

POLICY AND LEGAL SERVICES NEWSLETTER



December 2021

WHAT'S INSIDE



**POLICY AND AP
CHANGES**

PAGES 1 & 3-4

Compliance Corner

Page 2

Keep or TOSS ?

Retention Reminders

Page 4

POLICY AND AP CHANGES

Looking for a nice warm vacation spot? Well, if your travel plans are work-related, please be sure to review the streamlined administrative procedures related to **district travel**. Pay special attention to the new payment requirements, there are some things that the district will no longer reimburse if paid for with a personal credit card (i.e., lodging, airfare). Also, the procedures clarify that the district's travel budget will fund school-based administrators' travel on a rotating basis, but that such administrators are allowed to travel more frequently if the expenses are paid for from the appropriate school budget. For any questions related to travel procedures, please contact Alan Kearsley, Business Administrator, or refer to the [F-3: Administrative Procedures, Conference Attendance and Travel Expense Reimbursement](#).

Student clubs or school clubs? SLCSO encourages our students to connect with their school community by joining a club. Now, we have made it even easier to start a new club by including a second approval timeframe in the Spring (we have kept the Fall timelines as well). If you have any questions about these deadlines, please review the [I-16: Administrative Procedures, School and Student Clubs – Equal Access Act](#), or contact Dr. Leeson Taylor, Executive Director of School Leadership and Performance.

UNEXPECTED STUDENT TRAVEL OPPORTUNITIES! We have got you covered. We have now included an option for trips to be approved in the Spring as opposed to just the Fall. If you have any questions about these deadlines, please review the [I-19: Administrative Procedures, Overnight and Extended Trips or Activities](#), or contact Dr. Leeson Taylor.



Compliance Corner

Gender Inclusion Update

SLCSD strives to support our LGBTQ+ students and employees and to create an inclusive environment for all our community members. To help in this effort, prior to the beginning of this school year we trained our principals and school teams to use Board Policy G-24 to assist transitioning students and employees. Since then, many of our district and school employees have also participated in ally training provided by Encircle. The district's website has been updated to include a page with LGBTQ+ resources. In addition, we have updated the [Confidential Student Gender Support Plan](#) and the [Confidential Workplace Transition Plan](#) to guide the discussion that administrators should have with parents and students or employees who would like to have a transition plan in place. (Remember, these plans are not mandatory for anyone who is transitioning; rather, they are a tool to help us support any interested members of our district community.)

As we approach the second semester of the 2021-22 school year, it is important that teachers are aware of appropriate practices surrounding discussing preferred pronouns with students. It is perfectly acceptable for a teacher to model introductions in the classroom by stating their name and their preferred pronouns. It is also fine to allow students to introduce themselves using their preferred pronouns if they would like to do so or to allow students to tell you how they would like to be addressed. However, it is not acceptable (in fact it is against state law and board policy) to include a question about preferred pronouns on a student information form that is collected by teachers. If you have included this question on a form in the past, delete it prior to using the form next semester.

In addition, we have been paying close attention to the Utah State Board of Education's (USBE) recent discussions about gender inclusion policies from districts throughout the state. USBE has also discussed the possibility of providing guidance to school districts for handling student requests to use a chosen name or pronouns, but USBE has not yet circulated any such guidance. At this point in time, our district will continue to follow the guidance provided in the administrative procedures for G-24. We will notify you if any changes to our administrative procedures are necessary.

We appreciate your continued support of all our community members.

Have a wonderful holiday season!!

Thanks,

Tina Hatch

Interim Compliance Officer
801.578.8388

“The library is inhabited by spirits that come out of the pages at night.” - Author: Isabel Allende. And while libraries are magical places, sometimes you may need to know where to look if an employee, parent, or student wants the inclusion of certain library materials reconsidered. Sections VII and IX in the [I-7: Administrative Procedures, Curriculum and Instructional Materials](#) are brand new and outline the processes for school-level and district-level reconsideration of library media materials. There is even a new form, [I-7: Request for Reconsideration of Library Media Materials](#), which should be used in the event of a challenge. Any questions remaining after you review the documents should be addressed to Dr. Tiffany Hall, Executive Director of Teaching and Learning.

How much do we charge to rent a high school auditorium? I have no idea -- okay, well I do actually, it is \$110 -- but the point is that **the only person who can waive or reduce a rental fee is the superintendent.** For more information on renting district facilities, please contact Paul Schulte, Executive Director of Auxiliary Services, or refer to the [C-4: Administrative Procedures, Community Use of Facilities](#).

Trains, planes and buses! Those are three approved modes of transportation that can be used for conveying students. So, except in extremely rare instances that require advance superintendent approval, students are to be transported using district transportation, chartered buses, public transportation, or vehicles driven by trained professional drivers. This direction came from State Risk, but students are still allowed to transport themselves to activities if their parent has given written permission. The district has revised its administrative procedures and removed obsolete forms to clarify this process; for questions about student transportation, please contact Kelly Orton, Director, or Ken Martinez, Transportation Manager, or refer to the [G-8: Administrative Procedures, Transporting Students](#).

Over-achieving middle school students? **THERE ARE SEVERAL WAYS FOR MIDDLE SCHOOL STUDENTS TO EARN HIGH SCHOOL CREDIT.** For more information on what high school credit options are available for middle school students please refer to Section III.A.2 of the [I-2: Administrative Procedures, Credit and Graduation Requirements](#) or contact Dr. Tiffany Hall.

“I wrote down the grades I wanted in every class.” - Author: Cory Booker. That’s an awesome idea, but those grades still need to be recorded. Section II.D. of the [I-8: Administrative Procedures, Student Progress and Academic Achievement](#) now outlines a specific requirement that teachers **grade student work within two weeks of submission**. This clarification was asked for by principals, so consider it our holiday gift to you! If you have questions about this requirement, please contact Dr. Tiffany Hall.

Ever wonder what a safety sensitive position is? For purposes of the district’s random drug testing process, safety sensitive positions are only those positions which require a commercial driver’s license (CDL). Please be aware that if you are asked to perform a reasonable suspicion drug test, the possession of a medical marijuana card will not negate the imposition of discipline, when warranted. If you have any questions about the district’s drug testing practices, please contact Logan Hall, Executive Director of Human Resource Services, or refer to the [G-22: Administrative Procedures, Tobacco and Drug Free District](#).

DO EMPLOYEE EVALUATIONS REALLY MATTER? Yes! In accordance with a state mandate, an employee's evaluation will determine whether they qualify for the legislative educator salary adjustment. Guidance on this issue is now included Section I.D. of the [P-10: Administrative Procedures, Personnel Evaluations and Surveys](#). Alan Kearsley and Logan Hall can answer any questions you may have on this issue.

USBE REQUIRES VOLUNTEERS AND NON-LICENSED EMPLOYEES TO BE SUSPENDED FROM PERFORMING CERTAIN DUTIES IF THEY ARE ALLEGED TO HAVE COMMITTED AN OFFENSE WHICH MAY ENDANGER STUDENTS OR WHICH INVOLVES ALCOHOL OR DRUGS. For more information about appropriate steps to take in these situations, please contact Logan Hall or refer to Section VIII.E. of the [G-23: Administrative Procedures, Background Check and Employee Self-Reporting Requirements](#).

Keep or TOSS ?

Bus Transportation Request

This form is used to request buses for special activities and school trips. The school retains a copy of the form and submits a copy to the district's Transportation Department. These requests are submitted prior to the activity (per district policy) for bus scheduling and driver's assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, and approval signatures.

Retain for 2 years, then destroy records.

Accounts Payable and Receivable Records

These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

Retain for 4 years, then destroy records.

Education Performance and Testing

These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

Retain for 3 years after separation, then destroy records.

Section 504 Student Records

These records document the progress and participation of students under Section 504 of the Rehabilitation Act. Records may include 504 plans, manifestation review records, parental information and correspondence, financial assistance, assessments and related records.

Retain for 3 years after separation, then destroy records.

Jillian Norton - GRAMA Officer and Legal Support - 801.578.8348