

3-year Rotating Training Schedule

Background: In the April 2024 Board Meeting, the Board approved staff to develop training modules for use by the LEAs as desired. At this time, staff are requesting feedback on the priority of development for the training resources. The following information provides a draft three year rotating schedule to incorporate the required trainings for educators, classified staff, and others. In the development of this draft schedule, staff reviewed the data on UPPAC violations, State Code and Board Rule Requirements.

Given UPPAC data, state Code and Board Rule requirements and in response to the Reporting Task Force recommendation to create a three year rotating schedule for training requirements, this document provides a proposed draft schedule considering these elements.

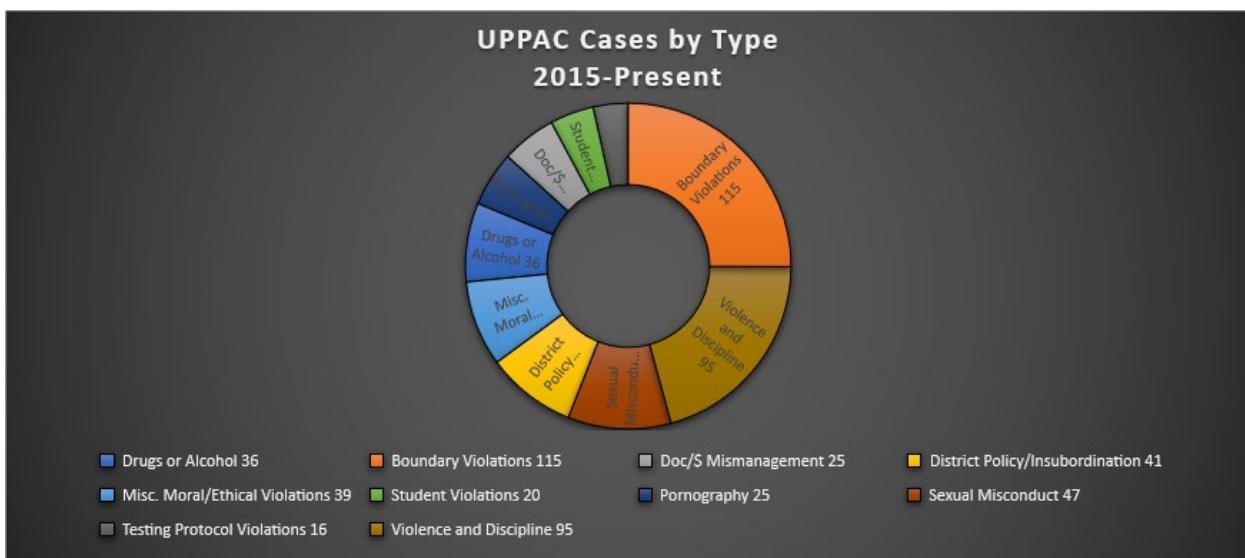


Figure 1. (above) Chart of UPPAC Cases by Type from 2015 to present

Year 1 Schedule

Training Topic	Related Regulation	Required Audience	Additional Details
<i>Student Discipline Plans</i>	<ul style="list-style-type: none">• R277-609• R277-613• UCA 53G-8-201 et seq.	School employees with the authority to discipline students.	Rule will need to be revised as it not currently up to date. USBE StaffMember: Becca Rae

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Rule/Statute: numerous

<i>Use of Restraint and/or Seclusionary Time-Out with Special Education Students</i>	<ul style="list-style-type: none"> • R277-609-5 • UCA 53G-8-302 	School employees who have the responsibility to provide instruction to students or the authority to discipline.	The training may be annually per the provider that LEA selects. USBE StaffiMember(s): Becca Rae, Sarah Daniels, and Ashley Lower
<i>Child Abuse-Neglect</i>	<ul style="list-style-type: none"> • R277-401 • UCA 53E-6-701 • UCA 62A-4A-412 	All school employees.	USBE StaffiMember: Rita Brock
<i>Child Sexual Abuse and Human Trafficking Prevention and Awareness</i>	<ul style="list-style-type: none"> • UCA 53G-9-207 • UCA 53E-6-701 • UCA 62A-4A-403 	All school employees and parents of elementary students.	HB499 (2024) amended this to allow for every 3 years. Rule will need to be updated. USBE StaffiMember: Rita Brock
<i>School Instruction and Sex Education</i>	<ul style="list-style-type: none"> • R277-474 	Educators with responsibility for any aspect of sex education instruction.	Rule requires once every three years. USBE StaffiMember: Jodi Parker
<i>Title IX of the Education Amendments of 1972</i>	<ul style="list-style-type: none"> • 20 USC §1681 et seq. 	Title IX Coordinator Title IX Investigator Title IX Decision Maker Title IX Appellate	Frequency of training for positions required under Title IX is not defined. The law only states that they must be well-trained in their

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			<p>respective roles.</p> <p>USBE StaffiMember: Holly Bell AAG Representative</p>
<i>Harassment</i>	<ul style="list-style-type: none"> • 42 USC §2000e et seq. • Required for schools covered under State Risk Management 	All school employees.	<p>Needs to be amended by the Department of Risk Management or Human Resources as it is required every two years in their rules.</p> <p>USBE StaffiMember: Michelle Watts AAG Representative</p>

Year 2 and 3 printed materials would be provided.

Year 2 Schedule

Training Topic	Related Regulation	Required Audience	Additional Details
<i>Student Searches</i>	<ul style="list-style-type: none"> • U.S. Const. Amend. IV • R277-615 • UCA 53G-8-509 	School employees who have the authority to search student and/or their belongings.	<p>USBE StaffiMember: Shauntelle Cota AAG Representative</p>
<i>Bullying, Cyber Bullying, Hazing, Retaliation, and Abusive Conduct</i>	<ul style="list-style-type: none"> • R277-613 • UCA 53G-9-605 et seq. • 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 	<p>School employees.</p> <p>For students, employees, and coaches who participate in extracurriculars training is required prior to participation.</p>	<p>Training required for new participants/ employees annually and every 3 years following.</p> <p>USBE StaffiMember: Becca Rae</p>

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	<u>Americans with Disabilities Act of 1990</u>		
<i>Suicide Prevention</i>	<ul style="list-style-type: none"> • R277-620 • 53G-9-704 • UCA 26B-5-611. 	All licensed school employees.	<p>HB499 (2024) removed the requirement that the training be 2 hours; rule needs to be amended.</p> <p>USBE StaffiMember: Cathy Davis</p>
<i>Student Data Privacy and Security Training</i>	<ul style="list-style-type: none"> • R277-487 • UCA 53E-9-201 et seq • UCA 53E-9-301 et seq • 20 USC §1232g • 63A-19-401 	All volunteers and employees, with access to personally identi'able information of students. Includes all licensed educators.	<p>R277-487 will need to be revised as it currently requires training when renewing an educator license.</p> <p>USBE StaffiMember: Katy Challis</p>
<i>Educator Data Privacy Training</i>	<ul style="list-style-type: none"> • R277-487 • UCA 53G-11-511 • 63A-19-401 	Employees or contractors with access to educator personally identi'able information, including employee evaluations.	<p>USBE StaffiMember: Katy Challis</p>
<i>Electronic Devices</i>	<ul style="list-style-type: none"> • R277-495 • 	All school employees and students.	<p>Rule will need to be revised as it requires it annually within the 'rst 45 days of the school year.</p> <p>USBE StaffiMember: Rick Gaisford</p>

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<p><i>Ethics and UPPAC (requirements and standards)</i></p>	<ul style="list-style-type: none"> • R277-107 • R277-404 • R277-210-216 • R277-217 • R277-322 • UCA 53G-11-406 • UCA 53E-6-604 • UCA 53G-8-503 	<p>Administrators, educators and paraprofessionals.</p>	<p>USBE StaffiMember: Ben Rasmussen</p>
<p>Year 1 and 3 printed materials would be provided.</p>			

Year 3 Schedule

Training Topic	Related Regulation	Required Audience	Additional Details
<p><i>Assessment of Student Achievement and Utilization of Assessment Results to Inform Instruction</i></p>	<ul style="list-style-type: none"> • R277-404 • UCA 53E-4-302 et seq. • UCA 53G-6-803 	<p>All administrators, educators, and paraprofessionals responsible for implementing and administering the assessment system.</p>	<p>Rule will need to be revised as it currently requires training annually.</p> <p>USBE StaffiMember: Darin Nielsen</p>
<p><i>Testing Ethics Training</i></p>	<ul style="list-style-type: none"> • R277-404 • Standard Test Administration and Testing Ethics Policy 	<p>All educators, paraprofessionals, and third-party proctors who administer the statewide assessment.</p>	<p>Rule will need to be revised as it currently requires training annually.</p> <p>USBE StaffiMember: Darin Nielsen</p>
<p><i>CPR/First Aid</i></p>	<ul style="list-style-type: none"> • Utah Health and Sanitation Code • R277-311 • R277-605 • Endorsement Plans 	<p>Required for Health, P.E., and Driver Education teachers, and coaches.</p>	<p>The required staffi have to keep their certi' cation current.</p> <p>R392-200-7 requires 2 staff members to have basic first-aid certification (Cert. valid 2 years)</p> <p>USBE Staffi</p>

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			Member(s); Jodi Parker, Audra Urie, and Kendra Muir
<i>Fire Hazards & Prevention</i>	<ul style="list-style-type: none"> • 29 CFR §1910.39 	All employees.	Plan must be shared with employees. Frequency not stated in the code. USBE Staff Member: Rhett Larsen
<i>LEA Fiscal and Auditing</i>	<ul style="list-style-type: none"> • UCA 63G-6a • 53E-3-403 • R277-113 	Educators who manage, control, participate in fundraising or expending public funds Members of the LEA Governing Board and Audit Committee School employees based on the LEA speci' c job function	The rule requires USBE to provide online training and resources for LEAs. Rule will need to be revised as it currently requires training annually. USBE Staff Member: Sam Urie
<i>Students with Head Injuries/Concussion</i>	<ul style="list-style-type: none"> • R277-614 • UCA26B-4-403 • UCA26B-4-404 • 	Any coach, teacher, employee, representative, or volunteer that organizes, manages, or sponsors a	Rule requires an annual notice to parents of student athletes. USBE Staff Member: Kendra

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		sporting team or event.	Muir
<i>Seizure Awareness</i>	• 53G-9-213	Any personnel that interact with or supervise students.	HB499 (2024) changes this to every 3 years. USBE StaffiMember: Kendra Muir
Year 1 and 2 printed materials would be provided to reinforce Year 1 and 2 training topics.			

When Warranted

Training Topic	Related Regulation	Required Audience	Additional Details
<i>Hazardous Communication Standard</i>	• 29 CFR § 1910.1200	All employees.	When a new hazardous chemical is introduced into their work area. USBE StaffiMember: Kendra Muir

Annually Required

<i>Fire Extinguisher</i>	• 29 CFR §1910.157 (g)	All employees	Required annually by OSHA USBE StaffiMember: Rhett Larsen
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<i>Government Records Access and Management Act (GRAMA)</i>	<ul style="list-style-type: none"> • UCA 63A-12-110 • UCA 63G-2 	Records Owner	Code requires this annually USBE StaffMember: Katy Challis
<i>School Facility Emergency and Safety (Safety Drills)</i>	<ul style="list-style-type: none"> • R277-400 • UCA 53G-4-402 • 29 CFR § 1910.38 • R710-4-3 	All school employees and students.	The State Fire Marshall and State Security Chief are the oversight and rule making authority and would need to be consulted to institute a change. USBE StaffMember: Rhett Larsen
<i>Digital Citizenship</i>	<ul style="list-style-type: none"> • 53G-7-1202(3) • 53G-7-1205(7) • R277-491-6(3) • CIPA 	All school employees, students, and School Community Councils.	To be eligible for e-Rate funds, all schools are required to provide annual digital citizenship training . USBE StaffMember: Rick Gaisford; Paula Hull
<i>Personal Protective Gear and Blood Bourne Pathogens</i>	<ul style="list-style-type: none"> • 29 CFR §1910.132 • R392-200 • (OSHA 29 USC §654(a)(2)) 	Any staff supervising students who has risk of exposure to blood or other body fluids or hazards.	OSHA requires this training to staff annually USBE StaffMember: Kendra Muir

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<i>Asthma</i>	UCA 26B-4-408	Employee(s) who will be responsible for medications and medication records.	Code requires an annual refresher USBE StaffiMember: Kendra Muir
<i>Diabetes & Glucagon</i>	UCA 53G-9-504	Employee(s) who will be responsible for medications and medication records.	Code requires an annual refresher USBE StaffiMember: Kendra Muir
<i>Seizure Rescue Medication</i>	UCA 53G-9-505	Any teacher or other school employee who volunteers to become a quali' ed adult.	Code requires an annual refresher USBE StaffiMember: Kendra Muir
<i>Adrenal Crisis Rescue Medication</i>	• 53G-9-507	Any trained school volunteer	HB468 (2024) added an additional annual training requirement USBE StaffiMember: Kendra Muir
<i>Administering Student Medications</i>	• R156-31b-701b(2b)	Any staffi administering medication to students.	An annual refresher is required. USBE StaffiMember: Kendra Muir

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Required Every Two Years

Training Topic	Related Regulation	Required Audience	Additional Details
<i>Defensive Driving</i>	<ul style="list-style-type: none">Required for schools covered under State Risk ManagementRecommended 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.	Risk Management requires this every 2 years. USBE Staff Member: Cammy Wilcox

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