular school day in the student's primary LEA of enrollment</p>
<p>53G-6-803. Parental right to academic accommodations.</p>	<p>*Grade Retention *Teacher selection *Visiting classrooms *Excused absences *Making up work when absent *Placement in advanced/specialized *Competency based credits *Meeting with the teachers *Assessment opt-out</p>

<p>53G-11-402 (5). Background checks for non-licensed employees, contract employees, volunteers, and charter school governing board members.</p>	<p>* Policy exempting certain temporary individuals from ongoing monitoring listed in the statute</p>
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