

## **Policy Type: Governance Policy**

### **Title: Professional Standards and Training for Non-licensed Employees and Volunteers Policy**

Effective: May 20th, 2026

## **Purpose**

The purpose of this Professional Standards and Training for Non-licensed Employees and Volunteers Policy is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

## **1. General Policy Statement**

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

## **2. Scope**

This policy applies to non-licensed employees, volunteers, contractors, and other individuals who interact with students or support school programs under the direction of Custom Class.

## **3. Training and Standards**

Custom Class may require training regarding professional boundaries, student supervision, mandatory reporting, confidentiality, data privacy, bullying and harassment prevention, emergency procedures, appropriate communication, and other topics relevant to the person’s role.

Non-licensed personnel and volunteers shall act in a manner that supports student safety, maintains appropriate boundaries, protects confidential information, and complies with school direction.

## **4. Screening and Supervision**

Custom Class may require background checks, reference checks, volunteer agreements, supervision plans, or other safeguards before allowing individuals to work with or around students. The school may limit, suspend, or end volunteer or contractor access when necessary to protect students or school operations.

## Administration and Review

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

## Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

Signature:



Matthew J. Middione - Board Chair

Signature:



Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

## References

R277-316