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## MEMORANDUM

**TO:** Members, Utah State Board of Education

**FROM:** Angie Stallings, Associate Superintendent  
Policy and Communication

**DATE:** August 11-12, 2016

**ACTION:** R277-715 *Out-of-School Time Program Standards (New)*

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### **Background:**

The 2016 Legislature passed S.B. 125, After-school Programs Amendments, which requires the Board to make rules that describe the standards for high quality programs operating outside of the regular school day. R277-715 is enacted to comply with the new legislation.

### **Board Strategic Plan:**

This item supports the following imperative and strategies in the Board's Strategic Plan:  
Oversight - Monitor, review, and provide general supervision to all public education institutions and other entities for which the State Board has responsibility.

### **Anticipated Action:**

It is proposed that the Standards and Assessment Committee consider approving R277-715 on first reading and, if approved by the Committee, the Board consider approving R277-715 on second reading.

**Contact:** Lisa Wisham, 801-538-7825  
Ann White, 801-538-7827  
Rich Nye, 801-538-7550  
Angie Stallings, 801-538-7550

1 **R277. Education, Administration.**

2 **R277-715. Out-of-School Time Program Standards.**

3 **R277-715-1. Authority and Purpose.**

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) Section 53A-1-401, which allows the Board to make rules to execute the  
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53A-15-107, which requires the Board to adopt rules to set  
10 standards for high quality out-of-school time programs.

11 (2) The purpose of this rule is to set standards for high quality out-of-school  
12 time programs, and establish the programs required to adopt those standards.

13 **R277-715-2. Definitions.**

14 (1) "Assessment tool" means the Utah After-school Program Quality  
15 Assessment and Improvement Tool developed by a statewide multi-agency  
16 stakeholder group, and administered by the Utah After-school Network.

17 (2) "Out-of-school time" means time that a student at a participating program  
18 is engaged in a learning environment that is not during regular school hours,  
19 including before school, after school, and during the summer.

20 (3) "Participating program" means a program that receives funds from the  
21 Board or from the Department of Workforce Services to support the program's  
22 out-of-school time programming.

23 **R277-715-3. Requirements and Standards for High Quality Out-of-School Time**  
24 **Programs.**

25 (1) A participating program shall:

26 (a) use the assessment tool to determine the extent to which the program is  
27 meeting the standards described in this Section;

28 (b) ensure that it is working toward achieving the standards described in this  
29 Section; and

30 (c) collect and submit student attendance data to the Superintendent in a

31 format prescribed by the Superintendent.

32 (2) The Superintendent shall provide for a flag in a student's data file to  
33 indicate the student's attendance in a participating program.

34 (3) The safety standard includes the following components in order to provide  
35 a safe, healthy, and nurturing environment for all participants, including that:

36 (a) staff are professionally qualified to work with program participants;

37 (b) policies and procedures are established and implemented to ensure the  
38 health and safety of all program participants;

39 (c) program participants are carefully supervised to maintain safety;

40 (d) a transportation policy is established and communicated to staff and  
41 families of participants; and

42 (e) a consistent and responsive behavior management plan is established and  
43 implemented.

44 (4) The relationships standard includes the following components in order to  
45 develop and maintain positive relationships among staff, participants, families,  
46 schools, and communities, including that:

47 (a) staff and participants know, respect, and support each other;

48 (b) the program communicates and collaborates with the school and the  
49 community; and

50 (c) the program fosters family involvement to support program goals.

51 (5) The skills standard includes the following components in order to  
52 encourage participants to learn new skills, including that:

53 (a) participants are actively engaged in learning activities that promote critical  
54 thinking, creative thinking, and that build on the individual's interests and strengths;

55 (b) the program aligns academic support and interventions to the school-day  
56 curricula to address student learning needs; and

57 (c) the program offers a variety of life skill activities and needs-based support  
58 to promote leadership skills, personal growth, and responsible behaviors toward self  
59 and others.

60 (6) The administration standard includes the following components in order  
61 to ensure that the program is effectively administered, including that the program:

62 (a) has established a plan for increasing capacity, ensuring program quality,

63 and promoting sustainability, including sound fiscal management;  
64 (b) establishes and consistently implements clearly-defined policies and  
65 procedures;  
66 (c) recruits, hires, and trains diverse and qualified staff members who value  
67 and nurture all participants; and  
68 (d) provides professional development and training opportunities to enhance  
69 staff job performance.

70 **KEY: out-of-school time, program, standards, students**

71 **Date of Enactment of Last Substantive Amendment: 2016**

72 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53A-1-401;**  
73 **53A-15-107**