

1 **R277. Education, Administration.**

2 **R277-322. LEA Codes of Conduct.**

3 **R277-322-1. Authority, Purpose, and Oversight Category.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 63G-7-301, which requires the Board to create a model policy that
10 regulates behavior of a school employee toward a student[.]; and

11 (d) Section 76-5-404.1, which defines “position of special trust” inclusive of
12 several public education related positions.

13 (2) The purpose of this rule is to require LEAs to create a code of conduct or
14 appropriate behavior policy applicable to the LEA's staff employees and individuals in
15 a position of special trust.

16 (3)(a) This rule applies to a person in a position of special trust with an LEA or
17 school, including employees who hold an educator license issued by the Board.

18 (b) Nothing in this rule shall limit or replace the Board's authority under Rules
19 R277-210 through R277-217 to investigate or discipline licensed educators for conduct
20 violations.

21 ([3]4) This Rule R277-[326]322 is categorized as Category 2 as described in
22 Rule R277-111.

23

24 **R277-322-2. Definitions.**

25 (1) "Boundary violation" means the same as that term is defined in Rule R277-
26 210.

27 (2) "Personal identity characteristics" has the same meaning as defined in
28 Section 53B-1-118.

29 (3) "Position of special trust" means the same as that term is defined in Section

30 76-5-404.1.

31 ~~[(3) "Staff" or "staff member" means an employee, contractor, or volunteer with
32 unsupervised access to students.]~~

33 (4) "Retaliation" means intimidation, threats, coercion, harassment, adverse
34 employment actions, or other conduct that would discourage a reasonable person from
35 reporting or participating in an investigation.

36 ~~([4]5) "Sexual conduct" means any sexual contact or communication between a
37 [staff member] person in a position of special trust and a student, including:~~

38 (a) "sexual abuse" as defined in Section 76-5-404.1;

39 (b) "sexual battery" as defined in Section 76-9-702.1; or

40 ~~(c) [a staff member and student] sharing any sexually explicit or lewd
41 communication, image, or photograph.~~

42

43 **R277-322-3. Required Code of Conduct Policy.**

44 ~~(1) The [Superintendent shall create a] Board hereby creates a model code of
45 conduct [or appropriate behavior] policy as set forth in Subsections (2) and (3).~~

46 ~~[(2) Each LEA shall adopt a code of conduct or appropriate behavior policy
47 applicable to the LEA's staff~~

48 ~~(3) An LEA's code of conduct or appropriate behavior policy, adopted pursuant
49 to Subsection (2), may not be less stringent than the model code of conduct or
50 appropriate behavior policy described in Subsection (1) and shall include, at a
51 minimum:]~~

52 (2) A person in a position of special trust:

53 (a) ~~[a statement that a staff member] shall avoid boundary violations, as defined
54 in Rule R277-210, with students or minors;~~

55 ~~(b) shall receive annual training on recognizing and preventing boundary
56 violations in both physical and digital settings;~~

57 (c) shall comply with all federal, state, and local laws;
58 (d) shall treat students with dignity and respect by promoting the health, safety,
59 and well-being of students, including maintaining appropriate verbal, emotional, and
60 social boundaries;
61 (e) shall take prompt an appropriate action to stop, mitigate, and prevent
62 harassment or discriminatory conduct toward a student that the person knew or should
63 have known may result in an inappropriate hostile, intimidating, abusive, offensive,
64 or oppressive environment;
65 (f) shall take prompt and appropriate action to protect a student from any known
66 condition detrimental to the student's physical health, mental health, or safety;
67 (g) shall report to the LEA conduct in violation of the LEA's policy, including the
68 LEA's code of conduct; and
69 (h) shall report suspected child abuse or neglect to law enforcement or the
70 Division of Child and Family Services in accordance with Sections 53E-6-701 and 80-2-
71 602.
72 ~~([b]) [a statement that a staff member]~~ may not subject a student to:
73 (i) physical ~~[abuse]~~ harm or mistreatment;
74 (ii) verbal ~~[abuse]~~ mistreatment or intimidation;
75 (iii) sexual ~~[abuse]~~ conduct; or
76 (iv) mental ~~[abuse]~~ or psychological mistreatment;
77 ~~([c]) [a statement that a staff member]~~ shall report any suspected incidents of:
78 (i) physical ~~[abuse]~~ harm or mistreatment;
79 (ii) verbal ~~[abuse]~~ mistreatment or intimidation;
80 (iii) sexual ~~[abuse]~~ conduct;
81 (iv) mental ~~[abuse]~~ or psychological mistreatment; or
82 (v) neglect;
83 ~~([d]) [a statement that a staff member]~~ may not touch a student in a way that
84 makes a reasonably objective student feel uncomfortable;

85 ~~([e]) [a statement that a staff member]~~ may not participate in sexual conduct with
86 a student;

87 ~~([f]) [a statement regarding appropriate]~~ may not engage in inappropriate verbal
88 or electronic communication ~~[between a staff member and]~~ with a student;

89 ~~([g]) [a statement regarding providing]~~ may not give inappropriate gifts, special
90 favors, or unearned preferential treatment to a student or group of students;

91 ~~([h]) [a statement that a staff member]~~ may not discriminate against a student
92 on the basis of the student's personal identity characteristics;

93 ~~(i) a statement regarding appropriate use of electronic devices and social media~~
94 ~~for communication between a staff member and a student;]~~

95 ~~(j) [a statement regarding]~~ may not use ~~[ef]~~ alcohol, tobacco, [and] or illegal
96 substances during work hours and on school property;

97 ~~(k) a statement that a staff member shall:~~

98 ~~(i) report any suspicion of child abuse or bullying to the proper authorities;~~
99 ~~(ii) annually read and sign all policies related to identifying, documenting, and~~
100 ~~reporting child abuse; and~~

101 ~~(iii) for an employee or contractor, annually attend abuse prevention training~~
102 ~~required in Section 53G-9-207; and]~~

103 (q) may not retaliate against a student, parent, or other personnel who report a
104 suspected violation of state law, Board rule or LEA policy, including the LEA code of
105 conduct;

106 (r) shall disclose conflicts of interest, including financial or personal relationships,
107 that may compromise professional judgment or student welfare;

108 (s) shall act professionally and in a manner that upholds the integrity of the
109 school and the public education system, whether on or off duty;

110 (t) shall refrain from conduct, speech, or expression, whether in person or
111 virtually, that could reasonably be viewed as inappropriate, unprofessional, or
112 detrimental to the reputation of the individual's position or LEA or the education

113 profession, during work hours, on school property, or in connection with official LEA
114 activities;

115 (u) shall maintain political and ideological neutrality in the course of professional
116 duties and may not use partisan, political, or ideologically charged language, symbols,
117 attire, or expressions, including, but not limited to campaign slogans, political party
118 insignia, or advocacy symbols, during work hours, on school property, or in connection
119 with official LEA activities;

120 (v) shall use discretion in personal communications, including online posts and
121 social media activity;

122 (w) may not post, share or endorse content that reasonably could be perceived
123 as harassment, intimidation, discrimination, encouraging violence, or otherwise
124 inconsistent with professional standards of conduct;

125 (x) subject to constitutional rights against self-incrimination, shall fully cooperate
126 with criminal or civil law enforcement, and an LEA, UPPAC, or Board investigations
127 involving a student or person with a position of special trust by:

128 (i) responding truthfully and promptly to lawful inquiries;

129 (ii) providing relevant information within the individual's knowledge or possession;
130 and

131 (iii) complying with lawful subpoenas, warrants, or other compulsory processes;

132 (y) may not invite, suggest, or encourage a student to reconsider or change the
133 student's sexual orientation or gender identity;

134 (z) may not, through instruction, materials, or symbols, actively endorse,
135 promote, or disparage, a particular partisan, religious, denominational, sectarian,
136 agnostic, or atheistic belief or viewpoint; and

137 (aa) shall observe and adhere to practices of confidentiality, privacy, and
138 discretion, including ensuring that information is accessible only to those authorized to
139 have access.

140 (3) A person in a position of a special trust:

141 (a) shall annually read and sign all policies related to identifying, documenting,
142 and reporting child abuse; and
143 (b) shall annually attend abuse prevention training as required in Section 53G-9-
144 207.

145

146 **R277-322-4. LEA Responsibilities.**

147 (1) Each LEA shall adopt a code of conduct policy, which may not be less
148 stringent than the model code of conduct adopted in Section R277-322-3.
149 (2) An LEA that contracts with entities that directly serve students of the LEA
150 must include a provision in the contracts with the entities that the contractor also adopt
151 a code of conduct policy that may not be less stringent than the model code of conduct
152 in Section R277-322-3.

153 (3) An LEA shall establish a hotline as described in Section R277-123-7 for
154 students, parents, and personnel to report violations of Board rule and LEA policy,
155 including the code of conduct.

156 (4) An LEA shall refer substantiated violations and systemic noncompliance of
157 this rule to the Superintendent for possible corrective actions or sanctions under Rule
158 R277-114.

159 (5) If an LEA repeatedly fails to provide required training, acknowledgments, or
160 policy postings, the LEA may be subject to corrective action or sanctions under Rule
161 R277-114.

162 [(4) An LEA shall post the LEA's code of conduct or appropriate behavior policy
163 adopted pursuant to Subsection (2) on the LEA's website.]

164 ([5]6)(a) An LEA shall annually provide training to [staff] individuals in a position
165 of special trust regarding the LEA's code of conduct policy, the hotline described in
166 Subsection (X) [including the staff member's] and the individual's responsibility to report
167 and how to report:

168 ([a]) known violations of the LEA's code of conduct or appropriate behavior
169 policy; and

170 ([b]) known violations of the Utah Educator Standards contained in Rule R277-
171 217.

172 (b) An LEA shall annually provide its administrators with specialized training on
173 investigation procedures and documentation of complaints.

174 ([6]) ~~A staff member~~ A person with a position of special trust, who is an
175 employee of, or volunteer at, an LEA shall annually sign a statement acknowledging
176 that ~~the staff member~~ the person has read and understands the code of conduct ~~or~~
177 appropriate behavior policy.

178 (8)(a) An LEA shall annually provide to its governing board, LEA Superintendent,
179 and the Board's Internal Audit Department a compliance attestation verifying that the
180 LEA has provided required training, obtained employee acknowledgments, and posted
181 its code of conduct as required by this rule.

182 (b) An LEA shall make the attestation under Subsection (8)(a) in a format
183 prescribed by the Superintendent.

184 (9)(a) An LEA shall annually submit to the Superintendent and the Board's
185 Internal Audit Department aggregate data on code of conduct complaints, categories of
186 violations, and dispositions, with student and employee identities redacted, in a format
187 prescribed by the Superintendent.

188 (b) The Superintendent shall make the information submitted under Subsection
189 (9)(a) available to the Board upon request.

190 (10) An LEA shall report to the Board's Internal Audit Department, in a manner
191 prescribed by the department, within 45 days, any individual in a position of special trust
192 at the LEA who:

193 (a) is terminated from employment for conduct that violates the LEA's code of
194 conduct or appropriate behavior policy;

195 (b) resigns or retires in lieu of termination for conduct that violates the LEA's
196 code of conduct or appropriate behavior policy;
197 (c) resigns or separates under an agreement that limits disclosure of the
198 underlying reason for separation, including non-disclosure or confidentiality agreements,
199 if the conduct involved potential violation of the LEA's code of conduct or Rules R277-
200 217, R277-316, or R277-605; or
201 (d) otherwise separates employment following substantiated findings of
202 misconduct, harm, neglect, or other conduct inconsistent with LEA policy, including the
203 LEA's code of conduct.
204 (11) A report under this Subsection (10) shall include, at a minimum:
205 (a) the individual's name and position or assignment;
206 (b) the date of separation or LEA action;
207 (c) the nature of the conduct that led to the separation or LEA action; and
208 (d) whether the matter has been referred to law enforcement, UPPAC, or another
209 regulatory authority.
210 (12) An LEA may not construe this section to prevent the LEA from making
211 reports to law enforcement, UPPAC, or the Department of Health and Human Services
212 as otherwise required by law.
213 (13) An LEA may not enter into any agreement that prevents or restricts the LEA
214 from providing the notice required by this section.
215 (14) An LEA shall ensure that the LEA's code of conduct and policies, adopted
216 consistent with this rule, is posted in a location that is readily accessible to the public on:
217 (a) the LEA's official website; and
218 (b) each school's official website within the LEA.
219 (15) An LEA shall update the website posting within 30 days of adopting or
220 revising its code of conduct.
221 (16) Failure of an LEA to comply with this Section R277-322-4 constitutes
222 noncompliance subject to corrective action or sanctions under Rule R277-114.

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224 **R277-322-5. Retaliation and False Reports.**

225 (1) An LEA shall prohibit retaliation against an individual who, in good faith,
226 reports a suspected violation of LEA code of conduct, policy, Board rule, or the law.

227 (2) An individual may not knowingly make a false, malicious, or frivolous report
228 alleging a violation of the LEA's code of conduct, policy, or the law.

229 (3) An individual who knowingly makes a false, malicious, or frivolous report may
230 be subject to:

231 (a) disciplinary action by the LEA, up to and including termination of employment;
232 (b) referral to UPPAC if the individual is licensed by the Board; and
233 (c) other remedies or penalties available under the law.

234 (4) Nothing in this section shall be construed to discourage or penalize good-faith
235 reports made without malice or with a reasonable belief in their accuracy.

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237 **KEY: codes of conduct, appropriate behavior, employee conduct**

238 **Date of Last Change: August 7, 2024**

239 **Notice of Continuation: June 7, 2024**

240 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4); 63G-**
241 **7-301**

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