



UTAH STATE
CHARTER
SCHOOL
BOARD

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Serving Utah's Public Charter Schools Since 2004

Training for School Employees

A variety of professional development trainings are required or recommended for school employees. The requirements are scattered throughout statutes, rules, and policies. Some are mandated by law; others are recommended as risk management practices. This chart organizes the requirements and recommendations into a series of lists, organized by topic.

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

The topics are as follows:

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Our mission is to provide for positive student outcomes by authorizing, overseeing, and elevating successful public charter schools through a rigorous approval process, effective oversight, and meaningful collaboration.

Student Discipline

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Student Discipline Plans</i> [1]	<ul style="list-style-type: none"> • R277-609 • R277-613 • UCA 53A-1-402 • UCA 53A-A-603 • UCA 53A-11-901 • UCA 53A-11-904 • UCA 53A-11-908 • UCA 53A-11-910 • UCA 53A-15-603 • R392-200 • R710-4-3 • Section 504 of the Rehabilitation Act of 1973 	Recommended for employees with the authority to discipline students.	Recommended annually or as needed and prior to the start of an employee's employment with the LEA.
<i>Student Searches</i>	<ul style="list-style-type: none"> • U.S. Const. Amend. IV • R277-615 • UCA 53A-11-1305 • UCA 53A-1-401 	Recommended for employees who have the authority to search student and/or their belongings.	As needed.
<i>Student Restraint</i> [2]	<ul style="list-style-type: none"> • R277-609 • UCA 53A-11-8 	Designated individuals authorized to participate in student restraint.	As needed and ongoing.

[1] Nothing in state law or rule restricts an LEA from implementing policies to allow for suspension of students of any age consistent with due process requirements and consistent with all requirements of the Individuals with Disabilities Education Act 2004. Each LEA was required to establish an Emergency Safety Intervention (ESI) Committee before September 1, 2015. <http://schools.utah.gov/sars/Behavior/ManualWeb.aspx>

[2] Neither Utah LRBI/PBS Guidelines nor IDEA recommend or endorse the use of restraint or seclusion. LEAs must provide training for school employees and contractors who will be authorized to restrain or isolate a student. The training must include prevention and de-escalation techniques to provide alternatives to the use of restraints or seclusion. Records must be kept of all incidents in which restraint or seclusion was used and shared with the parent/guardian and the State. Restraints and/or seclusionary time outs may not exceed 30-minutes.

Restraints must only be used in emergency situations.

Training on the use of seclusionary time-outs must be provided as part of a program that addresses a full continuum of positive behavioral intervention strategies and must address the impact of time-out on the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

Special Education

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Individuals with Disabilities Act (IDEA) [3]</i>	<ul style="list-style-type: none"> • 20 U.S.C. §1400 • 34 CFR §300 and §303 • Every Student Succeeds Act (ESSA) • Utah State Board of Education Special Education Rules • R277-750 	Recommended for employees who have a responsibility to provide instruction to students.	Before instructional staff begin working with students and as needed thereafter.
<i>Use of Restraint with Special Education Students [2]</i>	<ul style="list-style-type: none"> • R277-609-5 • R277-608-4 	Recommended for employees who have the authority to discipline.	As needed and within 30 days following the use of restraint by untrained personnel called upon to use restraint in an emergency.
<i>Use of Seclusionary Time-Out with Special Education Students [2]</i>	<ul style="list-style-type: none"> • R277-609-5 	Recommended for employees who have a responsibility to provide instruction to students.	As needed and within 30 days of an employee being assign the responsibility for implementing a time-out.

[3] The Utah State Board of Education adopted new Special Education rules at its August 2016 Board Meeting. <http://schools.utah.gov/sars/Laws.aspx>

Students with Disabilities

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Section 504 of the Rehabilitation Act</i>	<ul style="list-style-type: none"> • 29 U.S.C. §701 	Recommended for employees who have a responsibility to provide instruction to students.	Before instructional staff begin working with students and as needed thereafter.
<i>Emergency Injection for Anaphylactic Reaction Act</i>	<ul style="list-style-type: none"> • UCA 26-41-103 	Any teacher or other school employee who volunteers to become a qualified adult.	Before designated staff begin working with students and as needed thereafter.
<i>Asthma</i>	<ul style="list-style-type: none"> • UCA 53A-11-602 	Employee(s) who will be responsible for medications and medication records.	Before designated staff begin working with students and as needed thereafter.
<i>Diabetes & Glucagon</i>	<ul style="list-style-type: none"> • UCA 53A-11-602 	Employee(s) who will be responsible for medications and medication records.	Before designated staff begin working with the student with diabetes and as needed thereafter.
<i>Seizure Rescue Medication</i>	<ul style="list-style-type: none"> • UCA 53A-11-603.5 	Any teacher or other school employee who volunteers to become a qualified adult.	Before designated staff begin working with the student with the seizure rescue need and annually thereafter.

Student Welfare

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Child Abuse- Neglect</i>	<ul style="list-style-type: none"> • R277-401 • UCA 53A-6-502 • UCA 62A-4A-412 	All school employees.	Before any school employee begins work and as needed thereafter.
<i>Child Sexual Abuse Prevention and Awareness [4]</i>	<ul style="list-style-type: none"> • UCA 53A-13-112 • UCA 53A-6-502 • UCA 62A-4A-403 	All school employees and parents of elementary students.	SY17 is the first year of the requirement to provide training. Recommended annually although the law is silent on timeframes.
<i>Bullying, Cyber Bullying, Hazing, and Harassment [5]</i>	<ul style="list-style-type: none"> • R277-613 • UCA 53A-11a-301 • Title VI of the Civil Rights Act of 1964 • Title IX of the Education Amendments of 1972 • Section 504 of the Rehabilitation Act of 1973 • Title II of the Americans with Disabilities Act of 1990 	Students, staff, and volunteers. [6]	LEA determined. Exception: Sports and clubs must offer this training to new participants on an annual basis and to all participants at least once every three years.
<i>Suicide Prevention [7]</i>	<ul style="list-style-type: none"> • R277-620 • UCA 53A-1-603 • UCA 53A-6-104 • UCA 53A-15-1301 • UCA 62A-15-1101 	Students, staff, and volunteers.	LEA determined. [8]
<i>Students with Head Injuries/Concussion</i>	<ul style="list-style-type: none"> • R277-614 • UCA 26-53 	Any coach, teacher, employee, representative, or volunteer that organizes, manages, or sponsors a sporting team or event. [9]	Prior to supervising an athletic event and as needed thereafter.

<i>CPR/First Aid</i>	<ul style="list-style-type: none"> • USBE • Endorsement Plans 	Required for Health and PE teachers and coaches. Recommended for all employees [10].	Prior to licensing and as needed to maintain certification and/or within the time frames adopted by the LEA.
<i>Administration of Medication</i>	<ul style="list-style-type: none"> • UCA 53A-11-6 	Staff who will administer medication. Recommended all employees are made aware of the general provisions of the law and of school policy.	Before designated employee begins work and as needed thereafter. Annual refresher for all employees.
<i>Protection of Student Constitutional Rights</i>	<ul style="list-style-type: none"> • R277-105 • UCA 53A-13-101 et seq. 	All employees.	Before any school employee begins work and as needed thereafter.
<i>Title IX of the Education Amendments of 1972</i>	<ul style="list-style-type: none"> • 20 USC §1681 et seq. 	Title IX coordinator. Recommended for school administrators.	When an employee is designated as the Title IX coordinator and as needed thereafter.

[4] For SY17 five approved courses are provided: Darkness to Light (d2l.org); Younique Foundation (youniquefoundation.org); Prevent Child Abuse Utah (preventchildabuseutah.org); Utah Valley Family Support Center (familysupportcenter.org); and Child Lures (childluresprevention.com).

[5] Retaliation and False reporting training is also included in this requirement. A copy of the policy must be posted on the LEA website. Training on bullying, cyber-bullying, hazing and harassment required of LEA policies under the rule should complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53A-1-603(9). Policies shall also complement existing safe and drug free school policies and school discipline plans. Consistent with R277-609, the discipline plan shall provide direction for dealing with bullying, cyber-bullying, hazing, harassment and disruptive students.

[6] Prior to any student, employee or volunteer coach participating in a public school sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, the student, employee or coach shall participate in bullying, cyber-bullying, hazing and harassment prevention training.

[7] LEAs shall implement youth suicide prevention programs for students in secondary grades, including grades 7 through 12 and grade 6, if grade 6 is part of a secondary grade model. The programs shall include components provided in Section 53A-15-1301(2). LEAs shall update bullying, cyber-bullying, harassment, hazing, and retaliation policy(ies) consistent with Section 53A-11a-301 and R277-613, including the required parent notification outlined in Sections 53A-11a-203(2) and 53A-11a-301(3)(e) and R277-613-4C and D.

[8] 53A-1-603(10) (a) School districts and charter schools shall require each licensed employee to complete two hours of professional development on youth suicide prevention within their license cycle in accordance with UCA 53A-6-104.

<http://www.schools.utah.gov/cert/Resources/Local-Education-Agency/SuicidePreventionPD.aspx>

[9] Sporting event is defined as an athletic activity that is organized, managed, or sponsored by an organization and includes a game, a practice, a sports camp, a physical education class, a competition, or a tryout.

[10] The Utah Health and Sanitation Code require at least two adults with CPR and Basic First Aid training are on campus at all times students are present in the building. Additionally, all employees whose assignments increases the probability of personal or student injury (kitchen, shop, etc.) should have a basic first aid certification. Community level training is adequate and the certification is good for two years.

Employee Welfare [10]

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Harassment [11]</i>	<ul style="list-style-type: none"> 42 USC §2000e et seq. 	All employees.	Required prior to the start of employment and annually thereafter.
<i>Defensive Driving [11][22]</i>	<ul style="list-style-type: none"> Required for schools covered under State Risk Management Recommended for all schools 	All employees or approved volunteers who are asked to drive or are entitled to seek reimbursement for miles driven in the course or scope of employment.	Required prior to driving in the course or scope of assignment and every two years thereafter.
<i>Americans with Disabilities Act (ADA)</i>	<ul style="list-style-type: none"> 42 USC §12101 et seq. 	ADA coordinator. Recommended for employees who may be called upon to accommodate another employee, student, or parents with a disability.	When an employee is designated as the ADA coordinator and/or acquires authority to make accommodations decisions and as needed thereafter.
<i>Employee Nondiscrimination Act</i>	<ul style="list-style-type: none"> 42 USC §1981 42 USC §2000e-2 20 USC §1681 42 USC §12112 29 USC §621-634 29 USC §794 42 USC §2000ff 	Compliance coordinator and recommended for each employee with authority over another employee(s).	When an employee is designated as the compliance coordinator and/or when an employee acquires authority over another employee(s) and as needed thereafter.
<i>Title IX of the Education Amendments of 1972</i>	<ul style="list-style-type: none"> 20 USC §1681 et seq. 	Title IX coordinator. Recommended for school administrators.	When an employee is designated as the Title IX coordinator and as needed thereafter.
<i>Personal Protective Gear and Blood Borne Pathogens</i>	<ul style="list-style-type: none"> 29 CFR §1910.132 	Any employee who has risk of exposure to blood or other body fluids.	Pre-service and annual refresher.

[11] <http://risk.utah.gov/risk-training.html>

Emergency Management and Facilities [12]

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>School Facility Emergency and Safety (Safety Drills)</i>	<ul style="list-style-type: none"> • R277-400 • UCA 53A-3-402 • 29 CFR § 1910.38 	All staff and students.	Annually for staff prior to student arrival. Student training occurring as required by statute. [13]
<i>Hazardous Communication Standard</i>	<ul style="list-style-type: none"> • 29 CFR § 1910.1200 	All employees.	Upon initial assignment, and when new hazards are introduced.
<i>Fire Hazards & Prevention</i>	<ul style="list-style-type: none"> • 29 CFR §1910.39 	All employees.	Upon initial employment and at least annually thereafter.
<i>Fire Extinguisher</i>	<ul style="list-style-type: none"> • 29 CFR §1910.157 (g) 	All employees.	Upon initial employment and at least annually thereafter. [14]

[12] If the school has a shop or other areas where there is an increased potential for injury or if the noise exceeds Utah OSHA standards of 85dBA for all workers for an 8-hour day than additional trainings and precautions are required. Federal OSHA does not cover public sector employees; however, Utah’s state plan covers all employees public and private. There are multiple trainings and requirements for the facilities/building manager. If you are with State Risk Management, Mike Marshall will provide all trainings necessary to ensure a safe building. Contact Mike with any questions or to request training: mcmarshall@utah.gov

Under the Asbestos Hazard Emergency Response Act (AHERA), LEAs must designate an asbestos coordinator who is trained in accordance with 40 C.F.R. §763.84(g)(2) to ensure legal requirements are met, such as the annual notification on the school’s website. If the school building was constructed prior to October 1988 LEAs must identify asbestos-containing materials and implement an appropriate management plan in a timely manner. Schools must ensure that all custodial and maintained employees are trained as required by law. If the school was constructed after October 1988, LEAs must provide certification of no asbestos materials prior to occupancy.

[13] Each school shall designate an Emergency Preparedness/Emergency Response week prior to April 30 of each school year. Community, student, teacher awareness, or training, such as those outlined in R277-400-7 and 8, would be appropriate activities offered during the week. All schools shall have one fire drill in the first 10 days of the regular school year. Elementary schools (grades K-6) shall have at least one fire drill every other month throughout the school year. Secondary schools (grades 7-12) shall have at least one fire drill every two months throughout the school year. Schools that include both elementary and secondary grades in the school shall comply, at a minimum, with the elementary emergency drill requirements. When required by the local fire chief, the LEA shall notify the local fire department prior to each fire drill. When a fire alarm system is provided, an LEA shall initiate by activation of the fire alarm system.

[14] At a minimum you must provide employees with instructions on the general principles of fire extinguisher use and the hazards of incipient (early) stage fires, but no actual hands-on training is required.

Records Management [15]

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Student Records (FERPA)</i>	<ul style="list-style-type: none"> • 20 USC §1232g • 34 CFR §300.623 	All employees collecting and using personally identifiable information of students.	As needed.
<i>Government Records Access and Management Act (GRAMA)</i>	<ul style="list-style-type: none"> • UCA 63A-12-110 • UCA 63G-2 	Records Officer	Annually. [16]
<i>Data Privacy and Security</i>	<ul style="list-style-type: none"> • R277-487 	All employees and volunteers.	Recommended annually.

[15] In most cases, the *HIPAA* Privacy Rule does not apply to an elementary or secondary school because the school either: (1) is not a *HIPAA* covered entity or (2) is a *HIPAA* covered entity but maintains health information only on students in records that are by definition “education records” under *FERPA* and, therefore, is not subject to the *HIPAA* Privacy Rule.

[16] Effective January 1, 2013, “Each records officer of a governmental entity or political subdivision shall, on an annual basis, successfully complete online training and obtain certification from State Archives in accordance with [63A-12-110](#)” (Utah Code § [63G-2-108](#)).

Instructional Programs [17]

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Title I (ESEA)</i>	<ul style="list-style-type: none"> • 20 USC § 6301 et seq. 	All members of the school required to implement School Improvement Plan goals.	As outlined in the plan.
<i>Assessment of Student Achievement and Utilization of Assessment Results to Inform Instruction</i>	<ul style="list-style-type: none"> • R277-404 • UCA 53A-1-603 – 53A-1-611 • UCA 53A-15-1403(9)(b) 	All administrators, educators, and paraprofessionals responsible for implementing and administering the assessment system.	Annually.
<i>Electronic Devices</i>	<ul style="list-style-type: none"> • R277-495 	Employees, parents, and students.	May be provided in written form and online. Reviewed regularly.
<i>Patriotic, Civic, and Character Education</i>	<ul style="list-style-type: none"> • R277-475 	Students.	Annually. [18]
<i>Human Sexuality</i>	<ul style="list-style-type: none"> • R277-474-5 	Educators with responsibility for any aspect of human sexuality instruction.	Upon initial employment and every three years thereafter. [19]
<i>Ethics and UPPAC (requirements and standards)</i>	<ul style="list-style-type: none"> • R277-107-6 • R277-404 • R277-210 -216 • R277-515 • R277-516 • UCA 53A-1-603 • UCA 53A-15-1507 • UCA 53A-6-501 • UCA 53A-11-403 	All administrators, educators, and paraprofessionals.	Annually. [20]

[17] There are many trainings and requirements specific to the running of a school and are the responsibility of the school leader. Pursuant to R277-108.5 the local school board is required to implement a training program for school administrators consistent with Section 53A-3-402(1)(f). There are additional trainings required when certain funds are received. Included in this table are the most commonly required trainings.

[18] At least once a year students shall be instructed that participation in the Pledge of Allegiance is voluntary and not compulsory; it is acceptable for an individual to choose not to participate in the Pledge of Allegiance for religious or other reasons; and students should show respect for individuals who participate and individuals who choose not to participate. The instruction shall include the history of the flag, etiquette, customs pertaining to the display and use of the flag, and other patriotic exercises as provided by 4 U.S.C. Secs. 1 to 10 and as required by USC 53A-13-101.6.

[19] Initially the educator must attend the state-sponsored professional development outlining the human sexuality curriculum and the criteria for human sexuality instruction in any courses offered in the public education system.

[20] In addition to the recommended annual school based training, educators must complete the USBE Educator Ethics Review as part of the likening process. Beginning in the 2017-18 school year, every active licensed educator shall review the ethics rules and annually execute a form approved by the Superintendent verifying that the educator: (i) has read R277-515 and R277-516; and (ii) understands that the educator's conduct is governed by R277-515 and R277-516. (b) Failure to submit the form by September 30 may result in licensing discipline.

Financial Matters

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Purchasing</i>	<ul style="list-style-type: none"> • Title 63G Chapter 6a • 53A-4-205 • R277-113 	Recommended for all employees with purchasing and acquisition authority.	When an employee acquires purchasing and acquisition authority and as needed thereafter.
<i>School Finance Policies</i>	<ul style="list-style-type: none"> • R277-113 	All employees.	Annually. [21]
<i>Charter School Finance</i>	<ul style="list-style-type: none"> • R277-481-6 	Business Managers	As scheduled. Typically twice a year.

[21] An LEA shall review the LEA's fiscal policies annually and develop a plan for annual training of school employees on policies enacted by the LEA specific to job function. LEA policies shall be available at each LEA main office, at individual schools, and on the LEA's website. LEA fiscal policies and training may have different components, specificity, and levels of complexity for public elementary and secondary schools.

Volunteers

Training Topic	Related Regulation	Required Audience	Training Schedule
<i>Volunteer Training [22]</i>	<ul style="list-style-type: none"> UCA 67-20-1 	Required for prospective volunteers and paid staff supervising the volunteers.	As needed and/or when a paid employees is assigned to supervise volunteers.
<i>Student Records (FERPA)</i>	<ul style="list-style-type: none"> 34 C.F.R. §300.623 	All volunteers collecting or using personally identifiable information of students.	As needed. [23]
<i>Charter School Finance</i>	<ul style="list-style-type: none"> R277-481-6 	Business Managers	As scheduled. Typically twice a year.

[22] R277-516 requires the LEA adopt a policy for volunteers which requires them to submit to a background check consistent with the requirements of UCA 53A-15-1505 and that they are subject to arrest reporting requirements as defined in rule. It is highly recommended that the Governing Board adopt a Volunteer Policy and associated plan. State Risk Management has made a Volunteer Plan available.

Student Transportation. [UCA 53-8-211.5](#) states that no vehicle with a capacity of more than 11, including the driver, can be used to transport students unless it meets national school bus standards. Vans cannot meet the school bus transportation standards.

[23] The records manager assumes responsibility for ensuring confidentiality of personally identifiable student information. A record of trained volunteers, who have access to student records, should be maintained.