

POLICY AND LEGAL SERVICES NEWSLETTER



“Honey, our lawyer wishes us, but in no way guarantees us, a Happy New Year.”

December 3, 2018

POLICY AND AP CHANGES

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Supervision on **OVERNIGHT STUDENT TRAVEL** – Before your students travel, there are **TWO new supervision requirements** you must be aware of: 1) A head coach or faculty sponsor/advisor must travel on the same bus/plane as the students; and 2) An administrator must accompany all student groups/teams on out-of-state trips. For a complete list of all the supervision requirements associated with student travel, please refer to [Section III in the I-19: Administrative Procedures, Overnight and Extended Trips or Activities](#).

Question: *When is the last day for a student to have his/her incomplete grade made up, or get any incorrect grade changed?*
The correct answer is: Student grades need to be made up (if incomplete) or changed (if incorrect) by the end of the following term, or October 15th if the affected grade was received in term 4. Any incomplete grades that remain on the transcript after the deadline has passed will be converted to a “F”. For more information about grade changes, please contact Tiffany Hall or refer to [Section III in the I-8: Administrative Procedures, Student Progress and Academic Achievement](#).

Remember to do your **mandatory fire drills!** Don't forget, all schools need to be holding at least one fire drill every other month throughout the school year. And secondary schools (grades 7-12), don't forget that you must hold a fire drill between January 1 and January 10 each year. For more information about mandatory drills and reporting, please refer to [Section III of the G-2: Administrative Procedures, Emergency Preparedness](#).

When packing for conference/business travel, please remember that **YOU WILL ONLY GET REIMBURSED FOR ONE PIECE OF CHECKED LUGGAGE**, and the district will not reimburse you for any over-weight luggage charges. Also, employees are responsible for paying all expenses related to extending their business travel into a **PERSONAL VACATION**, including any increase in airfare due to extended travel dates. For more information about reimbursable travel expenses, please refer to [the F-3: Administrative Procedures, Conference Attendance and Travel Expense Reimbursement](#).

New requirements regarding how students can **improve their course grade** by enrolling in certain courses. First, only courses taken from a Utah public education institution that are approved by NCAA and/or Utah System of Higher Education Regents' Scholarship are eligible for grade improvement. Also, if a student wants to take an online courses to improve their grade, it must be taught by a highly qualified teacher. One other thing to keep in mind is that students who replace an Honors course with a non-Honors course will not receive Honors credit when the replacement grade is added. For more information about improving a course grade, please contact Tiffany Hall or refer to the [I-2: Improving a Course Grade Instructions](#).

IMPORTANT REMINDER

Every district employee must **REPORT SUSPECTED CHILD ABUSE**, this includes all of us - bus drivers, attendants, kitchen workers, custodians, secretaries, paraprofessionals, teachers, administrators, ... **everyone** employed by the district! For more information on reporting suspected child abuse, please refer to [Board Policy S-8: Mandatory Child Abuse Reporting and Training](#) and [its accompanying administrative procedures](#).



Compliance Corner

We are required by the State to report incidents of bullying in our district. Please make sure to inform me when you have a bullying incident, so that I can report accurate numbers. I plan to have an online reporting form in place soon.

Thanks,

Tina Hatch

Interim Compliance Officer
801.578.8388



Surveillance Video

If a parent/guardian asks to view surveillance footage of their student, it is okay to let them view it at your location. However, if the requested footage will be used or has been used to discipline any other student, then the parent/guardian cannot view it without the consent of the other student's parent/guardian.

If anyone asks for a copy of the footage please have them submit a [GRAMA request form](#) or send me an email containing a clear description of the requested footage.

Jillian Norton
GRAMA Officer and Legal Support
801.578.8348