



Teacher Handbook

2009-2010

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Section 1: Mission and Governance

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Sunset Ridge Middle School Mission Statement

“The mission of Sunset Ridge Middle School is to ensure academic excellence, developmental responsiveness and social equity in order to educate our students to be productive citizens in their changing world.”

Desired Results for Student Learning (DRSL’s)

- ❖ Students will be critical thinkers and problem solvers.
- ❖ Students will communicate effectively through reading, writing, listening, creating, and speaking.
- ❖ Students will demonstrate positive character development that leads to responsible citizenship.
- ❖ Students will demonstrate basic knowledge and learn individual skills that support future learning.
- ❖ Students will develop skills to work effectively with others.

ADMINISTRATIVE COMMITTEE 2009-2010

Principal	Catherine Jensen
Assistant Principals	Brian Larson, Tim Heumann
Guidance Staff	Randy Tree, Becky Stephens
School Leadership Committee Chair	To be determined
Head Secretary	Jenny Johnson

SCHOOL LEADERSHIP TEAM 2009-2010

All Administrators	Cathy Jensen, Brian Larsen, Tim Heumann
All Department Chairpersons	listed under Dept. Chairpersons
Head Secretary	Jenny Johnson
Team Leaders	Paula Williams, Patty Lambdin, Richard Statler

SCHOOL ADVISORY COMMITTEE 2009-2010

Assistant Principal	Brian Larson, Tim Heumann
Faculty Chairperson	
Secretary	
Core Area Representative	Tiffany Cooke
Non-Core Area Representative	
JEA Representative	Lanny Sorenson
Counselor	Randy Tree

DEPARTMENT CHAIRPERSONS 2009-2010

Career Technology Education	Kristi Johnson
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Counseling	Randy Tree
Fine Arts.....	Don Findlay
World Languages	Natalie Rudel
Language Arts.....	Tiffany Cooke
Math	Eva Serr
Physical Education/Health	Sherrie Cornia
Science	Richard Statler
Social Studies.....	Linda Richmond
Special Education.....	Amanda Burke & Clinton Thurgood

SUNSET RIDGE MIDDLE SCHOOL
Team Structure—2009-2010

GRADE LEVEL

<u>7th grade</u>	<u>8th grade</u>	<u>9th grade</u>
Team Leader—Patty Lambdin	Team Leader—Paula Williams	Team Leader—Richard Statler
Team A--Tiffany Cooke*	Team A—Linda Richmond*	Team A—Mark Escossio*
Christie Larsen	Paula Williams	Melissa Jacobs
Debra Texeira	Rob Robertson	Team B—Lanny Sorensen*/
Catherine Schulthies	Eva Serr	Herget
Edith Mitko	Team B—Colleen Edgley*	Mallory Meyer
Team B--Patti Hendricks*	Christy Tohara	Steven Thatcher
Patty Lambdin	Tyler Blain	Math/Sci—Richard Statler
Lisbeth Ericksen	Christine Johnson	Tracy Castellanos
Theresa Grimes	Vicki Trevisanut	Lisa Hale
Team C—Matt Emerson*	Nadine Schermerhorn	Mark Schizler
Audrey Fish	Encore—Kelly Russell	Lisa Gibson
Debera Herget	Carla Forbush	Encore--Don Findlay
Encore—Buckley Barratt	Tiffani Lehmitz	Lynn Imlay
Kristi Johnson	Vanessa Smith	Allison Provenza
Amanda Backenstoss	Laura Bradford	Sherrie Cornia
Julie Gambles	Kameron Oldroyd	John Walker
Joey Davis	Bill Keil	Susan Robinson

DEPARTMENT

<u>Language Arts</u> Tiffany Cooke* Lanny Sorenson Paula Williams Matthew Emerson Melissa Carlyon Patty Hendricks Kelly Russell Christie Tohara Debera Herget	<u>Social Studies</u> Linda Richmond* Colleen Edgley Lisbeth Ericksen Mark Escossio Mallory Meyer Christie Larsen Debera Herget	<u>Science</u> Richard Statler* Rob Robertson Patty Lambdin Debra Texeira Tyler Blain Mark Schizler Audrey Fish
<u>Math</u> Eva Serr* Christine Johnson Theresa Grimes Lisa Hale Tracy Castellanos	<u>Fine Arts</u> Don Findlay* Lanny Sorenson Allison Provenza Amanda Backenstoss Joey Davis	<u>CTE</u> Kristi Johnson* Julie Gambles Bill Keil Cameron Oldroyd

Lisa Gibson Catherine Schulthies	Tiffani Lehmitz	
<u>Physical Education</u> Sherrie Cornia* Carla Forbush Laura Bradford Buckley Barratt Audrey Fish	<u>Foreign Language</u> Vanessa Smith* Susan Robinson John Walker Matt Emerson	<u>Special Education</u> Steven Thatcher* Edith Mitko Vicki Trevisanut Nadine Shermerhorn
<u>Library Media</u> —Lynn Imlay*		
<u>Counseling</u> —Randy Tree*, Becky Stephens, Clinton Thurgood		

*Indicates Team Leader

+Indicates meeting with a different team for small teams. ~Meets with 9th grade team

Grade Level Teams meet under the direction of the grade level team leaders. They work on cross-curricular activities, extra-support for struggling students and stretch activities for successful students.

Small Teams center on the core curriculum. They may meet as a very small team or as grade level core teams. They also work on academic interventions for their students.

Encore teachers meet as departments during small team meetings.

Departments meet to ensure common curriculum, assessments and vertical articulation.

All collaboration meetings should focus on the three guiding questions:

1. **What should students know?**
2. **How will we know when they know it?**
3. **How will we respond when they don't?**
4. **How will we respond when they do?**

Planning and scheduling will be a natural result of answering the four guiding questions. Planning and scheduling should only take place after consideration has been given to the questions.

STUDENT GOVERNMENT 2009-2010

Faculty AdvisorsLinda Richmond
Randy Tree
Administrative Advisor.....Brian Larson
Student Body President.....Joseph Sukhan
Vice-President..... Alexia Diaz
SecretaryNathan Watson
9th Grade Representatives Hailey Barrios & Breeanne Zidon

8th Grade Representatives Jake Lowry & Alex Olson
 7th Grade Representatives Katie Larsen & Daniel Robles

SCHOOL COMMUNITY COUNCIL 2009-2010

Principal Catherine Jensen
 Chairperson Ronda Newbold
 Co-chairperson To be determined
 Faculty Member Jenny Nudd
 Faculty Member Tim Heumann (1st Semester) & Brian Larson (2nd Semester)
 Faculty Member Becky Stephens
 Faculty Member Audrey Fish
 Faculty Member Linda Richmond

PARENTS OF 7TH GRADE STUDENTS:

Parent Name	Student Name(s)	First year of service
• Andrea Hansen.....	Kimberly Hansen	2009-2010
• Jacqueline Gonzalez.....	Michael Gonzalez	2009-2010
• Denise Carroll	Andrew Hill	2009-2010
• Eve Van Wagoner.....	Mikayla Van Wagoner.....	2009-2010
• Michelle Markham.....	Allyson Markham	2009-2010

PARENTS OF 8TH GRADE STUDENTS:

Parent Name	Student Name(s)	First year of service
• Annette Clouse.....	Brandi Clouse.....	2009-2010
• Michelle Park	Scott Park	2009-2010
• Dodia Mendez.....	Otto Castillo	2009-2010
• Scott Cummings.....	Kilee Cummings	2009-2010
• Leslie Ashton	Drew Ashton	2009-2010
• Korene Robinson	Alicia Robinson	2009-2010
• Jamie Logue	Micaela Logue	2007-2008
• Ronda Newbold	Christine Newbold	2005-2006
• Misty Eyre.....	Mitch Eyre	2009-2010
• Blanca Ayala.....	Marvin Ayala	2009-2010
• Jessica Hale.....	Shelbi Hale.....	2009-2010

PARENTS OF 9TH GRADE STUDENTS:

Parent Name	Student Name(s)	First year of service
• Jessica Hale.....	Bryana Hale	2009-2010
• Ronda Newbold	Brooke Newbold.....	2005-2006
• Aaron Larson	Shawn “Tanner” Larson.....	2006-2007

PARENT TEACHER STUDENT ASSOCIATION 2009-2010

President.....	Lauren Alger
President Elect	Bonnie Wright
Treasurer	Tami Carlsen
Secretary	Lori Chamberlain
Legislative V.P.....	Wendy Ellsworth
Membership	January Davis
Memory Book.....	Ronda Newbold
Newsletter	Luann VanZomerem
Hospitality.....	Natalie Smith
Health and Safety	Launa Christiansen
Reflections	Krista Monson
Family Life.....	April Griffin
Student Rep V.P.	Laura Pedersen
Teacher Appreciation/Awards	Cindy Nash & Aaron Larson
Volunteer Coordinator	Ricki Wach
Administrative V.P.	Catherine Jensen
Teacher Rep V.P.	

Section 2: Calendar, Schedules, General Information

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Sunset Ridge Middle School 2009-2010 Calendar

School Year Begins

Labor Day
 Student-Led Conferences
 Teacher Compensatory Day
 Fall Recess

End of First Quarter

Teacher Professional Day
 Thanksgiving Recess
 Winter Recess
 School Resumes

End of Second Quarter

Martin Luther King Jr. Day Recess
 Teacher Professional Development Day
 Washington and Lincoln Day
 Student Led Conferences
 Teacher Compensatory Day

End of Third Quarter

Teacher Professional Day
 Spring Recess
 Memorial Day Recess

End of Fourth Quarter

August 25

September 7
 September 23 & 24
 September 25
 October 1 & 2

October 30

October 30
 November 26 & 27
 December 23 - January 3
 January 4

January 15

January 18
 January 19
 February 15
 February 23 & 24
 February 26

March 25

March 26
 April 1-5
 May 31

June 3

Grade Reports

First Quarter

Midterms	September 21
Progress Reports	October 14
Report Cards	November 13

Second Quarter

Midterms	December 2
Progress Reports	December 18
Report Cards	January 29

Third Quarter

Midterms	February 19
Progress Reports	March 10
Report Cards	April 16

Fourth Quarter

Midterms	April 28
Progress Reports	May 12
Report Cards	Week of June 14

Midterms will be sent home with students.

Report cards for first, second, and third quarters will be sent home with students.

All progress reports and fourth quarter report cards will be mailed to parents.

Sunset Ridge Middle School Bell Schedule 2009-2010

Regular Schedule

Period	Start	End	Minutes
1	7:55	8:44	49
2	8:49	9:56	67
3	10:01	10:50	49
LUNCH SCHEDULES			
A Lunch	10:50	11:20	30
4	11:25	12:14	49
5	12:19	1:08	49
4	10:55	11:44	49
B Lunch	11:44	12:14	30
5	12:19	1:08	49
4	10:55	11:44	49
5	11:49	12:38	49
C Lunch	12:38	1:08	30
6	1:13	2:02	49
7	2:07	2:55	48

Thursday Schedule

Period	Start	End	Minutes
1	7:55	9:27	87
2	9:32	11:21	109
LUNCH SCHEDULES			
A Lunch	11:21	11:51	30
3	11:56	1:23	87
3	11:26	12:08	42
B Lunch	12:08	12:38	30
3	12:41	1:23	42
3	11:26	12:53	87
C Lunch	12:53	1:23	30

Friday Schedule

Period	Start	End	Minutes
5	10:00	11:25	85
LUNCH SCHEDULES			
A Lunch	11:25	11:55	30
6	12:00	1:25	85
6	11:30	12:10	40
B Lunch	12:10	12:40	30
6	12:43	1:25	42
6	11:30	12:55	85
C Lunch	12:55	1:25	30
7	1:30	2:55	85

Lunch			
4	1:28	2:55	87

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Lunch Assignments 2009-2010 1st Sem.

Daily Lunch
Schedule

Teacher	M-W	Th	Fri
Barrat	A	A	A
Backenstoss	B	C	C
Blain	B	B	B
Bradford	C	C	C
Castellanos	C	C	C
Cooke	A	A	A
Cornia	C	C	C
Davis	B	B	C
Edgley	B	B	B
Emerson	B	A	B
Ericksen	A	A	A
Escossio	P	C	C
Findlay	A	A	C
Fish	C	A	A
Forbush	C	C	C
Gambles	A	A	C
Gibson	C	C	C
Grimes	A	A	A
Hale	C	C	A
Hendricks	A	A	A
Herget	C	A	C
Jacobs	P	C	C
Johnson, C	B	B	B
Johnson, K	A	A	C
Keil	A	A	A
Lambdin	A	A	A
Larsen	A	A	A
Lehmitz	A	C	A
Meyer	C	C	C
Mitko	A	A	A
Oldroyd	B	A	B
Provenza	C	C	C
Richmond	B	B	B
Robertson	B	B	B
Robinson	B	B	P
Russell	B	B	A

Daily Lunch
Schedule

Teacher	M-W	Th	Fri
Schermerhorn	B	B	B
Schizler	C	C	C
Schulthies	A	P	A
Seminary	C	C	C
Serr	B	P	B
Smith	B	B	P
Sorenson	C	C	C
Statler	P	C	C
Texeira	A	A	A
Thatcher	C	C	C
Tohara	B	B	B
Trevisanut	B	B	B
Walker	C	C	P
Williams	B	B	B

P

Prep Period

Faculty and Staff

SUNSET RIDGE MIDDLE SCHOOL

Office: 801-412-2475

Fax Number: 801-412-2490

ADMINISTRATION

Principal:	Cathy Jensen	801-412-2476	[ext.2476]
Assistant Principal:	Tim Heumann	801-412-2477	[ext. 2477]
Assistant Principal:	Brian Larson	801-412-2478	[ext. 2478]

COUNSELING STAFF [412-2485] ext. 1020

Counselors:	Randy Tree	801-412-2485	[ext. 2493]
	Becky Stephens	801-412-2485	[ext. 2494]
Psychologist:	Clinton Thurgood	801-412-2485	[ext. 2495]
Registrar:	Cindy Pellegrino	801-412-2485	[ext. 2485]

LIBRARY MEDIA CENTER

Library Media Specialist:	Lynn Imlay	801-412-2475	[ext. 6480]
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SUPPORT STAFF

Head Secretary:	Jenny Johnson	801-412-2479	[ext. 2479]
Hall Monitor:	Kandi Derrick	801-412-2475	[ext. 6472]
Attendance Secretary :	Terry Powell	801-412-2480	[ext. 2480]
Attendance Aides:	Julie Kemp	801-412-2480	[ext. 6461]
	Terry Burgon	801-412-2480	[ext. 6461]

Copy Room Aide:	Janine Whitney	No phone	
Library Aide:		801-412-2475	[ext. 6480]

Resource Aides:	Esther Skordas Blandina Chavez		
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ISS Aides:	LaTrill Leveridge	801-412-2475	[ext. 6457]
	Cathy DeMie	801-412-2475	[ext. 6457]

Head Custodian:	Dave Hawkins	801-412-2475	[ext. 6477]
Lead Custodian:	Clinton Mecham	801-412-2475	[ext. 6477]
Assistant Custodian:	Lee Stam	801-412-2475	[ext. 6477]
Assistant Custodian:	Brandy Welch	801-412-2475	[ext. 6477]

Lunch Manager:	Barbara Bishop	801-412-2491	[ext. 2491]
Lunch Clerk:	Carla Mattern	801-412-2491	[ext. 2491]

Sunset Ridge Middle School Directory of Teachers and Staff 2009-2010

Phone Ext	First Name	Last Name	Room Number
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Main Office

2476	Cathy	Jensen	1205
2478	Brian	Larsen	1208
2477	Tim	Heumann	1206
2479	Jenny	Johnson	Main
6472	Kandi	Derrick	Main

Support Staff

6477	Dave	Hawkins	Custodial Lnch Room
2491	Barbara	Bishop	Cpy Room
6455	Janine	Whitney	Comp. Tech
6452	Richard	Strausser	

Teachers

6458	Amanda	Backenstoss	1620
6431	Buckley	Barratt	1400/1400
6426	Tyler	Blain	1106
6437	Lori	Bradford	1400/1400
6444	Tracy	Castellanos	2110
6409	Tiffany	Cooke	2304
6439	Sherrie	Cornia	1400/Lib
6459	Joey	Davis	1506
6403	Colleen	Edgley	1102
6428	Matthew	Emerson	2607
6408	Lisbeth	Ericksen	2312
6413	Mark	Escossio	2112
6416	Don	Findlay	1610
6405	Audrey	Fish	2313
6429	Carly	Forbush	1400/1111
6430	Julie	Gambles	1302
6492	Elizabeth	Gibson	2113
6418	Theresa	Grimes	2311
6407	Lisa	Hale	2101
6404	Patti	Hendricks	2310
6441	Debera	Herget	2301
6480	Lynn	Imlay	Library
6432	Melissa	Jacobs	2111
6414	Kristi	Johnson	1313
6435	Christine	Johnson	1101

Extra Areas

6476	Faculty	Room	
6426	Broadcast	Room	
6427	Auditorium	Room	
801-280-5031	Seminary	Building	

801- School Main Phone

Phone Ext	First Name	Last Name	Room Number
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Counseling Dept.

2493	Randy	Tree	Counseling
2494	Becky	Stephens	Counseling
2495	Clinton	Thurgood	Counseling
2485	Cyndi	Pelligrino	Counseling
6433	Wendy	Hansen	Speech

Attendance Office

2480	Terry	Powell	Attendance
6461	Attendance	Aide	Attendance
6457	In School	Suspension	Attendance
2492	Resource	Officer	Main

Teachers

6412	William	Keil	1303
6406	Patty	Lambdin	2308
6436	Christie	Larson	2302
6417	Tiffany	Lehmitz	1508
6496	Mallory	Meyer	2102
6494	Edith	Mitko	1304
6415	Kameron	Oldroyd	1501
6438	Allison	Provenza	2403
6442	Linda	Richmond	1112
6434	Robert	Robertson	1108
6454	Susan	Robinson	2609
6402	Kelly	Russell	1103
6449	Nadine	Schermerhorn	1307
6422	Mark	Schizler	2106
6456	Catherine	Schulties	2303
6401	Eva	Serr	1113
6450	Vanessa	Smith	2610
6491	Lanny	Sorenson	2104
6419	Richard	Statler	2108
6466	Debra	Texeira	2306
6448	Steven	Thatcher	2103
6410	Christy	Tohara	1104
6411	Vickie	Trevisanut	1301
6425	John	Walker	2608
6424	Paula	Williams	1110

Extra Areas

6443	Workroom	7th Grade	
6440	Workroom	8th Grade	
6446	Workroom	9th Grade	
6445	Workroom	Purple Pod	

801- Fax Attendance

412-
2475

412-
2490

Sunset Ridge Middle School

FACULTY CLASS SCHEDULE

2009-2010 1st Semester

Teacher	1st Per.	2nd Per.	3rd Per.	4th Per.	5th Per.	6th Per.	7th Per.
BACKENSTOSS Amanda	Guitar 1 1620		Con. Choir 1620	T/B Choir 1620	Guitar 1620	Con. Choir 1620	A/S Choir 1620
BARRATT Buckley	Fitness 7 1400/1400	Fitness 7 1400/1400	Fitness 7 1400/1400	Fitness 7 1400/1400	Fitness 7 1400/1400	Fitness 7 1400/1400	Fitness 7 1400/1400
BLAIN Tyler	Int Sci 1106	Int Sci 1106	Int Sci 1106	Int Sci 1106	Int Sci 1106	Int Sci 1106	
BRADFORD Lori	PE/Health 1400/1400	PE/Health 1400/1400	PE/Health 1400/1400	PE/Health 1400/1400	PE/Health 1400/1400		PE/Health 1400/1400
CASTELLANOS Tracy	Alg 1 2110	Alg 1 2110	Alg 1 2110	Alg 1 2110	Alg 2 2110		Alg 1 2110
COOKE Tiffany		Lang Arts 2304	Lang Arts 2304	Lang Arts 2304	Lang Arts 2304	Lang Arts 2304	Lang Arts 2304
CORNIA Sherrie	PST/PE 1400/Lib	PST/PE 1400/Lib	PST/PE 1400/Lib	PST/PE 1400/Lib	PST/PE 1400/Lib	PST/PE 1400/Lib	PST/PE 1400/Lib
DAVIS Joey	Art Found 1506	Art Found 1506	Drawing I 1506	Drawing I 1506	Art Found 1506	Drawing I 1506	Art Found 1506
EDGLEY Coleen	U.S. Hist 1102	U.S. Hist 1102	U.S. Hist 1102	U.S. Hist 1102	U.S. Hist 1102	U.S. Hist 1102	
EMERSON Matthew	Lang Arts 2607	Lang Arts 2607	Lang Arts 2607		Spanish I 2607	Spanish I 2607	Spanish I 2607
ERICKSEN Lisbeth	UT Studies 2312	UT Studies 2312	UT Studies 2312	UT Studies 2312	UT Studies 2312	UT Studies 2312	
ESCOSSIO Mark	Geography 2112	Geography 2112	Geography 2112	Geography 2112		Geography 2112	Geography 2112
FINDLAY Don		Band 1610	Orch I 1610	Band I Wood 1610	Music Conn 1610	Symph. 1610	Orch II 1610
FISH Audrey	Int Sci 2313	Int Sci 2313	Int Sci 2313	Bio H 2313	Bio H 2313	Fitness 7 1400	Fitness 7 1400
FORBUSH Carly	Fitness 7 1400/1111	PE/Health 1400/1111	PE/Health 1400/1111	PE/Health 1400/1111	PE/Health 1400/1111	PE/Health 1400/1111	PE/Health 1400/1111
GAMBLES Julie	Foods 1302	CTE 1302	CTE 1302	CTE 1302	CTE 1302	Foods 1302	FACS 1302
GIBSON Elizabeth	Geometry 2113	Alg. 1A 2113	Alg. 1A 2113		Geometry 2113	Geometry 2113	Geometry 2113
GRIMES Theresa	Math 7 2311		Math 7 2311	Pre-Alg 2311	Pre-Alg 2311	Pre-Alg 2311	Pre-Alg 2311

Teacher	1st Per.	2nd Per.	3rd Per.	4th Per.	5th Per.	6th Per.	7th Per.
HALE Lisa		Geometry 2101	Geometry 2101	Geometry 2101	Study Sk 2101	Math 7 2101	Math 7 2101
HENDRICKS Patti	Lang Arts 2310	Lang Arts 2310	Lang Arts 2310	Lang Arts 2310	Lang Arts 2310	Lang Arts 2310	
HERGET Debera	UT Studies 2301	UT Studies 2301	UT Studies 2301		Lang Arts 2301	Lang Arts 2301	Lang Arts 2301
JACOBS Melissa	Lang Arts 2111	Lang Arts 2111	Lang Arts 2111	Lang Arts 2111		Lang Arts 2111	Lang Arts 2111
JOHNSON Christine	Pre-Alg 1101	Pre-Alg 1101	Pre-Alg 1101	Pre-Alg 1101	Elem-Alg 1101	Elem-Alg 1101	
JOHNSON Kristi	CTE 1313	Foods 1313	CTE 1313	CTE 1313	CTE 1313	Clothing 1313	Foods 1313
KEIL William	CTE 1303	Comp Tech 1303	CTE 1303	CTE 1303	CTE 1303	CTE 1303	Comp Tech 1303
LAMBDIN Patty	Int Sci 2308	Int Sci 2308	Int Sci 2308	Int Sci 2308	Int Sci 2308	Int Sci 2308	
LARSON Christie		UT Studies 2302	UT Studies 2302	UT Studies 2302	UT Studies 2302	UT Studies 2302	UT Studies 2302
LEHMITZ Tiffani	Art Found 1508		3D Des 1508	Art Found 1508	Art Found 1508	Art Found 1508	Art Found 1508
MEYER Mallory	Geography 2102	Geography 2102	Geography 2102	Geography 2102	Geography 2102	Geography 2102	Geography 2102
MITKO Edith	Reading 1304	Math 7 1304			Lang Arts 1304	Lang Arts 1304	Lang Arts 1304
OLDROYD Kameron	Exp Tech 1501	CTE 1501	CTE 1501	CTE 1501	Exp Tech 1501	Exp Tech 1501	Exp Tech 1501
PROVENZA Allison	Dance 1 2403	Dance 2 2403	Soc/Ball 2403	Dance 1 2403	Soc/Ball 2403	Dance 1 2403	Adv. Dance 2403
RICHMOND Linda		U.S. Hist 1112	U.S. Hist 1112	U.S. Hist 1112	U.S. Hist 1112	U.S. Hist 1112	U.S. Hist 1112
ROBERTSON Robert		Int Sci 1108	Int Sci 1108	Int Sci 1108	Int Sci 1108	Int Sci 1108	Int Sci 1108
ROBINSON Susan	French 1 2609	French 2 2609	French 1 2609	French 2 2609	French 1 2609		French 2 2609
RUSSELL Kelly	Reading 1103	Reading 1103		Reading 1103	Reading 1103		Reading 1103
SCHERMERHORN Nadine	Reading 1307	Pre-Alg 1307					
SCHISZLER Mark	Erth Sys 2106	Erth Sys 2106	Erth Sys 2106	Erth Sys 2106	Erth Sys 2106	Erth Sys 2106	

Teacher	1st Per.	2nd Per.	3rd Per.	4th Per.	5th Per.	6th Per.	7th Per.
SCHULTIES Catherine	Pre-Alg 2303	Pre-Alg 2303		Alg 1 2303	Math 7 2303	Math 7 2303	Pre-Alg 2303
SERR Eva	Pre-Alg 1113	Elem-Alg 1113		Elem-Alg 1113	Pre-Alg 1113	Pre-Alg 1113	Elem-Alg 1113
SMITH Vanessa	Span 1 2610	Span 1 2610	Span 1 2610	Span 1 2610	Span NS 2610		Span 1 2610
SORENSEN Lanny	Theatre 2104	Lang Arts 2104	Lang Arts 2104	Lang Arts 2104	Lang Arts 2104	Lang Arts 2104	Int Thea 2104
STATLER Richard	Erth Sys 2108	Erth Sys 2108	Erth Sys 2108	Erth Sys 2108		Erth Sys 2108	Erth Sys 2108
TEXEIRA Debra		Int Sci 2306	Int Sci 2306	Int Sci 2306	Int Sci 2306	Int Sci 2306	Int Sci 2306
THATCHER Steven	Reading 2103	Alg. 1A 2103	Lang Arts 2103	Lang Arts 2103	Lang Arts 2103	Lang Arts 2103	Erth Sys 2103

TOHARA Christy	Lang Arts 1104	Lang Arts 1104	Lang Arts 1104	Lang Arts 1104	Lang Arts 1104	Lang Arts 1104	
TREVISANUT Vickie	Reading 1301	Alg. 1A 1301	Study Sk 1301	Lang Arts 1301	Lang Arts 1301	Lang Arts 1301	
WALKER John	Span 2 2608	Span 2 2608	Span 2 2608	Span 2 2608	Span 2 2608		Span 2 2608
WILLIAMS Paula		Lang Arts 1110	Lang Arts 1110	Lang Arts 1110	Lang Arts 1110	Lang Arts 1110	Lang Arts 1110

General Information

AUDIOVISUAL UPDATE

In the future, you may need to rerun an “Autoscan” on your VCR so as to pick up channels 6 & 10. **(Before doing this, make sure that the school is broadcasting on both channels so your VCR will pick them up as it runs an autoscan.)**

The instructions on how to do this are below.

SAVE THESE INSTRUCTIONS.

We will be available to help, if needed, when we run through this process.

1. Administration feeds a video (channel 6) and live feed (channel 10) throughout the school.
2. Turn the display power on, via the wall console.
3. Select VCR on the wall console
4. Make sure the VCR is on (look at the VCR to make sure a channel is displayed, not the time)
5. Tap Menu on the wall console
6. Use the Tuner arrows on the wall console to go down to “Tuner Set”
7. Tap “Enter” on the wall console
8. Use the Tuner arrows on the wall console to go down to “Auto Channel Set”
9. Tap “Enter” on the wall console
10. Wait for “Auto scan completed” message on the screen
11. Tap the Menu button to end

AUDITORIUM USE

- (1) **Auditorium Supervision:** Teachers are expected to lead their classes to the auditorium. Grade levels will be called down on a rotating basis. Auditorium seats will be filled as classes enter. Look to the usher for direction on where to seat your class. Direct your students and then stand beside the row until they are seated. Please sit at the end of the row and supervise throughout the program. If a student’s behavior necessitates removal, notify an administrator.
- (2) Students are to show proper respect for the auditorium and our guests by:
 - a. Sitting up with feet on the floor.
 - b. Showing appreciation by appropriate applause.
 - c. Refraining from behaviors like cat-calling, booing, and whistling.
- (3) **Auditorium reservations** are made on the calendar through Brian Larson (ext 1083). If your plans change, please take your reservation off the calendar.
- (4) In order to have the requested **equipment, lighting, sound** etc., please indicate your needs at the time of reservation.

BUILDING ACCESS AND KEY POLICY

As a protective measure for employees and to meet the responsibility of building security, building use and the issuing keys are subject to the following guidelines:

Building Use:

- (1) The building will be open for teacher access each school day **from 6:30 a.m. to 8:00 p.m.** If teachers desire to be in the building earlier in the day or plan to stay later, they should make arrangements with an administrator and the head custodian.
- (2) Employees desiring to use the facility at a time outside of their scope of employment must obtain permission from the administration.
- (3) Students are not allowed in the building without adult employee supervision.

Keys:

- (1) Sunset Ridge Middle School is on a security system. The code to disarm the system is given only to administrators and custodians.
- (2) No outside door keys are to be in the possession of anyone other than administrators and custodians.
- (3) Employees who copy any school key, or disregard this policy will be subject to disciplinary action or termination.
- (4) No keys are to be issued or loaned to a student or to any other member of a community, club or organization without the authorization of the Principal.
- (5) The Principal must be notified immediately whenever it is discovered that a school key or ID badge is lost or stolen.

CHILD ABUSE REPORTING

Any staff member who suspects child abuse is required by law to report the suspected abuse immediately. The law requires an immediate oral report to the Division of Social Services (487-9811) and, within 24 hours, a written report to be submitted to the principal.

CONTROVERSIAL ISSUES

Controversial issues are those which have high probability of causing negative patron reaction. Some examples are sensitive political issues, sex education and other human sexuality issues, R and PG-13 rated movies.

- (1) **Movies/Videos/Videodisks:** All movies shown in full or part must have a legitimate educational purpose. Videos are not to be shown in the classroom for entertainment purposes. In accordance with Jordan District Policy, no R or PG-13 rated movies are to be shown in middle schools. Approved PG rated movies may be shown, however every student must have a signed parent permission slip prior to seeing the movie. Students who do not have parental permission to view the movie must be provided with an alternate assignment away from the viewing area. ***Refer to District Policy DE505 in section 9 of this handbook.***
- (2) **Sex Education:** Do not discuss or disseminate information on birth control, abortion, AIDS, gender orientation issues, or teach any materials from the sex education curriculum other than that included in the State Core Curriculum. **The Sex Education curriculum is taught only by the assigned instructor.*

- (3) **Religion:** Be sensitive when discussing religion, recognizing that we live in a pluralistic and multi-cultural society. Model sensitivity and tolerance. Religion can be discussed, for example, in relation to its role in the history of America or its contribution to music, literature etc., but not promoted or endorsed. For further information, refer to the Guidelines published in 1995 by the Clinton Administration and the Dept. of Education, "Religious Expression in Public Schools" available from the Principal.
- (4) **Get Permission:** When contemplating any activity that may involve a sensitive issue, counsel with the principal and get prior approval. **Refer to District Policy AA410.** When planning lessons on controversial subjects, remember that we live in a diverse society where all cultures, religions, creeds, and points of view deserve respect and thoughtful discussion.

COPYRIGHT ISSUES **(Please refer to JSD Policy DE505 in section 9 of this handbook.)* An artist or writer's work is protected. To avoid legal problems, please follow the copyright laws and the District Use Policy to the letter. If you have questions about the copyright law, check with the Library Media Center (LMC) coordinator or refer to your department copyright book.

Copy Machines

The copy machines for teacher use are located in the team and department common areas.

- (1) Copies exceeding 35 are to be run on the Digital Duplicator (Riso) machine, operated by copy room aide. Please submit materials to the copy room staff 4 working days prior to the date the copies are needed.

COPY ROOM **Also see: TEACHER WORK AREAS*

- (1) Because tests and other sensitive materials may be kept there, students are not allowed in the copy area and teachers are asked not to send students to pick up materials from this area or the faculty room.
- (2) **Laminating.** Materials to be laminated should be submitted to the copy room aide. Please recognize that laminating is an expensive process and should be used only as necessary. ***Laminating will not be done for students.*** The laminating machine is 18 in. wide. However, a poster-width laminating machine and other classroom related multimedia services are available through the District Instructional Support Center. This is located **Terra Linda Elementary School** (8400 S 3400 W, Phone 501-1302). Many services are free, others are available for a nominal fee. Call for more information.
- (3) **Teacher work areas** (see "Teacher Work Areas" below) are located in the faculty room and the four team office areas. Some teacher resource materials are also available in the LMC. For example, die cuts for bulletin board size letters and shapes can be checked out at the LMC.

DISPOSAL OF SURPLUS OR BROKEN EQUIPMENT /FURNITURE

Please do not place broken or surplus equipment/furniture in the hallway. Submit a work request to the custodian to remove the item(s). If the item has a blue fixed asset number,

please see the Head Secretary so that the necessary paperwork is completed before the item is disposed of.

FACULTY/STAFF LOUNGE

The faculty/staff lounge and the team work rooms are for faculty use only. Do not invite students in or send students down for soda pop etc. Please clean common areas after using them.

FEES & FEE WAIVERS

- (1) Students in grades 7 through 12 may be charged reasonable fees for textbooks, lab use and other course related fees as approved by the Board of Education.
- (2) All money must be collected in the main office. Exceptions to this may be when teachers are asked to collect money in a collection envelope during a fund raising event in which case all monies should be immediately delivered to the office.
- (3) Students qualifying for fee waivers must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades, without paying a fee or participating in a fund-raising activity with the following exceptions. They may be required to:
 - (a) Provide materials for optional projects
 - (b) Replace school supplies which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.
 - (c) Provide their own student supplies such as pencils, paper, etc.
- (4) (Policy AA408) Adequate fee waivers have been provided to ensure that no student is denied the opportunity to participate in class or school-sponsored or supported activities because of inability to pay the fee. Information and application forms can be obtained in the main office at the school. Parents will be required by law to meet with an administrator when applying for a fee waiver and provide documentation of income.

HARASSMENT

All school employees and students have the right to feel safe at school, and all are expected to treat others with respect, regardless of gender, race, or religion. Harassment includes sexual, racial and religious harassment, teasing, “pantsing”, bullying, and intimidation. Teachers are expected to take action to protect students from harassment, including reporting harassment of students to an administrator. For a more in-depth discussion of harassment, the consequences of harassment, and the procedures to follow if making a complaint of harassment, refer to the **Jordan School District Policies** section in this handbook, and read over policies **AS67** (Student Discipline) and **DP358** (Employee Discrimination and Harassment). If an employee has been subjected to sexual harassment by another employee, refer to DP 358.

LANE CHANGE

Hours for salary lane change can be earned two ways:

- (1) Hours assigned for District or school prior-approved in-service classes or workshops, or for University/college classes.

- (2) Principal in-service hours (up to two hours per year) for prior-approved, special projects.

LEAVE OF ABSENCE

Refer to the personnel policy book so that you understand each type of leave of absence. Before you leave school for any reason other than illness, make sure you understand the policy. Misuse of leave can result in loss of pay or termination of employment. (See Jordan District policies **DP324 NEG**, Sick Leave – Certificated, and **DP336 NEG**, Leave of Absence (1 Year) Certificated in Section 9 of this handbook)

LIBRARY MEDIA CENTER AND AUDIO/VISUAL EQUIPMENT USE POLICY

The Library Media Center (LMC) is designed to be used as an extension of the classroom. Library staff is available for the needs of teachers and students.

- (1) LMC strives to create life-long readers. As reading across the curriculum is implemented, teachers are encouraged to approach the librarian in advance so that s/he may provide assistance by accumulating titles to support the curriculum.
- (2) LMC personnel are trained to help teachers with curriculum support and student project ideas, from the idea stage through grading.
- (3) The library hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Students may visit the library before and after school and during lunch with a pass. Library lunch passes may be obtained only from the librarian prior to lunch.
- (4) The LMC is an ideal place to display student work. Make arrangements with LMC personnel to have class work displayed. The projects stay on display for two to three weeks and the teacher is then expected to pick up the work to return to students.

Student Behavior in the LMC

Because the LMC is an extension of the classroom, students are expected to be quiet and respectful of others while they are in the LMC. Teachers should remind their students before they enter the LMC that it is a student and learning center.

- (1) No backpacks are permitted in the LMC. Only writing tools and necessary assignment materials are to be brought by students into the LMC.
- (2) Teachers are asked to monitor their students at all times in the LMC. Students are limited to four per table. The tables are reserved for research and quiet study.
- (3) Food and beverages are not permitted in the LMC.
- (4) Before students leave the LMC, they are expected to push in their chairs, log off the computers, and clean up after themselves. When they leave the LMC, they are to do so quietly and orderly.
- (5) Students are permitted to visit the library during lunch. They must have a library pass to leave lunch and they must stay until the end of the period. Passes may be obtained from the media coordinator before school. Abuse of LMC passes may cause a student to lose media privileges during lunch.

Scheduling classes

The LMC is available for teachers to bring classes during any period for reading, research, quiet time, or to check out books.

- (1) Please schedule at least one day in advance for reading, checking out books, or quiet time.
- (2) Please schedule with the librarian at least one week in advance for research. Please let the LMC personnel know what subject you will be researching so that they can prepare and help the students make the best use of their time.
- (3) The Library Scheduling Calendar is located inside the Media Coordinator’s office.
 - (a) No more than two complete classes can visit at one time
 - (b) As classes using the LMC during the period may not be visiting for the same purpose, please speak with the media coordinator before scheduling so that he/she is able to indicate which sections of the LMC are available for class-use on the day you plan on bringing students into the LMC.

Computer Use:

- (1) Students are permitted to use the computers in the LMC before and after school, and during lunch with a pass.
- (2) Teachers may send small groups of students (up to 5) to the LMC to work on a project, but prior notice must be given to the librarian if the group exceeds five. Students will be sent back to class immediately if they are sent to use a computer and another has already scheduled the computers.
- (3) Students may check PowerSchool, work on typing, or search the library catalog at any time on the computers.
- (4) The acceptable use policy form must be returned for all students who want to use the internet; this includes classes that come to the library. A student without a signed acceptable use policy must find some other task while their class is using the internet.
- (5) In order to use the internet, the student must state their purpose for going online and stay on task at all times. If a student is off task, s/he will be asked to log off and will lose internet privileges for the day.

Borrowing Materials

Students and teachers may check out books from the library:

	Students	Teachers
Loan Period	14 school days	21 school days
Grace Period	2 days	2 days
Fines	\$0.10/day	0
Maximum Fine	\$10/book or the price of the book	0
Maximum Checkouts	5	10
Maximum Overdue Items	2	0
Maximum Renewals	2	2

*All materials are due one week prior to the last day of school.

Equipment Use

All audio-visual material in the library must be checked out with the librarian.

- (1) Teachers may check out materials for a month at a time. Renewals are unlimited.
- (2) A teacher may also reserve an item for a specific date.
- (3) All equipment must be returned one week prior to the end of the school. Arrangements can be made if there is a specific case of exception.
- (4) Teachers are responsible for the items they check out. No students are permitted to operate equipment.

LOCKERS

1. Lockers are provided to students to secure personal property. However, the school retains the right to check/search lockers at any time without cause and to revoke locker privileges.
2. Students are to use only the locker they are assigned. Students are not to share their lockers or locker combinations with others. Valuables should not be stored in lockers. The school is not responsible for items stolen from student lockers.
3. Students are to keep lockers clean and locked at all times. A student who vandalizes a locker will be required to make restitution and is subject disciplinary action.
4. Students are required to clean out their lockers prior to leaving at the end of the year.
5. Stickers and tape are not allowed on lockers.

PARTIES (Class)

Parties are not to be held during instructional time unless approved by the administration. They will be approved only on occasions when the event is centered on the curriculum and plays an important part in meeting curriculum needs. The use of food or drink must have special administrative clearance for any class. All food must be commercially approved and prepared.

PHONE USE

- (1) **Teachers** have access to phones in their rooms or team areas, in the faculty room, and the conference room. **Long distance** personal calls are not to be made on school lines (employees must use their own personal long distance call cards or cell phones). If a teacher needs to make school-related long distance calls, they can make arrangements through the head secretary. Staff should not place or take calls on school or cell phones during instructional time except in case of an emergency.
- (2) **Students** are not to use school or classroom phones. Emergency calls by students should be made from the attendance office in order to ensure proper record keeping.
- (3) **Student cell phones** will be confiscated and given directly to an administrator if they are out, used, or cause a distraction during class, assemblies, or other academic time.

RADIOS AND TELEVISION USE

Radios and television are not to be used for amusement or entertainment during the time set aside for classroom instruction.

REQUEST FOR APPROVAL AND SERVICES FOR AN ACTIVITY

A teacher must obtain an “Activity Approval and Services Request” form from the head secretary and submit it to an administrator for approval if s/he wants to (1) use the building after hours; (2) use a place in the building during school for a special activity; or (3) desires to meet with students at a location off school grounds

RESIGNATION OF JOB

Formal notification of job resignation is required. Failure to give a 30-day written notice will result in a substantial fine by the District.

SCHOOL EQUIPMENT, USE OF

- (1) School equipment **may not be loaned** for public use and may not be taken home unless approved for home use by the principal. Laptop computers issued to teachers may be taken home outside class hours as per Jordan School District Laptop User Guidelines.
- (2) Computers may be used at school after hours for personal use, but not for private business purposes. Paper used for personal use must be furnished by the user.
- (3) Most equipment/furniture is assigned to specific areas (Fixed Asset Inventory), and is not to be moved permanently from one area to another without notifying the head secretary and the custodian.
- (4) Audio-visual equipment may be checked out through the librarian from the Library Media Center.
- (5) Staff must pay for all personal copies made on school machines.

SCHOOL POLICY FORMATION

School policy at Sunset Ridge Middle School is instituted and/or changed in several ways:

- (1) If a proposed change/policy, brought to the attention of the principal, could be relatively easy to implement and the principal acknowledges the need and sees no problems implementing it, s/he will approve the policy, and notify staff.
- (2) If a proposed change/policy would not be relatively easy to implement and/or the principal feels a need for input from others, s/he will counsel with the Leadership Team, and the School Advisory Committee. S/he may also poll the staff, the School Community Group, and affected special committees and groups before making any changes. After getting the advisory input, s/he will make the decision whether or not to approve the change
- (3) Proposed policies/changes can be brought to the attention of the principal by the person desiring the change or by the representative of the school advisory committee, school community group, department chair committee chairperson, or student government in the regularly scheduled Administrative Committee meeting.

SELLING AT SCHOOL

Sales that are not an integral part of the regular school program or related to education are prohibited in all school buildings. Sales directly and indirectly related to education are allowed with authorization from the principal. These include:

- (1) Sales representatives wishing to communicate with staff about education–related items or services
- (2) Fundraising projects sponsored by the PTSA, school community groups or official student or school organizations (subject to District fundraising guidelines).
- (3) Sales of student pictures and sales associated with student instructional programs and activities.
- (4) Approved vending sales

SPECIAL EDUCATION REFERRAL

When a teacher feels a student would qualify for special education services, the referral is made to the special education department leader by the team leadership or by the counselors with team member input. Please complete the Special Education Referral Form listing interventions and assessments that support the referral.

STAFF PARTIES, GIFTS ETC.

Staff parties are planned by the **Social Committee** and in the past have included a fall social, a winter social, and a closing social. The Social Committee also handles gifts for special staff events such as births, weddings, or deaths of family members, etc. Each staff member is asked to contribute toward the **Sunshine Fund**. These funds will be used for the following events:

- (1) Death in a staff member’s immediate family (spouse, child, parent): flowers
- (2) Hospitalization of staff member: flowers
- (3) Marriage of staff member, or child of staff member when the staff is invited: gift
- (4) Retirement of staff member: gift
- (5) Transfer of a long-term employee (>5 yr.): gift
- (6) Birth to staff member: gift
- (7) Birthday of staff member: card and small treat

STUDENT RECOGNITION

Refer to the section on Student Programs and Recognition.

STUDENT SUBSTANCE ABUSE

School personnel are required by law to report suspected controlled substance use/abuse by students. If you suspect a student is using/abusing a controlled substance, report that suspicion to a member of the administration immediately.

STUDENT TEACHERS

Refer to “Volunteers” in this section

STUDENTS - INVITED TO PERSONAL RESIDENCE OF SCHOOL EMPLOYEE

Under District guidelines, employees may not invite students to their personal residences. If it is essential that a student or students be invited to an employee's personal residence, the employee must get the approval of the principal in accordance with **District Policy AA 409**, "Scope of Employment".

STUDENTS - TRANSPORTED BY TEACHERS

School employees may not transport students in their personal vehicles without the prior written approval of the principal. See the head secretary for the appropriate form. **Refer to JSD Policy AS91.**

SUBSTITUTE TEACHERS

It is the responsibility of the teacher needing a substitute to call the District to get a substitute. Teachers should follow the guidelines:

- (1) **Register** with the District's Substitute Calling System. Follow the procedures outlined on the Employee's Quick Reference Sheet to arrange for a substitute.
- (2) As soon as possible, **notify the school** of your expected absence. For an unplanned absence, please notify the principal or one of the secretaries no later than 7:40 a.m. and advise them of where the materials for the substitute are located.
- (3) In a convenient place in the classroom, have a **substitute folder** with the following information:
 - (a) Classroom organization (attendance procedures, seating charts, hall pass rules)
 - (b) Discipline practices
 - (c) Concerns about students with special problems
 - (d) Lesson plans
 - (e) Location of other materials
 - (f) The name and room of a teacher who can give direction if needed
 - (g) Place the red emergency procedures notebook beside the substitute folder

TEACHER SUPPLIES

- (1) The school will furnish all **basic supplies** needed in the classroom.
- (2) A teacher needing supplies should complete the **Supply Request Form** in the office, and give it to the head secretary. The order will be filled as soon as possible if the supplies are available.
- (3) A teacher cannot expect the school to reimburse him/her for out-of-pocket classroom supply purchases made without **prior clearance** from the principal.
- (4) If the supplies needed are not available, please **follow the procedure** outlined in the finance section of this handbook. **Receipts** must be turned in for reimbursement.
- (5) Inventories of non-consumable equipment are turned in to the office at the end of the school year.

TEACHER WORK AREAS: **Large copying orders and laminating are done in the COPY ROOM*

- (1) Teacher work areas are located in the teacher office areas in each grade level or department office area.

- (2) The **Scantron machine** is located in the faculty room.
- (3) **Die cuts** for bulletin board sized letters and shapes are located in the LMC.
- (4) A **coil binding machine** is available in the copy room.
- (5) Other equipment, services, and materials such as wide-width laminating, an assortment of styles of die cuts for bulletin board size letters and shapes, colored card stock and paper, and a variety of additional curriculum materials are available at the **Instructional Support Center:** Terra Linda Elementary (8400 S. 3400 W., West Jordan), phone number 501-1302. Hours are Monday and Friday: 7:00 a.m. to 5:00 p.m. and Tuesday to Thursday: 7:00 a.m. to 6:00 p.m. Use of machines is free and cost for materials is minimal. Checks or cash are accepted methods of payment. Some items can be paid for by the school with prior approval.

VENDING MACHINES

The vending machines are not owned or operated by the school, and students and employees use them **at their own risk**. The school will not reimburse students for money “lost” in the machines. Problems with the machines should be reported to the main office as soon as possible so the machine owners can be notified and the machines fixed.

VISITOR POLICY

- (1) Students are not allowed to bring visitors to school as per Jordan School District policy.
- (2) A teacher may not allow any visitors (adults, students or children) to be in his/her classroom without administrative approval.
- (3) Children may be brought to school for an approved preschool activity in a family and consumer science class but may not be brought to other classes.
- (4) All visitors must check in at the office and obtain a visitors tag prior to going to other areas of the building. If a staff member sees an adult in the building without a visitor pass, s/he is asked to approach the individual to offer assistance and diplomatically request they check-in at the office.

VOLUNTEERS

The teacher is in charge of the classroom and is ultimately responsible for instruction and student safety. Teachers who use the services of community volunteers must remain in the classroom to supervise the classroom activities. The teacher can delegate responsibility for classroom activities and supervision only if s/he does the following:

- (1) Determines that the person who will take over the classroom is qualified.
- (2) Receives the principal's permission.
- (4) Properly instructs the person about his/her responsibilities and any hazards of the assignment.

If the teacher follows the guidelines above, the teacher who turns over his responsibilities to the volunteer or student teacher retains liability for what takes place in the classroom or activity, but the District’s workman compensation and liability insurance applies. If the teacher does not follow the guidelines, s/he is fully responsible for anything that happens in the classroom or during the activity and is liable for suit. Both the teacher and the volunteer or student teacher should understand that no insurance will cover negligence.

Failure to perform a necessary act is just as serious as performing an illegal or wrong act.

WORK REQUEST

If there is work needed in a teacher's area, he/she should email the head custodian or fill out the approved "**Work Order Request**" form available in the main office and put the form in the head custodian's mailbox. If his staff cannot do the work, he will make a referral to District maintenance personnel. He will contact the teacher about what actions/he can expect.

Map of School



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Hall and Bus Duty Assignments 2009-2010

Teacher Assignments – Bus Duty. Teachers are expected to be out in front of the school after dismissal to supervise the timely loading and departure of the school buses.

Teacher Duties – Hallway Supervision. Teachers assigned hallway supervision need to be in the hallways before and after school for supervisory purposes.

Hall Duty Assignments 2009-2010					Bus Duty Assignments 2009-2010				
Week of		Teachers			Week of		Teachers		
8/26	8/28	Backenstoss	Smith	Provenza	8/26	8/28	Johnson, C	Fish	Castellanos
8/31	9/4	Barrat	Sorenson	Richmond	8/31	9/4	Johnson, K	Forbush	Cooke
9/8	9/11	Blain	Statler	Robertson	9/8	9/11	Keil	Gambles	Cornia
9/14	9/18	Bradford	Texeira	Robinson	9/14	9/18	Lambdin	Gibson	Davis
9/21	9/24	Castellanos	Thatcher	Russell	9/21	9/24	Larsen	Grimes	Edgley
9/28	9/30	Cooke	Tohara	Schermerhorn	9/28	9/30	Lehmitz	Hale	Emerson
10/6	10/9	Cornia	Trevisanut	Schizler	10/6	10/9	Meyer	Hendricks	Ericksen
10/12	10/16	Davis	Walker	Schulthies	10/12	10/16	Mitko	Herget	Escossio
10/19	10/23	Edgley	Williams	Serr	10/19	10/23	Oldroyd	Jacobs	Findlay
10/26	10/29	Emerson	Backenstoss	Smith	10/26	10/29	Provenza	Johnson, C	Fish
11/2	11/6	Ericksen	Barrat	Sorenson	11/2	11/6	Richmond	Johnson, K	Forbush
11/9	11/13	Escossio	Blain	Statler	11/9	11/13	Robertson	Keil	Gambles
11/16	11/20	Findlay	Bradford	Texeira	11/16	11/20	Robinson	Lambdin	Gibson
11/23	11/25	Fish	Castellanos	Thatcher	11/23	11/25	Russell	Larsen	Grimes
11/30	12/4	Forbush	Cooke	Tohara	11/30	12/4	Schermerhorn	Lehmitz	Hale
12/7	12/11	Gambles	Cornia	Trevisanut	12/7	12/11	Schizler	Meyer	Hendricks
12/14	12/18	Gibson	Davis	Walker	12/14	12/18	Schulthies	Mitko	Herget
12/21	12/22	Grimes	Edgley	Williams	12/21	12/22	Serr	Oldroyd	Jacobs
1/4	1/8	Hale	Emerson	Backenstoss	1/4	1/8	Smith	Provenza	Johnson, C
1/11	1/15	Hendricks	Ericksen	Barrat	1/11	1/15	Sorenson	Richmond	Johnson, K
1/20	1/22	Herget	Escossio	Blain	1/20	1/22	Statler	Robertson	Keil
1/25	1/29	Jacobs	Findlay	Bradford	1/25	1/29	Texeira	Robinson	Lambdin
2/1	2/5	Johnson, C	Fish	Castellanos	2/1	2/5	Thatcher	Russell	Larsen
2/8	2/12	Johnson, K	Forbush	Cooke	2/8	2/12	Tohara	Schermerhorn	Lehmitz
2/16	2/19	Keil	Gambles	Cornia	2/16	2/19	Trevisanut	Schizler	Meyer
2/22	2/25	Lambdin	Gibson	Davis	2/22	2/25	Walker	Schulthies	Mitko
3/1	3/5	Larsen	Grimes	Edgley	3/1	3/5	Williams	Serr	Oldroyd
3/8	3/12	Lehmitz	Hale	Emerson	3/8	3/12	Backenstoss	Smith	Provenza
3/15	3/19	Meyer	Hendricks	Ericksen	3/15	3/19	Barrat	Sorenson	Richmond
3/22	3/25	Mitko	Herget	Escossio	3/22	3/25	Blain	Statler	Robertson
3/29	3/31	Oldroyd	Jacobs	Findlay	3/29	3/31	Bradford	Texeira	Robinson
4/6	4/9	Provenza	Johnson, C	Fish	4/6	4/9	Castellanos	Thatcher	Russell
4/12	4/16	Richmond	Johnson, K	Forbush	4/12	4/16	Cooke	Tohara	Schermerhorn
4/19	4/23	Robertson	Keil	Gambles	4/19	4/23	Cornia	Trevisanut	Schizler
4/26	4/30	Robinson	Lambdin	Gibson	4/26	4/30	Davis	Walker	Schulthies
5/3	5/7	Russell	Larsen	Grimes	5/3	5/7	Edgley	Williams	Serr
5/10	5/14	Schermerhorn	Lehmitz	Hale	5/10	5/14	Emerson	Backenstoss	Smith
5/17	5/21	Schizler	Meyer	Hendricks	5/17	5/21	Ericksen	Barrat	Sorenson
5/24	5/28	Schulthies	Mitko	Herget	5/24	5/28	Escossio	Blain	Statler
6/1	6/3	Serr	Oldroyd	Jacobs	6/1	6/3	Findlay	Bradford	Texeira

COMMITTEE ASSIGNMENTS BY FACULTY MEMBER 2009-2010

Committee Assignment Descriptions

200 CLUB: This is a program that rewards students for their positive behavior. Students get to be noticed by signing the 200 Club Celebrity Book and receiving an immediate prize. Later all students thus honored will have a chance to be randomly selected to win a bigger prize.

EARTH WEEK: The goals of the Earth Week are to build environmental awareness and encourage practices that conserve natural resources and decrease pollution. The advisor(s) designate one week each year as Earth Week and plans daily activities for student involvement that promote accomplishment of the outlined goals.

ESL: This committee is designed to help each student with limited English abilities to improve spoken and written English skills. Support is provided for students learning English as a second language. According to district testing, these students will be placed in a free standing ESL class or sheltered classes with ESL endorsed teachers. Other teachers should work with the ESL team to make appropriate accommodations in order to help ESL students gain the language and academic skills they need.

FACULTY FUN CLUB: This committee is responsible for putting on school social events to help nurture and promote a positive school climate. Events should be held regularly and need to focus on helping teachers feel supported and accepted in the school

JEA REPRESENTATIVE: This individual must be a member of the Jordan Education Association and will serve as the school leader of JEA. This individual will attend association meetings and keep the faculty apprised of the goings on in the association by conducting periodic meetings at the school level for association members.

INTRAMURALS COMMITTEE: This committee will provide opportunities for students to compete against each other in a variety of sports like softball, flag football, volley ball, floor hockey, and basketball. Committee members will be responsible for organizing and publicizing these various events.

MENTORS: Mentor teachers are experienced educators who are willing to shepherd each new or struggling teacher to help them become stable career educators. Good mentor teachers can make the difference in a young teacher's life.

PTSA TEACHER REPRESENTATIVE: This individual will serve as a liaison for the school and the PTSA.

SAFETY: The purpose of this committee is to work with the administration to develop plans of action to ensure the safety of students and staff and, to the extent possible, the

protection of property in the event of an emergency. Specifically, plans are put in place to deal with such emergency situations as earth quakes, fires, bomb threats and dangerous intruder presence. The committee, which meets each quarter, is also responsible for providing staff training to ensure effective response to emergency situations. In addition, the committee reviews ongoing safety issues in and around the school and makes recommendations to resolve unsafe situations.

SCHOOL LEADERSHIP TEAM: This committee is comprised of all department chairs and is charged with discussing important matters before they come before the general faculty.

SHOW CASES: Show cases are used to display student work projects, advertise upcoming events or highlight information from a particular department, team, or group. Each department/team/group, may request a specific time frame to use the show cases. See the administrator for times available. Displays should be in place no later than the second day of the assigned date and should be removed no later than the last day of the assigned date.

SLIDE SHOW: This committee is charged with taking many photographs of students and events throughout the year and compiling them into a PowerPoint slide show to be presented to the students during the final week of the school year.

SCHOOL ADVISORY COMMITTEE: Issues relating to the effective and efficient functioning of schools are best resolved at the lowest local level. The Board authorizes the establishment of School Advisory Councils for the purpose of communicating areas of concern in the individual schools. A School Advisory Council shall be established in each school from the faculty of that school to provide for orderly and professional means of improving program coordination and communications within the school. At the Middle School level, the committee must consist of one representative from the non-academic subject areas, one representative from the academic subject areas, one JEA faculty representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.

According to District policy AA422, teacher representatives and the counselor will be elected by the teaching staff. Individual members of the Council may introduce any items of business or points of view to be considered by the Council, no matter the position each occupies on the council. Minutes shall be recorded of the Council's monthly meetings and approved by the Council before distribution throughout the school and to the appropriate Area Executive Director.

As stated earlier, the Council should meet monthly or more frequently if business dictates. The chairman will be elected by the Council, and the operating procedures of the Council will be determined by the Council.

SCHOOL COMMUNITY COUNCIL: The Community Council is made of the principal, elected community members, and appointed teachers (members from the

faculty cannot outnumber community members). The community council provides a link between the community and the school. The Council meets each month to discuss school-related issues. Community members provide input from the parent/community perspective and are able to learn about issues as viewed by staff and faculty. Members are asked to serve two years to provide continuity.

STUDENT GOVERNMENT: Sunset Ridge Middle School provides students leadership opportunities in all three grade levels through student body officer involvement. Student body office elections are held in the spring for the next year's 8th and 9th grade officers. Elections are held in the fall for incoming 7th graders. To be eligible, a student must have a 3.0 GPA and have no N's or U's in citizenship.

TALENT SHOW: Dates need to be scheduled as soon as possible after school starts. It is helpful if you coordinate with the other performing departments.

Posters for the talent show should be posted one month before tryouts. Judges should have a background in the talent area. Outside judges may need to be used. The numbers should be limited for time reasons. All participants must follow school dress code guidelines.

Tryouts are to be held two weeks prior to the show.

The script for the show needs to be written as soon as possible after the committee knows which acts will be included in the show.

Rehearsals need to be held prior to the show to get sequencing, etc. ironed out. Committee members will need to help with the actual running of the show.

TECHNOLOGY COMMITTEE: This committee would help implement and support the vast amount of technology at Sunset Ridge Middle School. Committee members would assist teachers by making sure that their technology is functional and computer software is as up-to-date as possible. Each member of this committee will receive training in order to fortify the skills necessary to carry out committee responsibilities.

RECOGNITION PROGRAMS & ACTIVITIES:

Sunset Ridge Middle School is committed to providing programs and activities that not only challenge students academically, but also provide the opportunity for them to develop socially and emotionally. Jordan School District Middle philosophy and our own mission statement provide the foundation for a well-rounded program of activities and recognition programs for Sunset Ridge Middle School students. (See JSD Policy AA442)

4.0 CLUB: The 4.0 club is a program designed to recognize students that earned all A's during at least one quarter in the school year.

ADVANCED DANCE: In the late spring eighth grade students who have reached an advanced level of skill in dance are placed in the advanced dance class for the following year. They perform for assemblies and other special school events.

ATHLETICS: As per JSD Policy AA442: "The middle school athletic program shall be broad based, intramural program. Emphasis shall be placed on participation and skill building rather than on competition . . . Interscholastic competitive sports programs shall not be sponsored by middle schools".

The Salt Lake County basketball programs are organized using middle school boundary areas. Therefore, the 9th grade students may try out for the teams designated as the "SRMS 9th Grade Girls or Boys Basketball Team" although the school itself does not sponsor those teams. SRMS 9th grade students also may try out and if successful, participate in the freshman sports teams at high schools where they will be attending.

ATTENDANCE RECOGNITION: This honor is extended to students with excellent attendance. To qualify, a student must have 100% attendance each quarter.

CITIZENSHIP CLUB: Students who have demonstrated good citizenship and behavior, dependability, cooperativeness, class preparation, consideration for others, personal excellence and loyalty to the school will be recognized by receiving H's in citizenship on their report cards. Students receiving all H's will be a member of the Citizenship Club. This membership allows attendance at a special activity each quarter.

DEPARTMENT AWARDS: Each department recognizes excellence in its area with special achievement awards.

FALCON OF THE QUARTER: Sunset Ridge's most prestigious award is awarded to two girls and two boys from each grade each quarter nominated by teachers for all-around excellence. Students are honored at a school assembly and reception to which parents and other family members are invited. Students receive award plaques and have their pictures taken. A student may win this award only once while a student at Sunset Ridge Middle School.

FIELD DAY: Field Day, held on the last afternoon of the school year, is the final activity of the year for 7th grade students. It includes distribution of the memory book, and a variety of outdoor activities to be determined by the 7th grade team.

FINE ARTS SHOW: The purpose of this show is to give students an opportunity to display and use their artistic talents. Teachers are needed to facilitate this art show by arranging for parent volunteers, screening art projects, organizing materials, purchasing awards and providing refreshments for the night activity.

WORLD LANGUAGES FAIR: All World Language students are given the opportunity to participate in the World Language Fair at the district level competition.

HISTORY FAIR: The Utah History Fair is a statewide academic program that turns kids into historians. It gets them involved in primary historical research and provides a series of competitions where they can present their findings. History Fair students can choose their own topic from any era of history. Based on their interests and abilities, they can also choose the method of presenting their information. There are four presentation categories: students may build an exhibit, write an historical paper, produce an audio-visual documentary, or create a dramatic performance. Advisers will help students register, prepare and practice their presentations.

HONOR ROLL: The honor roll recognizes students with high academic performance. Students with a 3.5 GPA and above are eligible and receive a certificate of achievement. The Honor Roll will be posted quarterly.

MATH COUNTS: Math students of advanced skill are invited to participate in the Math Counts program. They receive enrichment instruction after school and compete with students of other schools.

MATH STATE COMPETITION: Students excelling in math are invited to compete in district and State level competitions.

MESA (Mathematics, Engineering, Science, Achievement)

The purpose of MESA is to increase the number of under served ethnic minority and all female students who pursue course work, advanced study and possible careers in mathematics, engineering, and science areas.

NATIONAL JUNIOR HONOR SOCIETY: This national organization of high school students (including 9th graders) is extended to students who have exhibited outstanding academic scholarship and school leadership. This is a very select group of students who have a GPA of 3.7 or higher with no N's or U's in citizenship.

NINTH GRADE AWARDS: Ninth grade recipients of departmental and individual achievement awards are recognized in this annual assembly. The assembly is hosted by 9th grade Student Body Officers, and awards are presented to students by the faculty members who select them.

Committee assignments include: Selection and organization of award recipients, creation of certificates, creation and mailing of parent invitations, organization and writing of program agenda, creation of commemorative slide show, decorating auditorium, and organizing of other presented awards (Credit Union, Presidential Fitness, etc.)

NO TARDY RECOGNITION: Punctuality is an important attribute and it is important for the school to recognize those students who are consistently on time to class. Students with no tardies during any one quarter of the school year will be given a certificate signed by the principal along with a treat.

SCIENCE FAIR: Science fairs give students the opportunity to study a topic that interests them. Projects can be as varied as a student's interests, and may include such topics as sports, music, art, rocketry, psychology, and computers. Through their projects, students will discover that science is found in every niche of the universe. Science fair projects help students use the scientific method to develop an understanding of controls and variables, problem solve, sharpen their writing and research skills, and develop time management and public speaking skills. Through participation in a science fair, students learn that a successful outcome is based not on personal opinion but on scientific fact.

Committee assignments for the science fair include coordinating the date for the science fair, reserve a location for the fair, such as a gym, library, cafeteria, or public facility, discuss the fair with the location's director to avoid any last-minute complications, provide the judging criteria to other teachers involved, register students, design a rotation schedule for student tours of the science fair, make posters and banners to advertise the science fair, and send thank-you notes to those involved, from judges and committee members to the parent and teacher monitors.

After the science fair is completed, evaluate the results of the experience and brainstorm ways to improve the process for the following year with an eye to maximizing student participation and achievement.

SOAR: This year-long goal setting program is designated to encourage academic excellence and recognize student achievement. As students complete all four areas at each level they will have their name posted on the SOAR wall and participate in a special activity each quarter. SOAR represents: Service, Opportunity, Academics and Responsibility, and Respect.

Responsibilities: Classroom Teachers

HOURS:

- (1) Please abide by the contract hours. Be in the building by 7:30 a.m. and leave no earlier than 3:30 p.m. During the half-hour before and after school, teachers should be available to give students help or for parent conferences. Fridays are no different. School will start at 10:00 on that day to allow for teacher collaboration time. Regular school hours apply here as well. (Note: the late start time will only occur during weeks when school is in session on a Friday.)
- (2) The building is open to teachers from about 6:30 a.m. until 8:00 p.m. Teachers who desire to stay later than 8:00 p.m. are asked to clear it through the Principal and Head Custodian.
- (3) If it becomes necessary to leave campus anytime during the school day, teachers must check with the Principal or one of the Assistant Principals and sign an "out of the building" slip, available from the head secretary in the main office. This type of request should occur infrequently. Please schedule appointments after school hours where possible.

- (4) Many of us have jobs or organizational commitments that demand much of our time. This “extra business” should not be conducted during school time. Please arrange your time in such a fashion that other obligations do not interfere with your teaching. Conference hours and Professional Development Days should be used productively to improve teaching and to carry out other educational responsibilities.
- (5) Punctuality: Please show respect for the time of your students and others by being punctual to classes, meetings, conferences and other assignments. Also, be sure you know and meet deadlines and due dates for reports, grades, etc.

DRESS:

Teachers’ dress is a matter of Board policy. All employees should dress neatly and appropriately and conduct themselves in a manner creditable to their profession. Since our school dress code is strictly enforced, we expect staff to model school policy.

GRADING RESPONSIBILITIES:

- (1) Grades are recorded in the Skyward program. Please record assignments as soon as possible after they are given to students. Include due dates and assignment explanations so that parents can support you by checking PowerSchool on the Internet and working with their children at home. Update grades at least once a week.
- (2) It is important to work out a grading system that will result in the students receiving grades that give an accurate representation of their performance and skill in the class. Keep grading systems as simple as possible so that students can easily understand how you arrived at their grades. *Be aware that *weighting* of grades adds to the confusion of both students and parents. Teachers are encouraged to weight the more important assignments or tests by assigning higher point values.
- (3) Update citizenship grades often during the quarter so that students are aware of how their behavior is affecting that grade. This also allows parents to use the citizenship grades to check on their student’s behavior when they access PowerSchool.

COMMUNICATION and INTERACTIONS:

- (1) Be mindful that good public relations enhance our ability to be successful. Apply the golden rule as you deal with both students and parents . . . treat them as you would want to be treated if you were in the same position.
- (2) Promptly return phone calls and e-mails. Teachers sometimes receive angry and unfair communications written with a limited understanding of the situation. Please be professional in your response. A sensitive and mature response will lay the foundation for improved relations in the future that will benefit both you and the student.
- (3) Be accurate and sensitive in your description of situations. Avoid labeling students based on their behaviors, and describe the performance of the student without being judgmental. Let parents make their own interpretations based on the objective data that you provide them.
- (4) Inform parents when a student’s performance changes significantly in your class.
- (5) There is a proper place and a proper time to repeat or share information and concerns. Please be appropriate and discreet in conveying news or rumors in the school. Much of what we say and do in the school ends up being repeated over a dinner table or at a social

gathering. If you have a problem with another employee or a policy in the school, do not share the problem with students.

- (6) We communicate a message about the school and ourselves not only by our speech and behavior but by the way we dress. Teachers are asked to dress professionally at school to support the perception of teaching as an honorable and respected profession. The wearing of jeans is strongly discouraged.

MEETINGS:

The administration recognizes the high demand for teachers' time and will attempt to keep meetings at a minimum. However, all faculty members are expected to attend faculty meetings, usually held after school on Mondays. Other meetings teachers are expected to attend are departmental meetings, team meetings, and the meetings of their assigned committees.

CURRICULUM AND INSTRUCTION:

- (1) The first two weeks of a class will determine the tone, discipline, and productivity of the class for the remainder of the semester or year. Your attitude and expectations will be most impressionable on students at this time. Consequently, it is advisable to articulate and practice your classroom procedures extensively during these first weeks. This will save countless hours and frustration later on.
- (2) Attitude: The way we behave affects the way students behave. Students sense how we feel about our work and the people we work with. If we are enthusiastic and excited in our performance, students are more likely to be motivated learners. If each day is simply an effort to "plow through" some more material, the students will undoubtedly respond in like fashion.
- (3) Become familiar with and base your curriculum on the State Core Curriculum.
- (4) Develop a scope and sequence for your class which ensures you cover the core curriculum and use each class period efficiently.
- (5) Carefully study the JPAS Professional Development Materials. The strategies presented in the JPAS are based on excellent educational research data and reflect effective teaching practice. By referring to and incorporating the JPAS strategies and ideas into your own instruction delivery, you will improve the quality of your teaching and student performance should improve.
- (6) Seek to improve your instruction by reading professional materials, attending conferences and classes, studying the way others teach and collaborating with colleagues. Teaching is exciting if one continues to grow and improve.

SUPERVISION:

- (1) Never leave a class unattended. Maintain a supervisory role over students at all times. If a teacher is aware that students are in an instructional/activity area without supervision and an accident occurs, the teacher is personally liable and jeopardizes his/her employment. It also may place the administrators and the Jordan School District in a position of negligence.
- (2) Although the bell is a signal for the teacher to dismiss the class, the teacher, not the bell, does the actual dismissing.
- (3) Do not allow students assigned to other teachers/classes be in your classroom unless

the responsible teacher has given written permission.

- (4) All teachers are asked to step to their doors and help supervise the collaboration areas during the class passing time. In an effort to minimize tardies, having one or more teachers from each pod in the hallways during passing periods to encourage students being on time is advisable.

SUPPORTING SCHOOL GOALS:

- (1) Setting a good example is important to your success as a teacher. Support and show pride in the school. Be positive about school policies whether you agree with them or not. Let your students know the welfare of the entire school depends upon good spirit, unity, and cooperation.
- (2) Recognizing student achievement is a primary goal at Sunset Ridge. Seek opportunities to recognize the students in your classroom for their accomplishments. Try to give each student the opportunity to be a “hero” at least once during the school year.
- (3) Consider getting involved in the school beyond your teaching assignment. School involves many activities that take a little extra time and supervision but that are extremely rewarding and give students a chance to work with a teacher or adult in another role. Show support for the students that do get involved in making Sunset Ridge a better place.
- (4) Each teacher is asked to work on committees at SRMS. Please see the assigned Assistant Principal if you have a preference.
- (5) Do not allow food, drink, or parties in the classroom unless permission has been given by the principal.

CARE OF THE CLASSROOM:

- (1) Close and lock all **doors** at the end of the school day.
- (2) Wipe **boards** with clean cloths and approved cleaning solutions only. If you have difficulty cleaning them to your satisfaction, please fill out a “Work Order Request” to the custodians. Don’t use tape on whiteboards.
- (3) Please turn out **lights** when you leave the room or at the end of the day.
- (4) It is your responsibility to teach students good **housekeeping**. At the end of class, please see that the students pick up their litter and tidy the room. Litter must be picked up by hand and the custodians do not have time to complete their tasks when there is excessive litter on the floor.
- (5) Tape of any kind is not to be used on painted walls.
- (6) If school furniture is to be moved from one room to another, please ask a custodian for assistance. Please notify the head secretary so that fixed asset number lists can be updated.

TEACHER ABSENCE:

- (1) If you are to be absent for any reason, please comply with the established Jordan School District Policy. In order to obtain a substitute to cover his/her classes, a teacher must register with AESOP, the automated district substitute teacher program. The instructions of how to register with AESOP are printed on the following page.

Registering with AESOP

1. Dial 1-800-942-3767
2. Enter your identification (ID) and PIN numbers (**These may be obtained from the principal**).
3. Once you are logged in the system, you will be given prompts for the various menu choices.

When you access the Aesop system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as AESOP will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

You may also access AESOP on the internet at <http://www.aesoponline.com>. Here you will be able to enter absences, check your absence schedule, update personal information, and exercise other features. If you have any questions, concerns, or comments; please feel free to contact the central office at (801) 567-8219 or AESOP at support@aesoponline.com. “

- (2) PLEASE ACCESS THE AESOP SYSTEM AS SOON AS YOU ARE AWARE YOU NEED A SUB. A last minute call may mean no sub assigned for your classes. The earlier, the better!
- (3) **Please call** the principal or one of the main office secretaries at the school between 7:15 and 7:45 a.m. to advise the office and indicate the location of your **emergency lesson plans**. Giving directions for class activities will not be sufficient.
- (4) The substitute will complete a “**Substitute Teacher Form**” and leave it in the office for the teacher.

HOME AND HOSPITAL TEACHER:

The Home and Hospital teacher(s) receives monetary compensation to visit the home/hospital of convalescing students that are unable to attend regular classes due to illness, injury or extenuating circumstance. The teacher usually makes one two-hour visit to the student each week and provides ongoing assignments and direction to help the student maintain the skills necessary for returning to the classroom and to provide school-home contact during the time the student is out. Students must qualify for this service as per JSD Policy AS82 and be referred into the program through Sunset Ridge Middle School Administration and Counseling departments.

Responsibilities: Department Chairperson

The **Goal** of the department chairperson is to improve the over-all instructional program within your department. Your responsibilities are to:

- (1) Prepare agendas for and hold **regular department meetings**, at least on a **quarterly** basis.
- (2) Be familiar with the **State Core Curriculum** and District guidelines in your department area.
- (3) **Oversee curriculum offerings** within the department and articulate curriculum content between classes and grade levels.
- (4) **Facilitate the use of the “professional learning community” framework** in your department, Work with teachers to develop common assessments. **Discuss ITBS, CRT, and common assessment results** in your curriculum area as well as other indicators of student achievement to help department members assess problems in student learning and improve instruction.
- (5) **Guide department members to set goals** for student performance improvement, discuss solutions and outline steps to take to reach those goals.
- (6) Occasionally **visit the classrooms** of teachers in your department and become familiar with teachers’ choice of curriculum, philosophy and instructional delivery. Encourage department members to visit and observe other department members’ classes as well.
- (7) **Recognize and reinforce outstanding teaching.**
- (8) Work with the administrators to **provide staff development opportunities** to improve effectiveness of instructions for the teachers in your department.
- (9) Work with the teachers in your department to **determine teaching assignments** that will result in the best instruction for students. Make recommendations to the principal.
- (10) **Order department supplies** through the head secretary. No departmental supplies will be purchased without the authorization of the department leader unless there are designated, approved accounts.
- (11) Solicit input from department teachers regarding textbook needs and **recommend textbook purchases** to the administrator in charge of the textbook budget.

Responsibilities: Library Media Center Coordinator

It is the policy of the Board of Education that every student has access to a library media center that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational needs and interests. The Library Media Selection and Review policy shall be administered according to the following guidelines:

- (1) The professional library media specialist assigned to the school and the school principal, working in cooperation with staff members, shall be responsible for the selection of materials for school library media centers.
- (2) Although it is not possible for a library media specialist to read all library media center collection items, the specialist might read many of the items; and others may be read by teachers, administrators or staff members in the school. Most items are evaluated based on credible reviews from professional publications, professional recommendations, award recipients and other professional sources.
- (3) Library media specialists, with possible assistance from teachers, administrators and/or authorized staff members, shall review all purchased and donated materials prior to placement in the school library media center. Library materials are available on a self-selection basis. The library media specialist, library media assistants, teachers or staff members may assist in locating needed library media materials.
- (4) Each school shall organize a Library Media Review Committee for the purpose of reviewing library media materials whose appropriateness is challenged. Secondary committee membership shall include a school administrator, who will chair the committee, the school library media specialist and the teacher and two parents/guardians serving on the corresponding local Literature Selection and Review Committee (see Policy AA424).

Responsibilities: Guidance Specialist/Psychologist

The school Guidance Specialist/Psychologist is a resource for students, parents and faculty members. S/he provides the following services for students, families, and teachers:

- (1) **Assessment:** The psychologist helps assess educational/learning disabilities and emotional problems including attention deficit hyperactivity disorder, depression, anxiety, phobias, bi-polar disorder, abuse and trauma, and other disorders. The Psychologist also assists in the assessment process for children being referred for resource services.
- (2) **Counseling Plan:** The psychologist develops a counseling plan as appropriate for individual students. Counseling services may include limited individual counseling or group format counseling to promote social skill or communication development. The psychologist also meets with parents on a limited basis to discuss problems and make referrals to community services they can access.
- (3) **Consultation:** The psychologist provides information to parents and teachers on a wide variety of disorders and medications and how they may affect the learning process. S/he may suggest to them strategies, accommodations, interventions and modifications to help the student be more successful. The psychologist also helps develop Individual Education Plans (IEP) with the Special Education teachers and 504 plans with the teacher teams. S/he helps parents learn of and access community resources available to help the child and serves as a link between the school and other professionals and

community organizations working with the child and his/her family. Psychologists may also serve at the Jordan Family Education Center and provide therapy or teach community education classes.

Responsibilities: Counselors

As a member of the school guidance team, the counselor provides a comprehensive guidance program for the students at Sunset Ridge Middle school. The counselor structures activities to meet the needs of the students; consults with teachers, staff, and parents to enhance their effectiveness in helping students; and works in harmony with school staff to promote other middle school educational programs. The major job responsibilities:

- (1) Implement the middle school guidance curriculum by conducting developmentally sequenced guidance activities in the classroom, and facilitating infusion of the guidance activities into the Technology Life Careers (TLC) course and the regular education curricula to support the development of the SEOP.
- (2) Guide and counsel students through the development of student education occupational plans (SEOP) by: providing orientation activities for students new to the school; facilitating orientation programs for parents and students about the SEOP process and other guidance related topics; assisting students in the transition from middle school to high school; informing parents and student of test results and their implications for educational planning; and providing resources and information to assist in career awareness, career exploration, and career planning activities.
- (3) Conduct structured, goal oriented counseling sessions for students to meet the identified needs of individuals or groups of students. Session topics might include self-awareness, academic issues, behavior patterns, social and friendship skills, conflict resolution, family issues, peer mediation, substance abuse/prevention, and suicide prevention and intervention.
- (4) Participate in group consultations with teachers, staff, parents, and others regarding meeting the developmental needs of students; conduct professional development programs for faculty; conduct and facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; and assist families with school-related problems.
- (5) Refer students with critical needs, in consultation with their parents, to appropriate school and community resources. Develop or identify an effective referral process.
- (6) Participate in activities that contribute to the effective operation of the school such as assisting in the interpretation of group tests results to faculty; establishing effective liaisons with grade levels or instructional departments; assisting other school staff in the placement of students with special needs; and participating with the administration in the implementation of the District testing program
- (7) Advocate for all students to promote equal educational opportunities for all students.
- (8) Plan, implement, evaluate, and revise the school guidance program yearly.

Responsibilities: Principal

Because the principal is the representative of the Superintendent and Board of Education, s/he carries the over-all responsibility for the school and its programs. His/her responsibilities include responsibility for:

- (1) The overall school curriculum program and student instruction.
- (2) The comprehensive school improvement plan.
- (3) School organization. S/he works with the counselors in building the Master Schedule and carrying out student registration, and making teacher schedules, and assignments
- (4) Providing services for special needs students: IDEA, Chapter I, 504
- (5) Evaluation of all aspects of the school: administrators, teachers (informal as well as formal), classified staff, and programs.
- (6) Staff development programs.
- (7) All problems involving adult personnel: certified, classified, and substitutes.
- (8) All matters of finance: District budgets, departmental allowances, inventories, expenditures for books, supplies, and equipment, payroll, lunch accounting, career ladder, fee waivers, etc.
- (9) Committee and special project assignments.
- (10) Night activity supervision assignments.
- (11) Accreditation
- (12) Use and care of school building facilities and equipment.
- (13) Emergency preparedness plans.
- (14) Building security.
- (15) Public relations activities: community groups, PTSA, Newsletter.
- (16) School transportation: hazardous bus routes, safe-walking routes, and field trips.

Responsibilities: Assistant Principals

The assistant principals are responsible for overseeing student discipline and recognition programs. The Assistant Principals also assist the Principal with carrying out his/her responsibilities and, when the principal is absent, assume responsibility for his/her functions. Responsibilities of the Assistant Principals are outlined by the principal and change yearly. They include the following:

Mr. Heumann	Mr. Larson	Both Assistant Principals
A-K	L-Z	
Incident Command System Risk Management Lunch Assignments Rebound Books Faculty Handbook Duty Assignments Lagoon Data Collection Facility Maintenance Issues Rebound Books 9 th Grade Team (Member)	Busing Issues/SNAP Facility Use Calendaring Attendance Secretary SBIT Student Government Teacher Laptops Skyward Gradebook Locker Assignments 7 th Grade Team (Member)	Discipline/Referrals Skills Center/Tracking Programs Truancy Mediation Program Law Enforcement Lunch Supervision Assemblies JPAS Bus and Hall Duty Community Council (Rotate) School Advisory (Rotate) Public Relations Hall Monitor Fee Waivers Reward Clubs and Activities Activities

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Behavior Standards and Consequences

Guidelines for Success

Each student is very special to Sunset Ridge. We want you to be happy at school and to learn all that you possibly can. We have identified five guidelines that will help you be successful.

1. Be responsible.
2. Always try.
3. Do your best.
4. Cooperate with others.
5. Treat everyone with respect and dignity.

Standards and Expectations

Every student is an important, valuable individual. Each student has certain rights once he/she enters school property. Each student has the right to acquire a quality education in a safe environment. Each student has the right to be treated with respect by both fellow students and teachers. Each student has the right to express his/her thoughts and feelings in an appropriate manner.

With these rights come certain responsibilities. Each student has the responsibility to refrain from inappropriate or distracting behavior that endangers him/her or others or that interrupts classroom instructional activities. Each student has the responsibility to follow the guidelines established by the administration and individual teachers. Each student has the responsibility to treat his/her fellow students and teachers with the same respect with which he/she expects to be treated. Students should show the utmost respect for all adults in the building and should respond appropriately to directions and requests. Behavior such as foul language, pushing, shoving, running in the halls, fighting, crowding in line, and teasing other students is not acceptable. Students who fight will be referred to the Assistant Principal, and in serious cases, to law enforcement officials.

If a student has difficulty meeting these responsibilities, teachers and/or administrators will intervene in one or several of the following ways: a call home to parents, in school parent conference, ICS (in-class suspension), ISS (in school suspension), lunch detention, ASD (after school detention), suspension, referral to a district level hearing, "habitual disruption" citation to juvenile court, etc. Administrators will refer to district policies AS67 and AS90 for proper procedure and documentation. The faculty and staff of Sunset Ridge want to make every student's educational experience pleasant. Successful adherence to these guidelines will enable this.

Building Hours

School begins at 8:00 a.m. and ends at 2:55 p.m. on everyday except Wednesdays. On Wednesday, school begins at 8:00 a.m. and ends at 1:30 p.m. A few Wednesdays during the school year will end at 2:55 p.m. See the bell schedule above for these dates. School is accessible to students at 7:30 a.m. until 3:15 p.m. daily, unless students are staying after school for enrichment or a special activity, wherein a signed pass will be required.

Visitors

Parents and other adults are welcome to visit the school. All visitors are required to report to the main office upon arrival. It is helpful for parents to make an appointment prior to their visit. Students are not allowed to bring friends or relatives to school. Only currently-registered students will be allowed to attend classes and activities or be on school property.

Attendance Policy

Student attendance affects learning. Students should understand it is essential to attend school regularly and be on time to every class.

Tardy Policy

Students are expected to always be on time to class. Students are considered tardy if they are not in their seats when the bell rings. Excessive tardiness makes it harder for students to achieve, excel, or be successful. Excessive tardiness means that a student has been tardy ten times in one term. Interventions will be in place to help students be on time to class. These interventions include but are not limited to, student conferences, parent contact, lunch study, and loss of other school privileges.

Truancy Policy

Students are required to attend school where they are legally enrolled. A student is truant if he/she is absent without a valid excuse (i.e. health, vacation, emergency). State law defines a "habitual truant" as someone who has been truant eight days or more. Students who begin to approach 8 days of unexcused absences can expect to encounter some of the following interventions:

- Student-Administrator conference
- Parent-Student-Administrator conference
- Home visit from a district official
- Truancy school (attend additional classes in the evening)
- Lunch and activity restrictions
- Truancy court mediation
- Truancy court referral (in which a judge takes jurisdiction)

School Check-In and Check-Out Procedures

Students are not allowed to leave school without checking out with the attendance office. These are the procedures that a student must follow:

Check - out

1. If a checkout is anticipated, students report to the attendance office after 7:30 a.m. but before school begins to obtain a check-out note.
2. Students submit a note to the attendance secretary from parents or telephone them to obtain permission to leave school. Students will not be released from school without permission from a parent/guardian or a person listed on the student registration card as an emergency contact. An adult must talk to the student's parent.
3. Once approved for leaving school by a parent, students will receive a check out slip to verify the excused absence.
4. Students will then report to the attendance office and sign out. Students who leave school without following the above procedures will be considered truant.

Check - in

1. Students who are more than five minutes late must check in at the attendance office. Students will sign the check-in form and provide a note from parents excusing them for being late. Parents may call the attendance office at 412-2480 from 7:30 a.m. to 3:15 p.m. to excuse their child.

2. If students check out of school and then return to school during the day, they must first report to the attendance office before returning to class. Students will sign back in with a date and time. They will be issued a pass to return to class.

Emergency Treatment Room

If a student is sick or injured, he/she will go to the attendance office with a teacher's note. He/she will ask to call home for a parent or guardian to determine if the student needs to check out of school. Students may not leave the building without a parent's and the attendance secretary's approval. The emergency treatment room is for treating injuries and serious illnesses. Students will need to return to class or have a parent come for them.

Excused Absences

The most common reasons for excused absences are listed below, accompanied by the procedure we follow at Sunset Ridge. For more information, please contact the attendance office at 412-2480.

Illness

Parent contacts the attendance office via phone or note within one school day. For short-term sickness, students can get the work they missed when they return. If a child is sick for three days and still is not able to attend school, you may call the Attendance Office for homework. The homework will be available the following afternoon.

Family emergency

Parent contacts the attendance office via phone or note within a week.

Vacation

Contact the attendance office via phone or note to prearrange vacation leave one week prior to the absence. Students will be given an educational leave form to be filled out by each teacher that will include work that needs to be completed during his/her absence. Some work may also need to be completed upon return. A maximum of 10 school days may be excused for educational leave each school year.

Home/Hospital

If a student will be missing ten consecutive days or more due to a medical situation (verified by a Doctor's note), contact the attendance office to set up services.

Hall Passes

Students have the responsibility to be in class during class time. Occasionally, students may have a legitimate reason to be out of class. During one of those rare moments, the student planner will serve as a hall pass. The number of hall passes available during the school year is limited. Students must use them carefully and responsibly. The hall pass must be signed by a teacher, and students may not borrow another student's planner.

Study Buddies

During the first week of school, students will have the opportunity to complete the following schedule with student's name and phone number in each of their classes. This information will give students a resource to keep up on work when school is missed.

1st Semester			2nd Semester		
Period	Student Name	Phone #	Period	Student Name	Phone #
1st			1st		
TA			TA		
2nd			2nd		
3rd			3rd		
4th			4th		
5th			5th		
6th			6th		
7th			7th		

Lockers

Every student enrolled at Sunset Ridge Middle School will be assigned a locker and combination. Lockers are the property of the school. The locker may be inspected by school authorities at any time. Students are to use their assigned locker only. Students should not share lockers or combinations with anyone. If this happens, the student may lose locker privileges. Sunset Ridge Middle School is not responsible for any personal property that is lost, stolen, or vandalized. Vandalizing any lockers will result in payment for the damages. Tape and stickers may not be used on lockers.

Backpacks

Students are to keep all book bags and backpacks in their assigned hall locker. Take only the necessities to each class. Lockers are quite narrow, so very large backpacks will not fit inside of them.

Student ID card

ID cards are given to all students free of charge. Students will receive them soon after school pictures are taken. ID Cards are used for checking out books in the LMC and to verify identification wherever it may be needed. There is a \$5.00 charge to replace any student ID card.

Dining Area

While in the dining area, responsible behavior is expected of all students. There will be no running or playing, and everyone will clean up after him/herself. All food will be consumed in the lunchroom. Food is not allowed in other areas of the building or outside on the patio or playing fields (it will be confiscated). In the dining area, several food options are offered including the full-meal line and ala carte items such as pizza, fries, sandwiches, and salads. Breakfast is also served each morning. Students should leave all personal items, books, and book bags in their lockers before coming to lunch. Students are expected to stay in the designated areas during lunch.

Lunch Accounts

Deposit money into lunch accounts in the main office before 10:00 a.m. to be applied to that day's lunch. All money is collected and processed at 10:00 a.m. Only cash can be used to pay for a lunch in the line. A PIN number will be assigned to each student for his/her lunch account. This PIN number is private to the student and should not be shared. To check the balance of the lunch account you may call 412-2475 between 11:00 a.m. and 1:00 p.m. or go online to www.paypams.com. Deposits can also be made online at the same website named above. There will be a fee charged for each transaction done over the internet.

Vending Machines

Students will have access to vending machines that dispense a variety of juices, sports drinks, healthy snacks, and other choices. The machines will be monitored and available for a specific timeframe during each lunch time. Students may use the vending machines "at their own risk." Sunset Ridge is unable to reimburse students for money "lost" in the machines. Students who tamper with or abuse any vending machine in any way will be prosecuted by fines, suspension, or a law enforcement referral.

PowerSchool

PowerSchool will allow parents and students the ability to access grades, attendance, and missing assignment information on the web. To access the website go to www.jordandistrict.org, click on PowerSchool, then Sunset Ridge Middle. Passwords are mailed home with student schedules at the beginning of the year. If a parental password and/or logon is misplaced or lost, a parent or guardian can request a copy by calling the main office. It will be mailed home or a parent can pick it up in the office. For security purposes, it will not be given over the phone. Students may check their own student password in the main office with a photo ID.

Student-Led Conferences

Sunset Ridge Middle School has adopted Student-Led Conferences as an opportunity for the student to reflect on his/her own learning, practice communication skills, and celebrate individual success. Students will present a collection of work and progress reports gathered from all classes. Students will set goals to continue to improve their education. Parents will set goals to support their child toward the improvements. After the student's presentation, parents and students are invited to visit with all of the student's teachers during the drop-in time.

Counseling Center

Getting picked on? Grades down? We have just the people with whom to talk! Our counselors are here to help students. They will listen to concerns, suggest options, and help students get back on their feet. They are also the ones to see if a schedule change is needed. Schedule changes must be requested by a parent and approved by an administrator and the teachers involved. If you need to see a counselor, check with the counseling secretary to make an appointment.

Closed Campus

All middle schools in the district operate under a “closed campus” policy. All students are to remain on campus throughout the school day unless properly checked out of school according to procedures outlined previously. This “Closed Campus Policy” includes lunch time.

Library Media Center

The Library Media Center is a great place to read, study, and learn. The library hours are 7:30 a.m. to 3:30 p.m. each day. If a student would like to go to the library during class time, the student must have a Library Media Center Pass from his/her teacher. If a student wants to go during lunch, he/she will have to get a pass from the librarian before lunch begins. For checking out any materials from the library, each student will be required to have a school ID card with the student’s picture. A fine of 10¢ per day is assessed to any books that are returned after the due date. Computers with internet access are available to the students who have signed the Internet Usage Contract. This contract outlines responsibilities and guidelines when using the school internet service. Students are expected to follow school guidelines while in the LMC. Printing services are available for a small fee. Color copies cost 25¢. Black and white copies are free if they are being used for school work, or 10¢ for personal use.

Enrichment/Tutoring

Teachers may offer after-school enrichment in their classrooms. This will give the students opportunity to receive additional help and instruction from the teacher. It is the responsibility of the student to check with the teacher and make sure that he/she knows the student is planning to stay for enrichment. It will be important that the student lets the parents know that he/she is staying after school, so the student and the parent can arrange transportation home after enrichment. Tutoring is available before and after school. Exact days and times can be acquired from the Counseling Center.

Internet Use

At the direction of teachers, students may have access to the internet. The internet is a valuable educational resource when used properly. When it is used improperly, it can be harmful. Therefore, students will submit a signed copy of the Acceptable Use Form to the school that indicates the student has read, understands, and is willing to follow the district internet usage policy (AA445). Inappropriate use may result in revocation of computer use at school, and/or suspension. Parents share the responsibility in discussing appropriate internet usage expectations for their family.

Fee Waivers

(Policy AA408) Adequate fee waivers have been provided to ensure that no student is denied the opportunity to participate in class or school-sponsored or supported activities because of inability to pay the fee. Information and application forms can be obtained in the main office at the school. Parents will be required by law to meet with an administrator when applying for a fee waiver and provide documentation of income.

Cell Phones

Possession of a cell phone by a student is a privilege that may be forfeited by any student that uses his/her cell phone inappropriately. A student who possesses a cellular phone shall assume

responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones brought onto school property. Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times. Exceptions to this policy may be granted by school administration on a case by case basis to accommodate family emergencies or medical necessity. Violations of this policy will result in cell phone confiscations. On the first offense the cell phone will be returned to the student. Subsequent offenses will require that a parent come in and pick the phone up from an administrator.

Electronic Devices

Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. These items include but are not limited to music players, cameras, gaming devices, laser pointers, and cell phones used as such. At no time shall the administration be held liable or responsible if these items are stolen, lost or damaged. If brought to school, these items are to remain in the locker between 7:30 a.m. and 3:00 p.m. If the item is not in your locker, it will be confiscated and returned only to a parent or guardian.

Snowballs

Snowballs can cause serious accidents and injuries. Students must leave the snow where it falls—on the ground. Throwing snowballs is grounds for suspension.

School Dress and Grooming (AA419)

Students shall dress in a manner that shows respect for the educational environment and is befitting of the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items that bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission shall not be allowed.
3. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color and style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.
4. All students shall wear clean clothing. Clothing, jewelry, accessories and piercing which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school shall not be allowed.
5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
6. Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10, USC §771-772, and Army Regulation 670-1 §29-4).
7. Hats of any kind are not allowed within the building except as a part of an approved activity, or for religious or medical purposes.

8. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
9. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors, and paraphernalia after consultations with law enforcement agencies as needed.
10. Shoes shall be worn at all times that ensure personal safety and hygiene.

The administration is responsible and accountable to interpret the JSD Dress Code.

Students in violation of the dress code will be given opportunities to change into appropriate clothing. In-School Suspension (ISS) is available for those who are in violation and cannot reach a parent.

Non-Discrimination

Sunset Ridge Middle School and Jordan School District are committed to providing an educational environment that is free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability.

Bullying and Harassment

Harassment is not tolerated at Sunset Ridge Middle School. This means harassment of any kind, for example: teasing, jokes, rumors, name-calling, intimidation, unwanted touching, grabbing, intentional pushing, shoving, blocking, swearing or unwanted comments. If you are being harassed or bullied, tell the individual to stop. If it continues, report the behavior to an adult. If you harass or bully another person, school consequences will be imposed. These consequences range from conferences with students and their parents to suspension.

Fighting

Fighting is against school rules and will not be tolerated. All fights are grounds for suspension and police involvement. Students who participate in a fight may also be referred to self-discipline or anger-management courses taught in the evening.

Gang Affiliation

Everyone who comes to school must feel absolutely safe. Behavior, clothing, hand signs, or symbolism relating to gang involvement will not be tolerated on school property or at school-sponsored events on or off campus. Students doing so will be suspended from school or suspended to a district level hearing for gang affiliation. Law enforcement will be involved.

Medications

In middle school, students are allowed to take medication by themselves. Please understand medication is defined as any over-the-counter pill or personal prescription. **Students can not have more than an 8-hour dose** of any type of medication at school. Students will be in violation of the district's drug and alcohol policy if they have more than an eight-hour dosage, medication is not in the original container, or if any student shares any medication with anyone.

MEDICATION SUBSTANCE VIOLATION POLICY

VIOLATION	1 st Offense	2 nd Offense	3 rd Offense	1 st Offense	2 nd Offense
	<ul style="list-style-type: none"> • Use • Possession 	<ul style="list-style-type: none"> • Use • Possession 	<ul style="list-style-type: none"> • Use • Possession 		
	In excess of an 8-hour dosage	In excess of an 8-hour dosage	In excess of an 8-hour dosage		
PRESCRIPTION MEDICATIONS	<ul style="list-style-type: none"> • Suspension to Parent Conference 	<ul style="list-style-type: none"> • 10-day A.E.P. <u>or</u> • Early Intervention Class 	<ul style="list-style-type: none"> • 45-day A.E.P. <u>and</u> • Referral for Assessment 	<ul style="list-style-type: none"> • 45-day A.E.P. <u>and</u> • Referral for Assessment 	<ul style="list-style-type: none"> • 180-day A.E.P. <u>and</u> • Referral for Assessment
OVER-THE-COUNTER MEDICATIONS	<ul style="list-style-type: none"> • Administrative Warning 	<ul style="list-style-type: none"> • 10-day A.E.P. <u>or</u> • Early Intervention Class 	<ul style="list-style-type: none"> • 45-day A.E.P. <u>and</u> • Referral for Assessment 	<ul style="list-style-type: none"> • Suspension to Parent Conference 	<ul style="list-style-type: none"> • 45-day A.E.P. <u>and</u> • Referral for Assessment

Illegal Substances Policy

The Administration recognizes that the possession, use or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitutes a hazard to students and is disruptive to the educational process. The following substances are prohibited at school:

- Illegal drugs, Illegal psychotoxic chemicals (inhalants)
- Alcoholic beverages, Medications in excess of an eight-hour dosage
- Prescription Medication not prescribed for the individual

The possession, use, or distribution by students of any substance listed above is prohibited on school district property, during school hours and at any school-sponsored extracurricular program or activity including those held off school property. Resorting occurs when a student is present where illegal substances are being used or possessed in a way that is open, obvious, apparent, or not concealed. Violations will result in the strict application of Jordan School District's Drug and Alcohol Policy AS90. The consequences of violating AS90 are as follows:

ILLEGAL SUBSTANCES VIOLATION POLICY

VIOLATION	1 st Offense	2 nd Offense	Subsequent Offenses	1 st Offense	Subsequent Offenses
	<ul style="list-style-type: none"> • Use • Possession • Resorting 	<ul style="list-style-type: none"> • Use • Possession • Resorting 	<ul style="list-style-type: none"> • Use • Possession • Resorting 	<ul style="list-style-type: none"> • Sharing • Selling • Distributing 	<ul style="list-style-type: none"> • Sharing • Selling • Distributing

ILLEGAL DRUGS	• 10-day A.E.P.	• 45-day A.E.P. <u>and</u>	• 180-day A.E.P. <u>and</u>	• 45-day A.E.P. <u>and</u>	• 180-day A.E.P. <u>and</u>
ALCOHOLIC BEVERAGES	<u>or</u>	• Referral for Assessment	• Referral for Assessment	• Referral for Assessment	• Referral for Assessment
PSYCHOTOXIC SUBSTANCES	• Early Intervention Class				

Jordan School District Discipline of Students

Jordan School District recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about District schools, property, or activities shall be dealt with in accordance with District policy and the law. (Board Policy AS67)

Dangerous Disruptive Conduct

The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property, at school-sponsored activities, and while traveling in school-funded or school-dispatched vehicles.

1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
 - a) **Possession or distribution of drugs or alcoholic beverages.** (Board Policy AS90)
 - b) **Sexual harassment** or fabrication of sexual harassment charges with malicious intent to defame character.
 - c) **Arson** - the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
 - d) **Burglary** - breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
 - e) **Theft/Larceny/Stealing** - the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
 - f) **Criminal Mischief** - willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
 - g) **Battery** - the unlawful and intentional touching or striking of another person against his or her will.
 - h) **Assault** - placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
 - i) **Hazing** (See Policy AS95)
 - j) **Vandalism** - willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student’s parent(s)/guardian has paid for the damage or made appropriate restitution.
 - k) **Gang-related activity** - dangerous or disruptive activity, which may include but is not necessarily limited to the following:

- (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
 - (2) using a name which is associated with or attributable to a gang.
 - (3) designating turf or an area for gang activities, occupation, or ownership.
 - l) **Bullying**—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
 - (1) Physical bullying: hitting and/or punching
 - (2) Verbal bullying: teasing or name calling
 - (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
 - (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
 - m) Involvement in any activity which violates federal, state or local law or regulation, disrupting a normal school proceeding, or causing, attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene materials.
3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to the school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

SRMS Attendance Plan

RATIONALE

Sunset Ridge Middle School faculty and patrons recognize that regular student attendance at school facilitates academic achievement. As such, we will engage in earnest, persistent and reasonable efforts to encourage productive attendance habits. In accordance with these efforts, we are implementing this attendance plan. The purpose of this attendance plan is to:

1. Promote and encourage regular student attendance
2. Maintain a continuity of instruction, class participation, learning experience, and study
3. Help students create responsible habits that will enhance opportunities for future success
4. Provide policies, procedures and guidelines to follow when absences occur¹

RESPONSIBILITIES

Middle Level Reform proposes “a community of adults and young people embedded in networks of support and responsibility that enhance the commitment of students to learning. The combined efforts create a community of shared purpose among those concerned that all young adolescents are prepared for productive adult lives.”²

STUDENTS: Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences.

PARENTS: Parents & guardians have primary responsibility for regular student attendance at school. They can ensure that their children attend school regularly and arrive on time. When an absence occurs, parents & guardians have access to the **PROCEDURES** outlined below.

TEACHERS: School staff share in the responsibility for regular student attendance at school. Class-room teachers shall record and verify daily student attendance. This should occur daily, with the recording occurring as soon as possible after the start of each class. Except in TA, teachers will excuse participation points when marking grades for students on days they are excused absent.

ATTENDANCE

OFFICE: The Attendance Office manages the **PROCEDURES** outlined below. As attendance issues arise, Sunset Ridge Middle School employees and patrons can consult with the Attendance Office to resolve concerns. The office will be available from 7:30 a.m. to 3:30 p.m. at 412-2480.

ADMINISTRATORS:

Administrators shall work cooperatively with students, parents/guardians, teachers, and school counseling & guidance personnel to improve student attendance. As discussed in **TRUANCY & TARDIES** below, administrators will address challenges and concerns that impede regular student attendance.

PROCEDURES

The most common reasons for excused absences are listed below, accompanied by the procedure we follow at Sunset Ridge. For more information, please contact the attendance office at 412-2480.

Sickness Parent contacts the attendance office via phone or note within one school day.

Check in/out When a student is absent for a portion of the school day he/she must check in or out at the attendance office. Parent must contact attendance office in person via phone or note with a valid excuse. Student will be released only to persons listed on registration/locater card.

Home/Hospital If a student will be missing ten consecutive days or more due to a medical situation (verified by a doctor’s note), contact the attendance office to set up services.

Family emergency Parent contacts the attendance office via phone or note within a week.

Vacation Contact the attendance office via phone or note to prearrange vacation leave. Student will be given an educational leave form to be filled out by each teacher that will include work that needs to be completed during his/her absence.

TRUANCY & TARDIES

At Sunset Ridge Middle School, we believe all students can succeed. We work to help students see their own capabilities and be engaged in learning.

TRUANCY (UNEXCUSED ABSENCES)

Definitions:

Unexcused absence (truancy): “A student’s absence from school for reasons other than those authorized under school or district policy.”⁴

Tuant minor: a student “who is absent from school without a legitimate or valid excuse.”⁵

Habitual truancy: Eight absences without a legitimate or valid excuse or refusal to regularly attend school in defiance of reasonable efforts on the part of school authorities.⁶

Sunset Ridge Middle School will engage in “earnest and persistent efforts”⁷ to prevent students from habitual truancy. Interventions will be implemented as needed to help students form productive attendance habits and resolve attendance concerns.

TARDIES

Students are tardy at Sunset Ridge Middle School when they are not in their assigned seat with their materials ready when the bell rings (see School-Wide Disclosure in the **APPENDIX**). Through a proactive approach, we plan to minimize the number of students who are tardy to class. Administrators will supervise the hallways during every class break, encouraging students to be on time. Teachers will implement the citizenship grade interventions outlined in the School-Wide Disclosure. School-wide interventions include recognitions and rewards for students who are regularly on time and a loss of privileges for students who are habitually tardy.

MAKE-UP WORK

According to the school-wide disclosure statement for Sunset Ridge Middle School, students who are absent from school are responsible for obtaining missed work upon his/her return to school. A student has five school days following an absence to make up missed work for full credit. After that time, missing assignments become late work and are handled under the late work policy unless the student and teacher have previously negotiated an extended due date for absent work to be completed, as with long-term absences, for example. Students will be notified in advance of projects or assignments for which this absent work policy does not apply.

ATTENDANCE CODES KEY

A = ABSENT

Unexcused absent

E = EXCUSED ABSENT

Dr. notes; illness and medical/dental etc. appointment excusals (written or verbal) from parent/guardian; death/funerals

G = GUARDIAN

Parent/Guardian gives written or verbal excuse for absence which is not considered excused by the school (e.g. going out to lunch, skiing, needed at home etc.)

N = SCHOOL ACTIVITY	School sponsored activity where students are out of class; also sick room
S = SUSPENDED	Student out of school on suspension
D = IN SCHOOL SUSPENSION	Student out of class but attending in-school Suspension
Z = SLUFF OR TRUANCY	Student sluffed a class or was out truant
V = VACATION RELEASE	Prearranged vacation/educational leave
H = HOME AND HOSPITAL	Student receiving educational services at home due to extended illness, injury, or disciplinary placement
T = TARDY	Student came into the class late (10 min. or less)
L = EXCUSED TARDY	Tardy excused (legitimate original excuse or tardy make-up criteria met)
I = CHECK-IN	Student checks in after 8:10
O = CHECK-OUT	Student checks out during the school day
C = CHECK-OUT/IN	Student checks out and then checks back in during the same period
W = WAY LATE	Student arrived 10 or more minutes late to class.
1	Good Work
2	Unprepared
3	Disruptive
4	Nonparticipation
5	Gum/Candy

Section 5: Grading

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Grading

Legalities Regarding Grading Policies

While students may critique another student's work as part of a learning activity, a student may not grade another student's work/papers/tests or in any way have access to the grades or scores of other students. Teachers may not ask students to call out their scores when recording test or assignment scores. When posting grades or scores, teachers are to use student numbers or other codes that protect students' identity. Such practices ensure compliance with FERPA (the Family Education Rights Act) that governs access to private student information and records.

GRADING GUIDELINES AT SUNSET RIDGE MIDDLE SCHOOL

- (1) Teachers must fairly assign both academic and citizenship grades to each and every student in accordance with disclosure documents. This is among the most important responsibilities a teacher faces.
- (2) Keep the grading system simple so that a student can easily understand how his grade is determined and is able to figure his own grade at any time. Elaborate, weighted grading systems contribute to the development of the attitude that the student cannot control his grade, and lower motivation results.
- (3) Please consider the following general guidelines:

ACADEMIC GRADES

- (1) An academic grade should reflect the degree to which a given student achieves pre-determined classroom goals. However, if a teacher is regularly giving a high percentage of F grades, s/he needs to evaluate his/her methods, motives and expectations in order to find ways to help all students succeed.
- (2) Students need to be informed about their academic progress throughout the quarter. To accomplish this, please update grades on PowerSchool at least once a week. A second way is to return student papers quickly.
- (3) If the teachers so chooses, part of the academic grade (no more than one third) may be based on participation.
- (4) Teachers should correct grade errors as soon as they are brought to their attention. Take care that students know they can have such errors corrected, and that they do not feel intimidated about approaching a teacher over a problem with a grade.
- (5) Student Aides are given pass/fail academic grades only.
- (6) The following absences, in and of themselves, should not negatively impact any part of a student's academic grade, including "participation" points.
 - (3) properly verified school-related absence (i.e. field trip, clinic or office visit, suspension etc.)
 - (4) properly arranged educational leave absence or other approved education

related leave

- (5) excused absence (allowable absences for medical appointments, illness, true family emergency situations, funerals etc. that have been excused by the parent in the appropriate manner)

However, students must make-up the work/assignments missed in order to receive credit. Students may also be required to complete assignments to make up for participation points lost.

- (7) A verified sluff, excessive tardies, or behavior problems could cause a student to lose participation points as well as lower the citizenship grade.
- (8) Students are allowed to make up work missed because of an excused absence, or school related absence (i.e. field trip, office visit, suspension etc.)
- (9) All make-up assignments should be tempered according to the circumstances surrounding the absence, and the ability and needs of the student. In fairness to the student, follow the procedures included in the school-wide disclosure statement.
- (10) If the absences are verified sluffs [truancy], a teacher is not required to give full credit for the make-up of work missed, but is encouraged to require the student to do the work so that they do not miss out on the learning.
- (11) The policy for extra-credit work should be well-defined and communicated, and must be administered fairly and consistently. Please make sure that assignments given for extra credit are of value to the student and reinforce concepts of the curriculum. Extra credit should not be given for such things as custodial type work, fundraiser participation, humanitarian projects or grading of papers.
- (12) Midterm grade notices are sent home with the student. Teachers are responsible to see that the bottom part, showing a parent signature is returned to the school verifying the parent has seen the midterm.
- (13) Observe the dates noted on the school calendar for submitting failure notices. These notices are to notify the parents of an impending failing grade and to solicit their assistance in helping the student. A teacher cannot give a student a failing grade with out giving notice to the parents, at least 2 weeks before the end of the grading period that the student is in danger of failing. Attempt to schedule large assignment early so that there is time to notify the parents if the work is not submitted and the student is in danger of failing.
- (14) Both midterm and end of quarter grades will be issued to all students.

CITIZENSHIP GRADES

- (1) The citizenship grade is based on classroom behavior, attitude, treatment of others, attendance and punctuality.
- (2) Teachers should develop a **citizenship grading system** and be able to justify the grades they give, remembering that the purpose of the citizenship grade is to encourage behaviors and habits that will lead to success in school and later in life.

Description of Citizenship Grades

H HONOR—The student seldom, if ever, violates school and/or class rules, takes correction in a positive and productive way, is willing and eager to improve, and

- initiates positive contributions to the school and class community.
- S SATISFACTORY**—The student does not often violate school and/or classroom rules, is amenable to correction and makes a positive contribution to the school and classroom.
 - N NEEDS IMPROVEMENT**—The student frequently violates specific school and/or classroom rules but is generally amenable to correction and makes an acceptable though usually passive contribution to the school and classroom.
 - U UNSATISFACTORY**— Negative behavior often impacts the learning environment. More than 4 tardies. Any student sluff will result in an automatic U.

GRADE REPORTING

At the end of each quarter, teachers will receive a grade verification report listing the credit, academic and citizenship grades they have given. Please examine this report and make any corrections. Then sign the report verifying that all information is accurate and return it to the Guidance Office. If, at a later time, you need to change a student's grade, please see the registrar for a form to be signed by the principal.

GRADING ADVISORY CLASS

A **PASS/FAIL GRADE** will be given at the end of each quarter and will be included on the report card. A "Pass" grade is dependent on meeting all the following criteria:

- 1) Student and parent signatures on the Homeroom Disclosure or Planner indicating both have read Sunset Ridge Middle School standards and expectations (First Quarter)
- 2) MIDTERM REPORTS signed and returned within 5 school days
- 3) No more than 5 tardies to the homeroom class, and no sluffs.
- 4) Students receive five points per day and must attain an 80% to pass.

A **CITIZENSHIP GRADE** will be based on class behavior, attitude, following class instructions, and coming to class on time. All the following criteria apply:

- H** = Good behavior; no more than 1 unexcused tardy
- S** = Good behavior; and/or up to 2 unexcused tardies
- N** = Negative behavior sometimes impacts the learning environment; and/or up to 3 unexcused tardies
- U** = Negative behavior often impacts the learning environment. More than 4 tardies. Any student sluff will result in an automatic U.

SUGGESTIONS FOR WORKING WITH FAILING STUDENTS

- (1) **Conference with a student** as soon as it apparent there is danger of failure. Try to determine and communicate to the student the reason for his poor performance and suggest ways of correcting the situation.
- (2) **Notify the parents** as soon as it is apparent a student is failing or having difficulty in the class. Use PowerSchool, student planners, conferences, and phone calls to

- notify parents of existing problems. Stay in contact.
- (3) **Utilize the pyramid of interventions and your collaborative teams.** These resources can serve as a guide to utilizing specific strategies at specific times as new interventions are needed when working with struggling students.
 - (4) Be sure to **make your assignments within the ability level** of your students; consider both the difficulty and length of work time required to complete the assignment. Individualize requirements when necessary.
 - (5) Recognize that students of this age are still learning about and developing responsibility. Use grading systems and policies that **reward a student for making changes** in their behavior and attitude. Students are more likely to remedy a failing situation if they feel that they can turn things around.
 - (6) **Do not argue with a failing student.** This will only put up barriers between you and the student. Work very hard to remain calm when communicating with a student. By remaining calm, you are better able to take away the fight and replace it with an effective dialogue. By treating the student with respect, you both win while the foundation for a better relationship is created.
 - (7) **Let students know you are interested** in them. Be available when they need your help. Be at your door to greet them when they arrive. Have something ready for them to do as soon as they arrive. You can be friendly and helpful at the same time you are firm.
 - (8) If a student fails to make any improvement, implement the pyramid of interventions.
 - (9) You will be responsible for sending home a **failure notice** in addition to keeping PowerSchool information current. If a student is failing, notification to parents of a student's deficiencies in writing is a mandatory due process requirement each quarter. This notice should be made as early as possible. It must, however, be given at least two weeks before the end of the quarter.

SUNSET RIDGE MIDDLE SCHOOL
Learning to Soar
Whatever It Takes
Pyramid of Interventions



Academic

Indicators	Menu of Interventions
<p><u>Tier I</u></p> <ul style="list-style-type: none"> ➤ Fails tests ➤ Missing assignments ➤ Low scores on assignments ➤ Doesn't finish work in class ➤ Poor effort ➤ School work is too easy (gifted) ➤ Complains homework is too hard 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Conference with students (using progress report) ➤ Parent Contact (phone, written, e-mail, face-to-face) ➤ Invitation to voluntary attendance in tutoring (after-school, before-school, lunch, etc...) ➤ TA advisor conference ➤ Counselor conference <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Teaching Strategies: (Marzano) ➤ Providing feedback, Recognition, Cues-questions-advanced organizers, Non-linguistic representations, Summarizing and Note Taking, Cooperative learning, Identifying similarities and differences, Homework and Practice, Generating and testing hypotheses ➤ Conference with students ➤ Parent Contact (phone, written, e-mail, face-to-face) ➤ Tutoring (after-school, before-school, lunch, etc...) ➤ Homework posted on website ➤ Re-teaching, re-testing, re-writing ➤ Binder reminder (planner checks) ➤ Teacher collaboration ➤ Remediation enrichment (Teaching same topic in a different way) ➤ Change of seat ➤ Weekly progress reports ➤ Skills center referral ➤ Implementation of 504 and IEP plans ➤ ZAP (suggested)
<p><u>Tier II</u></p> <ul style="list-style-type: none"> ➤ Behind in class work, cannot get caught up ➤ Takes too long to do homework ➤ Seems to be having more trouble with school work than other students 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Round Table (teachers, parent, councilor, student) ➤ Referred to Guidance Counseling ➤ Mandatory attendance in tutoring (before/after school, and or/lunch) ➤ Small group study hall with aides ➤ Begin and implement contract ➤ Trackers ➤ Mentoring with volunteer teacher or peer mentor ➤ Weekly grade report – Discussed with teacher and TA teacher <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Review IEP, 504

	<ul style="list-style-type: none"> ➤ Investigate alternative placement opportunities ➤ Students practice grade-level skills in small groups, 30 minutes per day, 2 to 3 times per week ➤ Peer assignment ➤ Trackers ➤ Students practice grade-level skills in small groups, 30 minutes per day, 2 to 3 times per week ➤ Peer assignment ➤ Differentiated instruction ➤ Alternative assignments ➤ Rewards and Incentives ➤ Less homework targeting more specific skills ➤ After school programs (contract with student and parent?)
<p><u>Tier III</u></p> <ul style="list-style-type: none"> ➤ More frustrated everyday ➤ Cannot keep up in class ➤ Doesn't seem to understand what the teacher expects ➤ Being noticed only for weaknesses rather than strengths 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Renewing Contract ➤ Skills Center referral ➤ Parent, student, teacher, councilor, administrator conference ➤ Re-visit 504/IEP (when applicable) ➤ Structured time in controlled environments (conference period teachers) ➤ Automatically assigned to lunch study-hall ➤ Required attendance at before/after school tutoring sessions ➤ Re-assign to Intervention TA <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Students practice grade-level skills in small groups, 30 minutes per day, 4 times per week

Behavioral

Indicators

Interventions

<p><u>Tier I</u></p> <ul style="list-style-type: none"> ➤ Easily distracted ➤ Attendance ➤ Off-task behavior (talking, working on other things, sleeping, reading) ➤ Distracting others ➤ Tardies ➤ Problems with school policies ➤ Student bored with work (too easy) ➤ Sporadic Motivational difficulties 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Teacher conference with student to discuss specific behavior ➤ TA teacher conference to discuss specific behavior ➤ Counselor conference to discuss specific behavior ➤ Parent contact about specific behavior <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Parent and teacher work out ways to share information about behavior (e-mail, phone, planner, letter, PowerSchool) ➤ Teachers teach/model behavior expectations ➤ Screen for gifted
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	<ul style="list-style-type: none"> ➤ Seat change ➤ Proximity ➤ Isolate student (inside or outside of classroom) ➤ Send to another teacher ➤ Verbal cue ➤ Checkmarks, cards ➤ Expectations posted ➤ Remove distractions ➤ Respect/tardy essays ➤ Get help from mentor teachers (local and district) on classroom management and/or to teacher proper behavior to students)
<p><u>Tier II</u></p> <ul style="list-style-type: none"> ➤ Sent out of class at least four times in a month ➤ Does not know how to socialize with other students ➤ More than 2 tardies in a month for your class ➤ Behavior is such that it is not allowing other students to learn ➤ Repeated defiant behavior ➤ A pattern of refusing to work ➤ Absent 4 or more times in a month ➤ A pattern of lack of participation (includes performances) ➤ Repeated violations of school policy 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Group sessions with teacher (flex scheduling) ➤ Counseling sessions ➤ Rewards and incentives for good behavior ➤ Parent Conference ➤ Begin and implement behavior contract ➤ Lunch Detention ➤ Behavioral progress report/tracker with classroom teacher <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Re-teach behavioral expectations ➤ Ensure that expectations are written and visible ➤ Home and school disciplinary techniques are coordinated ➤ Students are given time daily with a trusted adult to talk about behavior ➤ Reminders are used to keep students focused ➤ Reflective behavior essays ➤ Administrative referral for truanancies ➤ Daily parent-teacher communication (teacher and parent directed) ➤ ISS
<p><u>Tier III</u></p> <ul style="list-style-type: none"> ➤ Behavioral problems are getting worse ➤ Multiple suspensions and/or ISS ➤ Attendance problems are not improving or getting worse ➤ No motivation ➤ Refusal to participate at all – shut down ➤ Increasingly and consistently removed from classroom (more than 4 times per month) ➤ Constant defiant behavior 	<p><u>HIGHLY SUGGESTED</u></p> <ul style="list-style-type: none"> ➤ Group session through counseling center on behavior ➤ Administrative behavior education sessions ➤ Lunch Detention ➤ Develop an individualized behavioral support plan <p><u>Other Suggestions</u></p> <ul style="list-style-type: none"> ➤ Behavior sessions with parents ➤ Community resources ➤ Referral to JAMS ➤ Police involvement ➤ Isolate student in pod during class time ➤ Lunch detention ➤ Develop an individualized behavioral support

	<p>plan</p> <ul style="list-style-type: none">➤ Monitor progress daily➤ Continue behavior log➤ Daily teacher conference to make student aware of progress
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Section 6: Student Programs and Activities

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Student Activities

PHILOSOPHY

Sunset Ridge Middle School is committed to providing programs and activities that not only challenge students academically, but also provide the opportunity for them to develop socially and emotionally. Jordan School District Middle School philosophy and our own mission statement provide the foundation for a well-rounded program of activities and recognition programs for students. See JSD Policy AA442.

EXTRACURRICULAR and SPECIAL CURRICULAR PROGRAMS

ADVANCED DANCE: In the late spring eighth grade students who have reached an advanced level of skill in dance are placed in the advanced dance class for the following year. They perform for assemblies and other special school events.

ATHLETICS: As per JSD Policy AA442: “The middle school athletic program shall be broad based, intramural program. Emphasis shall be placed on participation and skill building rather than on competition . . . Interscholastic competitive sports programs shall not be sponsored by middle schools”.

The Salt Lake County and Sandy City basketball programs are organized using middle school boundary areas. Therefore, the 9th grade students may try out for the teams designated as the “SRMS 9th Grade Girls or Boys Basketball Team” although the school itself does not sponsor those teams. SRMS 9th grade students also may try out and if successful, participate in the freshman sports teams at high schools where they will be attending.

FOREIGN LANGUAGE FAIR: All foreign language students are given the opportunity to participate in the Foreign Language Fair at the district level competition.

MATH COUNTS: Math students of advanced skill are invited to participate in the Math Counts program. They receive enrichment instruction after school and compete with students of other schools.

MATH STATE COMPETITION: Students excelling in math are invited to compete in district and State level competitions.

PRESIDENTIAL ACADEMIC FITNESS: Ninth grade students who have maintained at least a 3.7 GPA and an average score above the 85th percentile on the SAT given in the ninth grade year, qualify for this award. A certificate signed by the President and a pin recognize this academic accomplishment.

SPRING ARTS FESTIVAL: Exemplary student work from each department is displayed at an evening program each spring to which the community is invited. Ribbons are awarded to recognize the outstanding efforts of students.

VOCATIONAL HONORS: Vocational teachers recognize their outstanding students with a certificate and treat after each semester.

Student Government

The purpose of the student government program is to help students develop leadership skills and to prepare them to participate in the American democratic process by using that process in student elections and decision-making.

Working with their advisor, student government officers plan out and organize school-wide activities each semester. Plans are then submitted to the Assistant Principals for approval. The officers serve as role models for other SRMS students and participate as ambassadors for the school in a number of school related activities such as assemblies, parent teacher conferences and concerts.

SUNSET RIDGE STUDENT GOVERNMENT OFFICES

The School elects a President, Vice President and Secretary.
Each grade level elects 2 officers.

STUDENT GOVERNMENT ELIGIBILITY AND SELECTION

Eligibility Rules to run for student office. A student must have:

- (1) 3.0 GPA for each of the two quarters prior to the election.
- (2) No “U” and no more than one “N” citizenship grades during the quarter prior to the election.
- (3) No more than 1 behavior referral during the current quarter or quarter prior to the election and no behavior that resulted in suspension or expulsion during the current quarter or two quarters prior to the election.
- (4) If the fall seventh grade elections take place during the first quarter, the criteria outlined in numbers (1) through (3) apply to current grades and behavior.
- (5) Current year officers wishing to run for the next school year will not be allowed to run if they are on probation at the time of the tryouts/elections.

Eligibility Rules for continued participation in a student government position. Student Body Officers must meet the following standards:

- (3) Maintain a GPA of 3.0 or higher
- (4) Exhibit good citizenship, i.e. no “U” citizenship grades and no more than one “N” grade per quarter; no behavior resulting in suspension or expulsion; no truancy.
- (5) Student officers are role models for their peers and ambassadors to the community.

They are expected to comply with Sunset Ridge rules and standards as outlined in the school-wide disclosure statement.

Students who do not meet eligibility rules for continued participation will be placed on **probation** and are relieved of duties that take them out of class. They also forfeit the opportunity to conduct at assemblies and programs.

Questions concerning eligibility will be reviewed and a decision made by the student

body government advisory committee comprised of the principal, assistant principals, and the student government advisor.

ELECTIONS

- (1) 8th and 9th grade elections are held in the spring. 7th grade officers are elected in the fall.
- (2) Students fill out an **application** to run for student body office. The applications are screened and if eligibility criteria are met, the students are notified and begin campaign preparation.
- (3) If six or more candidates run for any one office, primary elections are held to reduce the number of candidates to present at the grade level assemblies. When such primaries are held, the number of candidates is reduced to four
- (4) An **election assembly** will be held to introduce the candidates and give them an opportunity to present a speech/skit to their grade level peers.
- (5) After the election assembly, the students will return to their classes and vote. The **classroom teacher will monitor the voting** and send results to the office.
- (6) Names of students who have been elected will be **announced** to the student body the afternoon of the election if possible.

Campaign Rules

1. Each candidate may submit one **campaign poster** of standard poster size. It will be hung in the hallway during the week before the election assembly.
2. **No treats, campaign buttons** etc. are to be distributed by any student or adult for anyone running for an office before, during, or after the election week.
3. **Speeches/skits** at the election assembly are limited to 60 to 90 seconds in length. Speeches extending past the 90 second limit will be interrupted by the advisor. Only current student body officers or other candidates may hold posters (the campaign poster may not be used) or assist with speeches or skits. Props and skit posters may not appear on the stage prior to the presentation of the skit, or be left on the stage after. No food or drink of any kind will be allowed in the election assembly.
4. **Negative remarks** made about others, the school, or community are not acceptable.
5. **Posters and speeches** should be tasteful and made to best represent the qualifying attributes of the candidate. Both must be in line with Sunset Ridge standards as determined by the advisory committee.
6. **Nonadherence** to campaign rules, as determined by the advisory committee, will result in the student forfeiting the opportunity to run for student body office.

Advisor's Responsibilities

If middle school students are to reap optimal benefits of participating in the activities offered at school, good advisors are critical. These individuals play an essential role in shaping the students' attitudes about the activity, about themselves, and about school in general. Advisors have the responsibility to:

- (1) When planning an activity, please speak with a member of the administration to obtain approval at least one week prior to event. As noted on the form, make sure the activity is included on the calendar, appropriate facilities are reserved, and

- transportation arrangements and release forms are completed before the event.
- (2) Organize activities so that as many students as possible are given the chance to **participate**.
 - (3) Recognize that the purpose of all student activities is student growth and development rather than “winning”. **Keep the experience positive** for all.
 - (4) Provide appropriate **supervision** of the students at all times. The teacher or a qualified adult representative must remain with the students at all times. There are to be no unsupervised practices/clinics/workshops at the school or sponsored by the school. Practices called by school groups, whether on or off campus, with or without supervision are considered to be school sponsored. The advisors of these groups are subject to legal action for accidents/incidents, which might occur at those practices.
 - (5) Only under special circumstances should there be a **direct or indirect cost for participation** in a school sponsored or related activity. Such costs must be approved by the principal. Where there is a cost related to participation, keep it reasonable and as low as possible so that students are not excluded because they do not have the financial means to participate.
 - (6) Allow **no food or drink** in the auditorium or other areas of the school where food/drink may cause damage or extra work for the custodial staff. See that all areas used for the activity are **cleaned up** after use.
 - (7) Submit **excusal lists** to the staff one week before the activity. If a fairly large number of students will not be at school for lunch because of an activity, please **inform the lunch manager**.
 - (8) Do not sign any **contracts** (with malls etc.)
 - (9) For activities held after school hours, make sure students are given prior notice and have time **to notify parents** and make arrangements for transportation home.
 - (10) Students may wait inside the front foyer for parents only on days of inclement weather. On other days they must **wait outside** for their rides.

Misc. Items

INITIATIONS

The definition of *initiation* is “activities in which new members to organizations are made to do unusual things—in a formal or an informal setting—in order to be made to feel more a part of the organization.” Initiation activities that seem harmless can easily grow into a hazing situation. Neither the school nor its employees sanction initiations in any form. If desired, honor students, such as new student body officers, in a positive way that highlights their achievement rather than placing them in potentially embarrassing situations.

TRAVEL

When the school arranges **transportation to and from an event**, the school requires that students use it. The only exception is that a parent who is physically present at the event may provide transportation only for his/her child. Students are not to be

transported to and from school activities in private vehicles other than with their own parent/guardian unless District **liability waivers** are properly signed and approved by the principal. Bus **Request Forms** must be completed and submitted to the principal at least four weeks before the time the busses are needed.

ADVERTISING/PROMOTING NON-SCHOOL ACTIVITIES

- (1) With principal approval, the school/teachers may **advertise non-school sponsored clinics, workshops**, activities etc., for which students must pay to participate, as long as the school employee announcing the activity:
 - (a) are not in a position to gain personally from the recruitment of students to participation in the activity.
 - (b) make it clear that the activity is not sponsored by Sunset Ridge Middle School or Jordan School District.
 - (c) make it clear that participation in the activity is in no way required for a student to participate in a subsequent school-sponsored activity.
 - (d) make a reasonable effort to advertise the activity objectively to students across the economic spectrum.
 - (e) do not promote the activity!**
 - (2) Do not recommend the activity to specific students.
 - (3) Do not suggest that certain students would profit from the activity.
 - (4) When asked if the activity is good or bad, refer the person to the advertising materials and, if possible, let the person know where he/she can go to get the question answered.
- (2) No **fliers** are to be distributed in, at, or about the school without the express permission of the administration.
- (3) Neither the school nor any of its staff may sponsor, promote, or advertise any **overnight activity** involving middle school students.
- (4) Staff who are involved in **travel tours**, etc. are not to use school time or equipment to prepare materials and are not to use the school facilities for meetings or planning.

DECORATING AT SCHOOL

General Guidelines

1. No nails are to be used to attach items on painted surfaces.
- (2) Nothing is to be attached to acoustic ceiling tiles.
- (3) Nothing is to be attached to the screen in the auditorium.
- (4) Locker decorations must be removed and cleaned up by the end of the day.
- (5) Areas used must be cleaned-up immediately following an activity.
- (6) All posters and banners must be approved and stamped by an assistant principal before being placed on the walls. They may be hung from tack strips or taped to the brick surfaces only.

Section 7: Financial Matters

Important General Purchasing Information	P. 82
Procedures for Making Purchases Using District Money	P. 82 & 83
Purchases Made From Local School Money	P. 83
Teacher Legislative Money	P. 83
Collecting Money from Students	P. 83
Students Selling at School	P. 84
Theft of Money	P. 84
Fees	P. 84
Student Fines	P. 84 & 85

Financial Matters

IMPORTANT GENERAL PURCHASING INFORMATION

1) Except for the “Teacher Classroom Money”, funded on a year-by-year basis by the legislature (see guidelines below), no staff member may make school purchases or order anything requiring payment from the school or District without first securing a purchase order from the office and gaining administrative approval. Staff members will **not be reimbursed for unapproved purchases**.

2) Reimbursement for approved purchases will not be made without **an itemized invoice/receipt**. Please save sales tax by using the proper forms.

3) If you purchase equipment, make sure it has been recorded on **our Fixed Asset Inventory** before you use it.

PROCEDURES FOR MAKING PURCHASES USING DISTRICT MONEY

Each year the school receives allocations of money from the District for the purchase of equipment, supplies, textbooks, and media equipment and supplies. The allocation is based upon student enrollment. In the spring, the head secretary will solicit from staff members, a list of supplies needed for the next year and will place an order.

Equipment (items costing more than \$100)

If a teacher needs equipment, s/he should complete a District Requisition form available in the main office and submit it to the head secretary for the principal’s approval. The item will be ordered when equipment money is available.

Supplies (items costing less than \$100)

Although most of the allocated supply money is used to purchase the paper, toner, standard teaching and office supplies ordered in the spring, a small amount is reserved to purchase important items that were not anticipated. If a teacher needs supplies, s/he should first check with the main office to see if those supplies are already on hand. If the supplies are not in stock, the teacher will complete a Requisition form, available in the main office, gain the approval of their chairperson, and submit it to the head secretary for administrative approval. If money is available, approved items will be ordered.

Textbooks.

Each spring, textbooks are ordered for the next school year. Teachers are asked to inform their department chair of textbook needs, and this information will be used by the principal in making decisions about textbook purchases. Textbooks are usually replaced every five years on a rotating schedule.

Media

Media purchases are made by the Library Media Coordinator. Teachers having suggestions/needs for books or media items should work with the Library Media Coordinator, who makes those decisions.

PURCHASES MADE FROM LOCAL SCHOOL MONEY

The school has some local money that comes from a variety of sources including activity fees, classroom fees, textbook fees, and vending-machines profits. While most of this money must be spent for its designated purpose, the school has some discretion in the use of certain funds. A teacher wishing to purchase items from these funds, should use the following procedure:

- (1) Do not order anything without first receiving an approved purchase order:
 - a. Obtain, complete, and return a **“Request for School Purchase Order”** through the head secretary. If the request is approved by the principal, the secretary will prepare a **Purchase Order**. The teacher will be given a copy to use when making the purchase.
- (2) When the purchase is made, ask to have an **itemized invoice/receipt** prepared and either give it directly to the office or have it mailed. Non-itemized receipts or statements alone will not be honored for payment.
- (3) Sunset Ridge Middle School will pay no bill or reimburse for a cash purchase unless an approved purchase order is used and an itemized invoice/receipt is submitted.
- (4) Each staff member responsible for a **budget** must **keep an accurate account** of expenditures and receipts in addition to the books kept in the office. These accounts will be submitted to the head secretary at least at the end of each quarter. If the account is out of funds, no check will be issued.
- (5) The **faculty advisor for classes/groups** will work with the principal when making purchases for such classes/groups. **ONLY** the faculty advisor is to write up an order. No students are to do this.

TEACHER LEGISLATIVE MONEY

- (7) Teacher classroom money is allocated on a year by year basis by the Utah Legislature. The amount allotted to each teacher varies by each year. Teachers may use this money for classroom supplies, material, or equipment not covered by the regular school budget.
- (8) Teachers pay for the items with their own funds and turn in the receipts to the head secretary for reimbursement up to the amount allowed.
- (9) The items become the property of the school district.

COLLECTING MONEY FROM STUDENTS

All money must be collected in the main office. Students will be issued an official receipt which will be shown to the appropriate teacher.

STUDENTS SELLING AT SCHOOL

Students are **not allowed** to market or sell items at school except through principal approved fund-raiser programs.

THEFT OF MONEY

Because there is no account that can be used to replace stolen money, money stolen from a teacher will **not be reimbursed**. Do not leave money in your desk or in your room. Keep purses locked in a cabinet. Money left in a teacher's room is an invitation for break-in and theft.

FEES

It is against District policy to charge a fee that does not appear on the **approved-fee list**. The current policy allows some “Elective Fees and Charges” to be assessed, but those fees must be identified through a needs-assessment process and **must be approved by the principal**. Anything for which the student is required to pay or purchase (other than a basic-supply item) is considered a fee. If a teacher assesses a fee, the school usually must cover the cost of the fee if the student meets the qualifying criteria as “low income”. Administrative approval is required because funds may not be available to handle such expenses.

(Policy AA408) Adequate fee waivers have been provided to ensure that no student is denied the opportunity to participate in class or school-sponsored or supported activities because of inability to pay the fee. Information and application forms can be obtained in the main office at the school. Parents will be required by law to meet with an administrator when applying for a fee waiver and provide documentation of income.

STUDENT FINES

To assure that students are treated fairly and consistently, each teacher should do the following:

- 1) Check out books/equipment in the presence of the student. **Write the book/equipment number and condition** in a place where it can be found easily. If you cannot verify that the book/equipment was checked out to a specific student, do not report a fine.
- 2) **Do not charge for normal wear.**
- 3) When you distribute books, make sure your students understand the fine procedure listed below. Use the following guidelines for book fines charges:
- (4) If the book is **destroyed, severely mutilated, or lost**; the book contains writing that cannot be erased and that is **lewd, profane**, or gang related, the owner is fined:
 1. **New book**: full purchase price (most hard-back books cost more than \$35)
 2. **Used book** (in good condition): full purchase price, minus 1/5 of the purchase price for each year the book has been in service up to five years.
 3. **Serviceable book (after the fifth year)**: 1/5 of the purchase price
- (5) **Broken spine** = \$5.00

- (6) **Cover** is destroyed or mutilated; **pages** are torn out or mutilated = \$5 per item
- (7) **Inappropriate writing** in book which cannot be erased but is not lewd, profane, or gang related = \$2.00 per page
- (8) Slight water damage = \$1.00 per page.
- (9) **Round all fines** up to the nearest dollar.
- (10) **Report fines** to the office as soon as possible. If a student who **exits from your class** to another class in the school owes a fine, report that fine within a week of the exit.

Section 8: Comprehensive Guidance

Comprehensive Guidance
Program Elements

P. 87
P. 88

Comprehensive Guidance

Public education's mission is to assure Utah the best educated citizenry in the world and each individual the training to succeed in a global society by providing students with skills for lifelong learning, occupational skills, character development, literacy, and basic knowledge through a responsive statewide educational system that guarantees local school communities autonomy, flexibility, and client choice, while holding them accountable for results (Strategic Planning Act, 1992).

The Utah State Public Education Strategic Plan envisions a system that personalizes education for each student with 100 percent of Utah's students achieving the objectives of their individually developed Student Education Plan (SEP) and Student Education Occupation Plan (SEOP). These lofty goals pose a tremendous challenge for school counselors who are in a key position to influence student decision making and planning. To meet this challenge, counselors have moved from traditional ancillary counselor services to a school wide Comprehensive Counseling and Guidance Program.

Utah, along with several states such as Missouri, New Hampshire, Idaho, Ohio, and Alaska, has critically evaluated school counseling and guidance services and has committed to implement a Comprehensive Counseling and Guidance Program that focuses on:

- Reaching 100 percent of the student population.
- Providing a programmatic approach to guidance.
- Ensuring accountability.
- Eliminating nonguidance activities (clerical duties that could be done by noncertificated personnel).
- Developing student competencies to address student needs.
- Defining the role of the school counselor within the Comprehensive Counseling and Guidance Program Model.

Using the strategic plan as the primary impetus for counseling reform, and the Utah Comprehensive Counseling and Guidance Program as a model, guidance is now recognized as a critical component of the educational system. Administrators, counselors, teachers, and parents view guidance as a vital component of every student's education. This has been accomplished by developing a Comprehensive Counseling and Guidance Program for all students.

A school guidance program mission statement is unique to each individual school and community. However, programs tend to focus on program goals that will:

- Impact all students in a powerful and effective way as to the importance of career decision making and planning for life after high school.
- Encourage and assist each student in developing a SEP or a SEOP.
- Direct the guidance program to provide opportunities for student growth in the areas of self-knowledge, educational and occupational exploration, and career development.
- Involve the school (students and staff), the home (entire family), and the community (neighborhood and work force) in implementing a Comprehensive Counseling and Guidance Program.

Utah Comprehensive Counseling and Guidance Program Model

PROGRAM ELEMENTS

Framework	Program Delivery Components	Content	Resources
<p>Conceptual Framework</p> <ul style="list-style-type: none"> · Mission Statement · Rationale · Benefits · Assumptions <p>Structural Framework</p> <ul style="list-style-type: none"> · Steering Committee · Advisory Committee · Staffing Patterns · Budget · Guidance Resources · Facilities 	<p>Guidance Curriculum</p> <ul style="list-style-type: none"> · Classroom · Presentations · Structured Groups <p>Individual Planning</p> <ul style="list-style-type: none"> · SEP/SEOP · Advisement · Assessment <p>Responsive Services</p> <ul style="list-style-type: none"> · Individual Counseling · Small Group Counseling · Consultation · Referral <p>System Support</p> <ul style="list-style-type: none"> · Management · Public Relations · Professional Devel. · Evaluation 	<p>Competencies</p> <ul style="list-style-type: none"> · Self Knowledge · Educational and Occupational Exploration · Career Planning 	<p>Human</p> <ul style="list-style-type: none"> · School · Community Business and Labor <p>Political</p> <ul style="list-style-type: none"> · School Boards · Legislature · Policy <p>Financial</p> <ul style="list-style-type: none"> · State Funding · Grants <p>Technological</p> <ul style="list-style-type: none"> · Equipment · Management Systems

Suggested Time Distribution

	<i>Percentages</i>		
	Elementary School	Middle/Junior High School	High School
Guidance Curriculum	40	35	25
Individual Planning	10	25	35
Responsive Service	35	25	25
System Support	15	15	15
Totals	100	100	100

Section 9: Jordan School District Policies

Administrative Student Services Policies

P. 91-112

Last Revision

6/10/2008	AS67 NEG	Discipline of Students	P. 91-96
11/11/1986	AS70	Reporting Child Abuse by School Personnel	P. 97-98
6/10/2008	AS85	Medication in the School Setting	P. 99-100
1/27/2009	AS90	Drugs and Alcohol	P. 101-104
11/22/1994	AS91	Employees Transporting Students	P. 105
6/10/2008	AS93	Open Enrollment/School Choice	P. 106-107
10/3/2000	AS94	Student Discrimination and Harassment	P. 108-110
6/9/1998	AS95	Conduct Related to School Activities	P. 111-112

Personnel Policies

P. 114-153

Last Revision

10/17/2006	DA158	School Trespass	P. 114-115
7/10/2007	DP312	Evaluation of Classified Personnel	P. 116
9/17/2002	DP322	Family and Medical Leave Act	P. 117-121
6/10/2008	DP324 NEG	Sick Leave - Certificated	P. 122-126
6/10/2008	DP326 NEG	Sick Leave - Classified	P. 127-130
6/12/2007	DP335 NEG	Personal Leave	P. 131-132
6/10/2008	DP336 NEG	Leave of Absence (1 Year) - Certificated	P. 133
5/14/1996	DP337 B	Leave of Absence (Personal - 15 Days) - Certificated	P. 134-135
6/12/2007	DP343 NEG	Hours of Work - Classified	P. 136-137
6/10/2008	DP346	Industrial Accidents	P. 138-139
6/22/2004	DP353 B NEG	Assault or Abuse of Employees	P. 140
1/19/2003	DP356	Substance Abuse-Free Work Environment	P. 141-142
1/7/2003	DP358	Employee Discrimination and Harassment	P. 143-146
7/10/2007	DP371	Employee Information Network Acceptable Use	P. 147-148
11/9/2004	DE505	Use of Copyrighted Materials in the Schools	P. 148-153

Area Executive Director Policies

P. 155-177

Last Revision

4/12/1988	AA408	Fees	P. 155-157
7/15/2003	AA409	Scope of Employment	P. 158-159
7/14/1998	AA418	Discipline of Students - Staff Responsibilities	P. 160-161
12/7/2004	AA419	Student Conduct and Dress	P. 162-164
7/12/2005	AA432	Student Attendance and Disclosure Statements	P. 165-166
6/10/2008	AA437	Parent Involvement and School Community Councils	P. 167-171
5/8/2001	AA444	Private but Public Ed. Related Activities	P. 172-173
7/10/2007	AA445	Student Information Network Acceptable Use	P. 174-175
6/13/2006	AA446	Wellness	P. 176-177

Administrative Student Services Policies

SUBJECT: Discipline of Students

I. **Board Policy**

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about District schools, property, or activities shall be dealt with in accordance with District policy and the law.

(See Utah Code Å§53-A-11-901)

II. **Administration Policy**

The Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. This policy shall be administered according to the following guidelines.

Guidelines

A. Student Code of Conduct

1. The school administrator shall develop a student code of conduct in cooperation with faculty, parents, and students. The school code of conduct shall be consistent with this policy and with Policy AA419, Student Conduct and Dress.
2. Each school's policies and student code of conduct shall be reviewed by the area executive director and placed on file at the District Office. A copy of the school policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.
3. The student code of conduct shall be posted in a prominent location in the school.

B. Dangerous or Disruptive Conduct

The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school-dispatched vehicles.

1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
 - a. Possession or distribution of drugs or alcoholic beverages. (See Policy

AS90, Drugs and Alcohol)

- b. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
 - c. Arson: the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
 - d. Burglary: breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
 - e. Theft/Larceny/Stealing: the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
 - f. Criminal Mischief: willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
 - g. Battery: the unlawful and intentional touching or striking of another person against his or her will.
 - h. Assault: placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
 - i. Hazing: (See Policy AS95, Conduct Related To School Activities)
 - j. Vandalism: willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.
 - k. Gang-related Activity: dangerous or disruptive activity, which may include but is not necessarily limited to the following:
 - (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang;
 - (2) using a name which is associated with or attributable to a gang; or
 - (3) designating turf or an area for gang activities, occupation, or ownership.
 - l. Bullying: aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
 - (1) Physical bullying: hitting and/or punching
 - (2) Verbal bullying: teasing or name calling
 - (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
 - (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
 - m. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene materials.
3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.
- C. Due Process Procedures and Disciplinary Action
- Due process is an administrative procedure followed when continued attendance of a student is in question. Fairness and reasonableness in disciplinary actions are to be maintained in all proceedings.
- 1. The following disciplinary actions shall be taken in response to any serious

violation which threatens or does harm to school property, to persons associated with the school, or their property, that involves the possession, control, use, or threatened use of a real or look-alike weapon, explosive, noxious or flammable material, with intent to intimidate another person or to disrupt normal school activities, regardless of where it occurs (USC Â§53A-11-904(1) (3)):

- a. Immediately suspend the student from school.
 - b. As soon as possible following the incident, a local school administrator shall investigate and schedule a conference with the student and parent(s)/guardian.
 - c. The student shall be suspended to a District-level hearing and may be expelled from Jordan School District for at least one year in accordance with state and federal law unless the superintendent or the superintendent's designee determines that a lesser punishment is more appropriate.
 - d. The parent(s)/guardian shall be notified of the student's right to a due process hearing which shall be conducted according to the procedures outlined under item D. of this policy.
 - e. The superintendent or the superintendent's designee shall review all one-year expulsions and prepare a report for the Board of Education annually.
2. The following actions will be taken for other violations of this policy:
- a. Immediately remove the student from the scene of the violation.
 - b. As soon as possible following the incident, a local school administrator shall investigate and document the charges and schedule a conference with the student involved. At this conference, the student may be suspended pending the informal parent conference.
 - c. If the issue cannot be immediately resolved or if a suspension to a District-level hearing is warranted, a local school administrator shall invite the parent(s)/guardian to an informal conference where information can be presented on behalf of the student.
 - (1) This informal conference shall take place at the first reasonable opportunity. In most instances this conference should take place within three school days of the incident.
 - (2) At the informal conference the charges shall be explained and supporting evidence reviewed.
 - d. PARENTAL NOTIFICATION OF DISRUPTIVE BEHAVIOR: If a student engages in disruptive behavior 1) three times not resulting in suspension, or 2) anytime a student is suspended, the parents shall be notified in person (or by certified mail).
 - e. Following the informal conference, and prior to suspending a student for repeated acts of disruptive behavior which are not of such a nature to warrant immediate removal, good faith efforts to implement a remedial discipline plan should be made. Should a disciplinary sanction be determined appropriate, alternatives to suspension should be considered before imposing a suspension from school attendance. A local school administrator shall take appropriate disciplinary action which interventions and/or disciplinary sanctions may include one or more of the following:
INTERVENTIONS
Referral to:
 - (1) anger management/self-discipline classes;
 - (2) court/ law enforcement agency;
 - (3) school guidance specialist;
 - (4) Jordan Family Education Center;
 - (5) First Offenders program; or
 - (6) Division of Family Services, Child Protective Services or other

agency.

SANCTIONS

- (7) behavior contract;
- (8) community or school service;
- (9) inter-class timeout;
- (10) in-school suspension;
- (11) lunch/after-school detention;
- (12) restitution for damage/harm;
- (13) parent/guardian attending class with student (requires teacher permission).

SUSPENSION

- (14) short-term suspension less than or equal to 10 days
 - (a) 1-2 days suspension: makeup homework shall be made available to students upon return to school. Students will be given one week to complete the assignments and turn them in to the teacher.
 - (b) Three to less than or equal to 10 days suspension: parents can make arrangements for makeup work during the suspension period.
 - (15) suspension to a District-level hearing (suspension from all school services and activities, including receiving homework)
 - (16) students serving a suspension from school are prohibited from being on school property and participating in school-sponsored activities.
 - (17) **CITATION FOR HABITUAL DISRUPTION:** If a student engages in disruptive behavior 1) six times not resulting in suspension, or 2) three times not resulting in suspension plus one time resulting in suspension, or 3) two times resulting in suspensions, the student will be issued a **Habitual Disruptive Student Behavior Citation** and shall be referred to the juvenile court for violation. Within five days after the day on which the citation is issued, the school administration shall provide documentation to the parent, of the efforts made by the school to attempt to resolve the students disruptive behavior.
3. In accordance with state law, a local school administrator may suspend a student for up to 10 school days. If a local school administrator recommends that the student be suspended for longer than 10 days, the administrator shall notify the parent(s)/guardian that they must request a District-level hearing to review the recommendation.
 - a. If a District-level hearing is requested, the local school administrator shall promptly notify the Department of Compliance and Special Programs.
 - b. If requested, the hearing shall be conducted according to the procedures outlined under item D. of this policy.
 - c. The parent(s)/guardian shall be notified of the right to appeal the decision of the District-level hearing to the Board of Education.
 4. A security or police officer may be invited to a due process hearing or any other phase of the student disciplinary action whenever a local school administrator or District administrator deems it necessary for safety.
 5. Students suspended to a District-level hearing shall be required to leave the school campus as soon as the local school administrator can transfer custody to the parent(s)/guardian or other authorized individual.
 6. Any student who has been expelled from a public school within a preceding 12-month period may be denied enrollment in Jordan School District.
 7. The policy for student disciplinary action and due process shall apply to students with disabilities only to the extent permissible under the law.
 - a. Students with disabilities are subject to the one-year expulsion imposed for violations involving fire arms, explosives, and flammable materials (real, look-alike or pretended).

- b. Students with disabilities who are studying under an Individual Education Plan (IEP) may not be expelled or have their school placement changed without a hearing of the IEP committee except for violations involving weapons, drugs or serious bodily injury (consistent with the Individuals with Disabilities Education Act of 2004).
- D. District-Level Hearings and Right of Appeal
 - 1. The parent(s)/guardian must contact the Department of Compliance and Special Programs to schedule the hearing prior to the tenth day of the student suspension.
 - 2. The superintendent or the superintendent's designee shall appoint a District administrator to conduct the hearing.
 - 3. The District administrator shall schedule the hearing with the student and the parent(s)/guardian.
 - 4. The District administrator, with the assistance of one or two other designated staff members, shall conduct the hearing at the appointed time and place. The District and the student may each be represented by a person of their choice. The school suspending the student shall be represented by an administrator and, when applicable, by a representative of the student's IEP team.
 - 5. At the hearing, each side may make statements and present evidence relevant to the issues.
 - 6. The hearing shall result in one of the following determinations:
 - a. Any disciplinary action already imposed is rescinded and the student returned to school.
 - b. The appropriateness of the school's disciplinary action is affirmed.
 - c. The student is suspended for a total of 10 days and returned to school thereafter.
 - d. The student is suspended from the current school for one or more semesters and may be transferred to another District school or to an alternative school assignment.
 - (1) A choice of two school assignments other than the current school shall be offered.
 - (a) In the event the superintendent of schools is notified by the Juvenile Court that a student has violated Title 76, Chapter 10, Part 5, Weapons, the superintendent shall notify the principal or a designee of such finding within five days.
 - (b) In the event a student is transferred to another District school or an alternative school assignment because of acts constituting assault, possession of weapons, or gang behavior, the principal of the receiving school will be informed of the nature of the offense committed by the student.
 - (c) All private information contained in a student file or maintained by the school district about a student shall be available for review only by the school district administrative personnel. Notifications received from the Juvenile Court by the school district shall be forwarded to the principal of each school within five (5) days after receipt of such information. The principal may provide the information to school counselors who the principal deems to have a current need to know. The principal may inform educators who will be teaching the student about any disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of the student, other students, or other members of the school community. The principal may inform educators who will be teaching the student about the student's involvement in other dangerous or disruptive behavior, as defined in Section II B, C and D of this policy.
 - (d) Any employee receiving information from the principal pursuant to this policy shall not disclose it to any other person. Information

regarding students may be disclosed only to persons authorized to receive it under the provisions of FERPA. (See Policy AS61, Student Records)

(2) Home instruction under Policy AS82, Home and Hospital Instruction may also be offered as an alternative.

(3) The parent(s)/guardian shall select the student's school assignment from among the options offered. If all options are declined, the District administrator in charge of the hearing shall determine the student's school assignment.

(4) The student's school assignment cannot be appealed to the Board of Education.

- e. The student is suspended from all District schools for one or more semesters and transferred to home instruction as provided under Policy AS82, Home and Hospital Instruction.
 - f. The student is expelled from all District schools for up to one school year with no instruction provided by the District.
- 7. The determination of the hearing shall be mailed to the student's parent(s)/guardian within five working days following the hearing.
 - 8. A record of all expelled students shall be kept and a notation of the expulsion attached to the individual student's grade transcript.
 - 9. In accordance with state law, if a student is suspended (or in the event of a Safe Schools violation, expelled) from a Jordan School District school for more than 10 school days, the parent(s)/guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. Costs for educational services which are not provided by the District are the responsibility of the student's parent(s)/guardian.
- E. Appeals to the Board of Education
- 1. The final determination, with the exception of the student's school assignment, may be appealed to the Board of Education.
 - 2. A written appeal must be submitted to the superintendent within 10 days of the day the determination of the hearing is mailed to the student.
 - 3. The Board shall review the determination, the evidence presented at the hearing, and documents submitted by the student's family. (An additional hearing shall not be held.)
 - 4. The Board may affirm the determination, amend the determination, or affirm the determination in part and amend in part.
 - 5. The Board's written decision shall be issued within 21 working days of receipt of the student's written appeal.

JORDAN SCHOOL DISTRICT

Number: AS70

Statement of . . .

Effective: 5/23/78

POLICY

Revision: 11/11/86

SUBJECT: Child Abuse-Neglect Reporting by School Personnel

I. Board Policy

The Board recognizes that the Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes the Administration to develop procedures for school employees to carry out the intent of the law.

II. Administration Policy

A. The Administration recognizes that in order to fully implement the law on reporting of child abuse and neglect, school personnel must be fully informed and made aware of their responsibilities in this area. Therefore, the Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and neglect shall report and cause reports to be made in accordance with the procedures in this policy.

B. The Administration shall provide to all professional employees annual inservice training on the subject of identifying and reporting children suspected of being abused or neglected.

C. The Administration shall distribute annually to all school employees copies of the District's procedures for reporting suspected child abuse or neglect and the District's Child Abuse-Neglect reporting form.

Guidelines

A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the school principal or his/her designee. (This policy is mandated by the State Attorney General.) The employee shall also call by telephone to local city police or county sheriff or office of the Division of Family Services to report the suspected abuse or neglect. Correlation with the principal or his/her designee should be made to contact the same agency and person in reporting the abuse or neglect. Both the principal or his/her designee and the employee must make immediate contact to report the suspected abuse or neglect.

1. It is recommended that suspected abuse or neglect of a student 18 years or older be reported to the proper law enforcement agency for action afforded any citizen for his/her protection and well-being.

B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.

C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, the District's procedure for dealing with injuries or illness shall be followed. However, contact with the parents or guardian for purposes of determining the cause of the injury shall be avoided.

D. If the information gathered from interviewing the child supports suspected child abuse or neglect:

1. The principal or his/her designee shall immediately report the case by telephone to the local city police or county sheriff or office of the Division of Family Services.

2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the principal or his/her designee the District's Child Abuse-Neglect reporting form.

E. Upon receiving the District's Child Abuse-Neglect reporting form, the principal or his/her designee shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police or county sheriff or office of the Division of Family Services).

2. Mail one copy within 24 hours to the Department of Student Accounting to be put in the Child Abuse-Neglect file at the District Office.

3. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the principal or his/her designee. The Child Abuse-Neglect reporting form shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect.

H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (§78-3a-20.10, Utah Code Annotated 1953, as enacted in 1978)

I. Any school employee who willfully fails to report a case of suspected child abuse or neglect, may face legal and/or disciplinary action. (§78-2a-19, Utah Code Annotated 1953, as enacted in 1978)

SUBJECT: Medication In The School Setting

I. **Board Policy**

The Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code Â§53A-11-501 and for the self-administration of medication by the student.

II. **Administration of Medication Policy**

The Administration authorizes the following guidelines for administering medication to students.
Guidelines

- A. School personnel may administer prescription medication or nonprescription (over-the-counter) medication to a student during the regular school day only when the medication has been prescribed by the student's licensed health care provider and the school principal receives:
 - 1. A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
 - 2. A current, written statement signed by the prescriber of the medication that includes the following:
 - a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
 - b. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.
- B. The parent request and prescriber's statement must be resubmitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year. This paragraph shall not apply to Jordan Valley School.
- C. A copy of the parent request and prescriber's statement must be forwarded to the school's assigned district nurse.
- D. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
- E. Oral, topical, inhalant medication or injectable epinephrine may be administered by assigned school personnel if the provisions outlined in Sections II.A. and II.B. have been met.
 - 1. Medications requiring other routes of administration will not be given by school personnel, unless delegated by a registered nurse in accordance with the Utah Nurse Practice Act (Rule R156-31b).
 - 2. Medication administration that cannot be delegated to non-licensed personnel must be given by a licensed nurse.
- F. Glucagon administration may be delegated to voluntary school personnel by a District Registered Nurse in accordance with Utah Code 53A-11-603 and Utah Nurse Practice Act (Rules R156-316-701) provided:
 - 1. Provisions in section II.A and II.B. are met in addition to the completion of required Utah State glucagon authorization forms.

2. An individual health care plan must be completed by a District nurse, and
 3. Voluntary school personnel must be trained at least annually by the District nurse.
- G. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult.
 - H. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
 - I. Nonprescription (over-the-counter) medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
 - J. All medication provided to the school must be kept under lock and key.
 - K. All school personnel who are assigned to administer student medication must receive yearly in-service training and certification provided by the District nurse.
 - L. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.
 - M. Authorization for administration of medication by school personnel may be denied or withdrawn by the school principal after consultation with their assigned District nurse at any time following actual notice to the student's parent or guardian.
 - N. School personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the school's discontinuing the administration of the medication under these guidelines.
 - O. Unused or discontinued medication must be picked up by a responsible adult within two weeks following the last dose administered. All medication must also be picked up by a responsible adult at the end of the school year. Medication remaining at the school after this time should be destroyed according to directives by the District nurse.

III. **Self-Administration of Medication Policy**

The Administration authorizes the following guidelines for self-administration of medication by students.
Guidelines

- A. Elementary students may carry and self-administer auto injectable epinephrine, insulin, and asthma inhalers during the regular school day only when the medication has been prescribed by the student's licensed health care provider and the school principal receives:
 1. A current, written request that the medication be carried and self-administered during regular school hours signed by the student's parent or legal guardian, and
 2. A current, written statement signed by the prescriber that includes the following:
 - a. A statement that the student may carry and self-administer medication during regular school hours, and
 - b. A statement that describes the method, amount, time schedule for self-administration, and duration of the treatment.
 3. The parent request and prescriber's statement must be resubmitted at the beginning of each school year.
- B. Secondary students may carry and self-administer nonprescription (over-the-counter) or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi-dose containers. Secondary students do not require a parent request and prescriber's statement.
- C. Authorization for the ability to carry and/or self-administer medication may be denied or withdrawn by the school principal after consultation with their assigned District nurse at any time following actual notice to the student's parent or guardian.
- D. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of Policy AS90 Drugs and Alcohol.

SUBJECT: Drugs and Alcohol

I. **Board Policy**

The Board recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the educational process. The Board mandates, consistent with federal and state law, the development and implementation of programs that: 1) provide information about the harmful effects of drug and alcohol use, 2) coordinate school and parent cooperation in preventing drug and alcohol use, and 3) assist parents of students who use drugs or alcohol in seeking professional help from public and private educational and rehabilitative agencies.

The Board delegates to the Administration, responsibility for providing: 1) drug and alcohol use prevention programs, 2) disciplinary procedures and consequences for students who possess, use, or distribute illegal drugs, alcoholic beverages, or prohibited substances on school district property, during school hours, or at school functions, and 3) support for students and families in drug and alcohol use identification and prevention efforts.

II. **Administration Policy**

The Administration recognizes the need to prevent the possession, use, and distribution of illegal drugs, alcoholic beverages, and other substances prohibited in the guidelines of this policy.

Therefore, the possession, use, or distribution, by students, of any substance listed in the guidelines of this policy is prohibited on school district property, during school hours, and at any school-sponsored extra-curricular program or activity including those held off of the school property.

Guidelines

A. Prohibited Illegal Substances:

1. All substances defined as illegal in Utah Code §58-37-1 et seq.
2. Alcoholic beverages as defined in Utah Code §32A-1-105
3. Any psychotoxic chemical substance used illegally as defined in Utah Code §76-10-107
4. Illegal possession or use of prescription medications containing any quantity of controlled substances listed in Utah Code §58-37-4.

B. Illegal Substance Violations

1. Possession (Personal or Property) or Use (Consumption, Inhalation, or Injection)

a. First Violation

A student possessing or using prohibited illegal substances for the first time will be suspended from school pending a meeting with the school administrator and parents. At the meeting the student and parents will be given a choice between the following two disciplinary consequences:

(1) The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

(2) The student and his/her parent(s) will enroll in a Jordan District Early Intervention Drug and Alcohol Class. The student will be able to return to school after attending the first session of the class. Parents will be required to coordinate homework assignments with a designated school representative during the intervening time. If the requirements

of the class are not met, the student will automatically be placed in a home-based alternative education program for ten (10) school days less the number of school days missed during the intervening time between the violation and the first class session.

b. Second Violation

A student possessing or using prohibited illegal substances for the second time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for forty-five (45) school days. In addition, the student who has a second violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the District's Programs for At-Risk Students before the student is readmitted to school.

c. Third Violation

A student possessing or using prohibited illegal substances for the third time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for one-hundred eighty (180) school days. In addition, the student who has a third violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the District's Programs for At-Risk Students before the student is readmitted to school.

2. Distribution (Selling, Sharing, or Delivering)

a. First Violation

A student distributing prohibited illegal substances for the first time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for forty-five (45) school days. In addition, the student who has a distribution violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the District's Programs for At-Risk Students before the student is readmitted to school.

b. Second Violation

A student possessing, using, or distributing prohibited illegal substances following a first distribution violation will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for one-hundred eighty (180) school days. In addition, the student who has a second violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the District's Programs for At-Risk Students before the student is readmitted to school.

C. Prohibited Medication Substances

1. Prescription medications in excess of a recommended 8-hour dosage.
2. Over-the-counter medications in excess of a recommended 8-hour dosage.

D. Medication Substance Violations

1. Possession (Personal or Property)

a. First Violation

A student possessing medication substances (over-the-counter or prescription medications in excess of a recommended 8-hour dosage) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed and written documentation of the violation will be placed in the student's disciplinary file. The student will be readmitted to school after the meeting.

NOTE: The provisions of this section apply only to possession of over-the-counter or prescription medications in excess of a recommended 8-hour dosage. Distribution of any amount of over-the-counter or prescription medications is prohibited and will be dealt with according to the distribution guidelines outlined in this policy.

b. Second Violation

A student possessing medication substances in excess of a recommended 8-hour dosage for the second time will be suspended from school pending a meeting with the school administrator and parents. At the meeting the student and parents will be given a choice between the following two disciplinary consequences:

(1) The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

(2) The student and his/her parent(s) will enroll in a Jordan District Early Intervention Drug and Alcohol Class. The student will be able to return to school after attending the first session of the class. Parents will be required to coordinate homework assignments with a designated school representative during the intervening time. If the requirements of the class are not met, the student will automatically be placed in a home-based alternative education program for ten (10) school days less the number of school days missed during the intervening time between the violation and the first class session.

2. Distribution (Selling, Sharing, or Delivering)

a. First Violation

(1) A student distributing substances listed in Guideline C.1.b. (over-the-counter medications) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed. Disciplinary consequences for distributing over-the-counter medication will be determined by the school administration based on the severity of the violation.

(2) A student distributing prescription medications for the first time or over-the-counter medications for the second time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for forty-five (45) school days. In addition, the student who has a distribution violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the district's At-Risk Programs before the student is readmitted to school.

b. Second Violation

A student distributing prescription medications for the second time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for one-hundred eighty (180) school days. In addition, the student who has a distribution violation must submit to a written assessment for potential substance dependence. A confirmation of the assessment must be received by the director of the District's Programs for At-Risk Students before the student is readmitted to school.

E. Procedures

1. Due process procedures outlined in policy AS67--Student Discipline and School Expulsions will be followed in the administration of this policy.
2. All illegal violations covered by this policy will be reported to an appropriate law enforcement agency. Jordan School District will enforce the disciplinary consequences outlined in this policy independent of any court action.
3. Students apprehended by school district employees or law enforcement officials for illegal violations covered by this policy while off-campus during regular school hours shall be subject to the guidelines of this policy.
4. Resorting occurs when a student is apprehended by school district employees or law

- enforcement officials for being present where illegal substances listed in the guidelines of this policy are being used or possessed and the use or possession is open, obvious, apparent, and not concealed. Resorting violations will be dealt with according to the “possession and use of illegal substances” guidelines of this policy.
5. Students found in possession of drug paraphernalia as defined in Utah Code §58-37a will be dealt with according to the “possession and use of illegal substances” guidelines of this policy.
 6. During the time a student is on the home-based alternative education program, the student may not be a spectator or participant in any school-sponsored extra-curricular program or activity including those held off of the school property.
 7. If the designated days of home-based alternative education can not be completed by the end of the regular school year, the home-based alternative education program must be completed at the beginning of the following school year.
 8. If a senior is placed on the home-based alternative education program, and that placement coincides with the end of the school year, the student will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative education program and all other graduation requirements.
 9. District personnel will assist with identifying appropriate agencies qualified to make written assessment of potential substance dependence for students who violate the guidelines of this policy. These assessments will be at the expense of the parent(s).
 10. Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year or a different Jordan District school.
 11. In addition to the disciplinary consequences outlined in this policy, a student will be suspended or removed from participation in leadership positions, candidacy for leadership positions, school organizations, and athletic teams upon violations of the guidelines covered in this policy.
 12. Utah Code §53A-11 requires educators to report information of suspected substance abuse among students to their parents. When student substance abuse is suspected, educators will complete a Suspected Abuse Report form and submit it to the designated school administrator for referral to parents. Jordan School District and its employees will not be held responsible for any costs that result from the information provided on the Suspected Abuse Report form.
 13. Jordan School District will award credit for education when students are in drug and/or alcohol use treatment programs. The treatment program must meet the Utah State Department of Human Services license qualifications.
 - a. One (1.0) elective credit may be earned for completion of an in-patient treatment program.
 - b. Required and elective credit may also be earned during in-patient treatment through participation in an accredited educational program. A maximum of five and one-half (5.5) instructional hours per day may be applied toward credit.
 - c. One (1.0) elective credit may be earned for participation in an approved aftercare program. The student must submit a schedule of the aftercare program and verification of regular attendance. One-quarter (.25) credit will be awarded for each forty-five (45) hours of aftercare participation.

JORDAN SCHOOL DISTRICT

Statement of . . .
POLICY

Number: AS91
Effective: 10/27//87
Revision: 11/22/94

SUBJECT: Employees Transporting Students

I. Board Policy

The Board recognizes that there may be a rare need for Jordan District employees to transport students in private vehicles and, therefore, delegates to the District Administration responsibility for developing appropriate policy guidelines.

II. Administration Policy

The Administration authorizes the following policy guidelines:

Guidelines

A. Transportation may be provided for a student when authorized by the Scope of Employment Policy AA409, Section II.A.3 under the following guidelines:

1. The owner of the vehicle used to transport the student must sign a waiver of liability and disclaimer releasing the District from responsibility for any harm or injury resulting from the travel. This waiver is not required if the student is being transported due to an emergency as described in policy AA409, Section II.A.3. ([Click here for sample form.](#))
2. The student passenger must sign a waiver of liability and disclaimer stating that he/she will in no way hold Jordan School District or its employee responsible for any harm or injury resulting from the travel. ([Click here for sample form.](#))
3. The vehicle in which the student is traveling must be covered by a valid insurance policy.
4. The driver may not have had a conviction in the past year for any alcohol/drug related driving violation.
5. The principal must provide written permission in advance for the employee to transport a student. If the student is being transported in an emergency situation, the principal shall be notified as soon after the emergency transportation as is practicable.

JORDAN SCHOOL DISTRICT

Number: AS93

Statement of . . .
P O L I C Y

Effective: 11/26/91

Revision: 6/10/08

SUBJECT: Open Enrollment/School Choice

I. **Board Policy**

The Board subscribes to the philosophy of educational choice and enrollment options for Jordan District students within the limits of classroom space and staff availability. Therefore, the Board delegates to the administration responsibility for developing guidelines for management of a school choice program.

II. **Administration Policy**

The Administration shall administer the open enrollment program according to the following guidelines:

Guidelines

- A. Students who wish to attend a school other than the resident school may file a request for an open enrollment transfer at the school they desire to attend.
- B. Early enrollment period transfer requests shall be considered on a first-come, first-served basis from December 1 through the third Friday in February each year. Approved transfer requests shall become effective the following school year.
- C. Late enrollment period transfer requests shall be considered on a first-come, first-served basis after the third Friday in February each year. Approved transfer requests shall become effective the following school year or the current year, as indicated on the request form.
- D. The school administrator of the requested school shall accept the transferring student subject to the following:
 - 1. Space, staff, and programs are available to accommodate the student.
 - 2. The student has not committed serious infractions of the law or school rules, including rules of the requested school/district.
 - 3. The student has not been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff.
 - 4. The school administrator may allow provisional enrollment of a nonresident student with prior behavior problems when conditions have been set under which the student would be permitted to enroll or continue.
- E. The school administrator shall send written notification of acceptance or rejection to the student's parent(s)/ legal guardian(s) and to Planning and Student Services as follows:
 - 1. Early Enrollment Period: within six weeks of receipt of the application, or by March 1, whichever is later;
 - 2. Late Enrollment Period for the next school year: within two weeks of receipt of the application, or by the Friday before the new school year begins, whichever is later;
 - 3. Late Enrollment Period for the current school year: within two weeks of receipt of the application.
- F. Notification of parents of acceptance or rejection of an application may be delayed if the school board is not able to make a reasonably accurate projection of the early or late enrollment capacity of a school due to construction or remodeling, boundary changes, or other circumstances beyond their control. The delay may be up to four weeks after the accurate projection can be made.
- G. Students who are granted transfer requests shall be permitted to remain enrolled in a

school subject to the same rules and standards as resident students, without renewed applications in subsequent years unless one of the following occurs:

1. The student graduates;
 2. The student is no longer a Utah resident;
 3. The student is suspended or expelled from school;
 4. The district determines that enrollment within the school will exceed the school's open enrollment threshold.
- H. When the district determines that enrollment within the school will exceed the school's open enrollment threshold, determination of which nonresident students will be excluded from continued enrollment in a school during a subsequent year is based upon time in the school, with those most recently enrolled excluded first and the use of a lottery system when multiple nonresident students have the same number of school days in the school. Nonresident students who will not be permitted to continue their enrollment shall be notified no later than March 15 of the current school year.
- I. Once a transfer request is granted, the student may continue to attend the school until completion.
- J. Students who are granted transfer requests are obligated to remain at the requested school for at least one school year.
- K. Unless provisions have previously been made for enrollment in another school, a nonresident school/district releasing a student from enrollment shall immediately notify the district/school of residence, which shall enroll the student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.
- L. The parent(s)/guardian(s) of the student shall arrange for the student's transportation to and from school, except that the district shall provide transportation on the basis of available space on an approved route within the district to the school of the student's attendance if the student would be otherwise eligible for transportation to the same school from that point on the bus route and the student's presence does not increase the cost of the bus route.
- M. Transfer requests are granted on an individual basis. Although the school/school board shall take into consideration the fact that an applicant's brother or sister is attending the school or another school within the district, an enrollment guarantee for siblings is not implied.
- N. The parents(s)/legal guardian(s) shall be notified of the right to appeal the decision of the school administrator to the Board of Education.

Note: Students transferring from one school to another must meet the requirements of the Utah High School Activities Association with regard to eligibility for participation in athletics and activities at the receiving school.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: AS94
Effective: 11/9/93
Revision: 10/3/00

SUBJECT: Student Discrimination and Harassment

I. Board Policy

Jordan School District is committed to providing an educational environment that is free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability.

II. Administration Policy

No student nor employee of the Jordan School District may engage in illegally harassing conduct that creates a hostile learning environment for students or staff of the district. It is the policy of Jordan School District to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.

III. Definitions

A. Clearly Offensive Conduct: That conduct, be it verbal or nonverbal, which when perceived in its overall context, would be taken by a reasonable person, similarly situated, to be strongly objectionable.

B. Complainant: A person who files a written or oral complaint about illegal harassment.

C. Compliance Officer: Person or persons designated by the Superintendent to receive and process complaints of discrimination.

D. Confront: To have a face-to-face discussion and/or contact regarding specific matters.

E. Demeaning or Derisive Behavior: Behavior which substantially lowers the status, dignity or standing of another individual, or which insults or otherwise belittles or shows contempt for another individual.

F. Disability: An individual's physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

G. Discrimination: Conduct, including words or gestures and other actions, which adversely affects a student's learning environment or results in disparate treatment based upon their immutable characteristics such as sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability.

H. Harassment: Unwelcome conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability and which creates a hostile educational environment. Harassment shall include one or more of the three levels described below. If conduct is clearly offensive only one incident may be necessary to establish harassment:

1. Level One—Generalized Harassment: Includes intentional behavior directed at an entire group which is based on demeaning or derisive stereotypes, and is so severe or pervasive that it creates a hostile learning environment.

Examples include comments or jokes, physical gestures or visual displays such as posters, etc.

2. Level Two—Individually Targeted Harassment: Includes intentional, non-criminal behavior which is targeted at an individual or particular members of a group, which can be verbal, physical or visual that is so severe or pervasive that it adversely affects the learning environment.

Examples include negative or offensive comments, jokes, suggestions or gestures directed to an individual's or group's race, ethnicity or national origin.

3. Level Three—Criminal Harassment: Harassing behavior which violates state or federal criminal statutes.

Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, stalking, arson or trespass.

I. Respondent: A person named in a discrimination complaint as having engaged in or being responsible for, a discriminatory act or omission.

J. Retaliation: Any form or sanction, restraint, coercion, discrimination or adverse treatment against a person because that person has asserted, or has assisted another person to assert, a discrimination complaint in either a formal or informal manner with the district, or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination complaint.

K. Sexual Harassment: A form of sex (gender) discrimination. It consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is based on one or more of the following conditions.

1. Submission to such conduct is made either explicitly or implicitly as a term or condition to educational benefit.

2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student's educational program.

3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive learning environment.

There are two types of sexual harassment:

a. Hostile Environment: The three levels of hostile environment are the same as those listed for other harassment; e.g., generalized harassment, individually targeted harassment, and criminal harassment.

b. Harassment that culminates in a tangible action which alters the conditions of the educational programs (previously called quid pro quo).

IV. Complaint Procedure

A. Any student or employee who knows of a violation of this policy is expected to report such conduct to a teacher, administrator or the District Compliance Officer.

B. The initial allegation of harassment may be submitted either orally or in writing.

C. Complaints must be made to the immediate supervisor/administrator or the District Compliance Officer within 45 calendar days after the date of the alleged act of discrimination.

V. Complaint and Investigative Procedures

A. The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

1. Seek to resolve issue directly with the accused.

2. Seek to resolve issues through administrative personnel.

3. Register a formal complaint with the District Compliance Officer who will initiate an investigation.

B. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. The district will conduct its own internal investigation independent of law enforcement

officials.

C. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.

D. The accused may not contact the alleged victim during an investigation without intervention by the district and with the permission of the complainant.

E. When conducting investigations, the District Compliance Officer shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges.

F. An investigation shall be completed as quickly as practicable, but within 30 days of receipt of the complaint, unless extenuating circumstances require a longer period. All parties shall be notified of the extension of time.

G. Within 10 working days of the conclusion of the investigation, the District Compliance Officer shall provide all parties a written disposition of the complaint.

H. The parties will then have 10 working days to provide written responses to the report and have them considered by the District Compliance Officer.

VI. Retaliation

Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination.

VII. Records

Records of all discrimination or harassment complaints shall be maintained by the District Compliance Officer. The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a protected record.

VIII. Outside Reporting Procedures

Nothing in this policy shall prohibit a person from filing an education discrimination claim with the Office of Civil Rights: Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite #310, Denver, CO 80204-3582.

JORDAN SCHOOL DISTRICT

Number: AS95

Statement of . . .
P O L I C Y

Effective: 6/9/98

Revision:

SUBJECT: Conduct Related to School Activities

I. Board Policy

The Board recognizes that student participation in any extracurricular activity and/or student government is a privilege and not a matter of right. The Board expects students who are allowed to participate in such activities to be role models. The Board also requires employees to be role models. All students and employees are prohibited from engaging in hazing as defined in this policy and as outlined in Utah Code §53A-11-908. The Board authorizes the District Administration to establish guidelines for student and employee conduct related to school activities and to take such action when guidelines are violated.

II. Administration Policy

The Administration shall take appropriate disciplinary action when students or employees engage in hazing.

Definitions

A. "Hazing" means intentional, knowing, or reckless acts of a demeaning or assaultive nature, whether or not consensual, or causing another to so act, in connection, affiliated with or sponsored by Jordan School District, with initiation, admission into, affiliation with, holding office in, or continued membership in any organization where such conduct:

1. Endangers the mental or physical health or safety of another;
2. Involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing harmful substances on another's body, or exposure to the elements;
3. Involves consumption of any food, liquor, drug or other substance;
4. Involves any physical activity that endangers the mental or physical health or safety of another;
5. Involves any activity that would subject any person to extreme mental stress such as sleep deprivation, extended isolation from social contact or conduct that subjects another to extreme embarrassment, shame or humiliation;
6. Involves use, possession or distribution of controlled substances, drugs, drug paraphernalia, tobacco or alcoholic beverages;
7. Involves threatening comments or statements including but not limited to the use of foul, abusive or profane language;
8. Involves cruelty to animals as provided by law;
9. Is for the purpose of initiation, admission into, affiliation with, holding office in or as a condition for continued membership in any organization;
10. The perpetrator knew that the victim is a member or a candidate for membership with a school team or school organization to which the perpetrator belongs or belonged within the preceding two years.

B. "Hazing" also means any activity with inappropriate force, physical violence, and, or restraint, including but not limited to:

1. Forced exercises, loss of sleep or other activities causing exhaustion;
2. Forcing others to engage in or be the subject of degrading pranks, games, stunts, practical jokes;
3. Forcing students to ingest any substance;
4. Forced personal servitude;

5. Forcing students to wear outrageous, ridiculous or embarrassing articles of clothing;
6. Coercing or promoting acts of vandalism, theft, assault, sexual acts or criminal activity.
7. Coercing or promoting indecent exposure, gross or lewd behavior;
8. Forcing any student to engage in illegal, perverse, publicly indecent, or immoral conduct.

III. Guidelines

A. It shall not be a defense that a person under 21 years of age, against whom the hazing was directed, cooperated, acquiesced, consented, and/or also engaged in hazing activity.

B. Student Discipline

1. Students who participate in hazing activity shall be suspended by the school principal to a parent conference and be subject to discipline pursuant to Policy AS67 NEG—Discipline of Students.
2. Students who illicitly use, possess, and/or distribute a controlled substance, drug paraphernalia, tobacco or alcoholic beverages while engaging in hazing shall, in addition to the discipline here provided, be subject to discipline under Policy AS90—Drugs and Alcohol.

C. Employee Responsibilities

1. School District employees who are aware of, initiate, promote, and/or engage in hazing shall be subject to adverse employment action including either probation or termination of employment for cause under the School District's Orderly Termination policy.
2. School District employees who reasonably believe that a violation of this policy has occurred shall immediately (by the next working day) report the alleged incident, either to the building principal or the designee of the Superintendent of Schools.
3. Principals who receive a report of hazing shall, within ten (10) working days after receipt of such report, submit a report to the Superintendent's designee which states:
 - (a) details of the alleged incident;
 - (b) the identity of persons believed to be involved;
 - (c) action taken in response.
4. Employees who fail to give the notice to his/her immediate supervisor required under this policy have committed an unprofessional practice and shall be subject to adverse employment action, including probation or termination under the School District's Orderly Termination policy. (See Utah Code §53A-11-908 3C)

Personnel Policies

JORDAN SCHOOL DISTRICT

Statement of . . .
POLICY

Number: DA158
Effective: 6/22/76
Revision: 10/17/06

SUBJECT: School Trespass

I. **Board Policy**

It is the policy of the Board to operate each facility owned or utilized by the school district in a manner which will reasonably assure the safety of individuals participating in school district functions and activities and in a manner to avoid disruption of all school district activities and functions. The Board maintains the right to close any school activity or facility or school bus to persons and organizations not specifically authorized by the Board or by local school administrators under authority delegated by the Board.

II. **Administration Policy**

The local school administrator shall be responsible to handle any situation that may arise because of a trespasser or any acts therefrom. The following procedures and guidelines will be used in administering this policy.

Guidelines

- A. Legal basis for this policy includes:
Salt Lake County Ordinance: ([§10.32.010 Offenses In and About Schools, Colleges, and Universities](#)), and Utah Code Annotated: ([§76-9-102 Breaches of the Peace and Related Events](#); [§53A-3-503 Criminal Trespass Upon School Property](#); [§76-9-106 Disrupting the Operation of a School](#); and [§76-9-107 Unauthorized Entry of a School Bus](#)); and the Individuals with Disabilities Education Act (IDEA) as amended in 2004 ([20 USC §1415\(b\)\(1\)](#); [34 CFR §300.501\(a\)](#)).
- B. The administrator is to have an understandable knowledge of the legal basis of this policy so that he/she may properly interpret and enforce them.
- C. The administrator shall inform his/her staff and students of the legal basis of this policy.
- D. The administrator shall post in a conspicuous place in his/her building, rules and regulations pertaining to all visitors. This may be an abridgment of the Salt Lake County Ordinance and/or the State of Utah Criminal Code.
- E. The administrator shall have the right to utilize every effort in the protection of personnel and property. He/she may, as he/she deems necessary, secure assistance from an appropriate law enforcement agency.
- F. In accordance with federal statutes and local ordinances, school administrators are vested with authority to limit or control access to any school facility or activity. This includes the authority of the local school administrator to take reasonable steps to prohibit the transport of contraband onto the school facility or to a school activity and to restrict or prohibit access by persons who are not specifically authorized or required by law to be present in school facilities, at school activities, and on school buses.
- G. The local school administrator retains the discretionary authority to restrict access of school visitors to only those portions of the school reasonably associated with the purpose of the visit. Permitted access to a portion of the school does not grant access to all areas in the school.
- H. Parents, guardians, relatives and acquaintances are invited and encouraged to enter schools to participate in specific activities, meetings and appointments with teachers and administrators. Parents and guardians do not have the right to attend school with their

children or access school premises, including school buses, without specific authorization by school administration. Such authorization may be withdrawn without prior notice and a parent or guardian's continued presence after authorization has been withdrawn will be considered school trespass.

- I. In accordance with the Individuals with Disabilities Education Act (IDEA) as amended in 2004, parents of students with disabilities are entitled to the same access as general education parents (see H above) as well as the opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of a free and appropriate public education ([20 USC §1415\(b\)\(1\)](#); 34 CFR [§300.501\(a\)](#)). Beyond this parental participation, parents of students with disabilities have no entitlement to access school premises.

SUBJECT: Evaluation of Classified Personnel

I. **Board Policy**

The Board recognizes the need for periodic evaluation of all District personnel. This evaluation shall be conducted by each employee's immediate supervisor. The primary purpose of the evaluation shall be to assist each employee to improve his/her performance in his/her individual assignment.

II. **Administration Policy**

The following guidelines shall be used for administering the evaluation policy:

Guidelines

- A. The purposes of the evaluation are: (1) to assess and improve the personal and professional growth of each employee and thus insure a higher quality of service, and (2) to provide a basis for necessary administrative decisions.
- B. Evaluation is an ongoing process. Suggestions and constructive criticism should take place whenever the need arises. Written evaluation forms shall be completed for all first year provisional employees prior to the end of each six-month period of the first year. Written evaluation forms for all contract employees beyond the first year of employment shall be completed at least once out of every three-year period prior to April 1, or more often if deemed necessary by the immediate supervisor, principal, or Superintendent.
- C. An essential part of the evaluation is a conference between the employee and his/her immediate supervisor. The purpose of the conference is to review areas of commendation or areas of concern and suggest goals for improvement. Following the conference the employee shall sign the evaluation form indicating that a conference had been held and the evaluation form had been reviewed with him/her. Signing the form does not necessarily indicate agreement.
- D. This evaluation shall be completed in triplicate--one (1) copy shall be sent to the Human Resources Specialists, one (1) copy retained by the immediate supervisor, and one (1) copy given to the employee. No changes in this evaluation will be made after the conference unless mutually agreed upon.
- E. If the District intends to terminate a contract during its term or discontinue a career employee's contract beyond the then current school year for reasons of unsatisfactory performance, the unsatisfactory performance must be documented in at least two (2) evaluations conducted at any time within the preceding three (3) years.
- F. Expunging items from classified employee records
 - 1. Employees may request to have a memorandum expunged from their individual employee files under the following conditions:
 - a. Five (5) or more years have elapsed since the memorandum was placed in the file.
 - b. The employee's work performance has been satisfactory from the time the memorandum was placed in the file.
 - c. The employee's immediate supervisor and Human Resources Department administrator agree to the expungement.
 - 2. Evaluation reports and other items which are part of the permanent employee record shall not be expunged.
 - 3. Probation reports and negative evaluations older than five (5) years with no repeat violation as defined by DP 316B--Orderly Termination Procedures for Classified

Employees, shall not be considered in employee eligibility for promotion or transfer.

JORDAN SCHOOL DISTRICT

Number: DP322

Statement of . . .

Effective: 9/17/02

P O L I C Y

Revision:

SUBJECT: Family and Medical Leave Act

I. Board Policy

The District’s Family and Medical Leave policy is designed to comply with the provisions of the Family and Medical Leave Act (FMLA), 29 USC 2601. This law entitles eligible employees to receive up to 12 workweeks of unpaid leave each school year (July 1–June 30) for serious medical conditions. An eligible employee shall be required to use accrued personal leave, family leave, sick leave, and vacation leave, as applicable, prior to the use of leave without pay for the family and medical leave period.

The Board delegates to the Administration responsibility for establishing guidelines for Family and Medical Leave Benefits.

II. Definitions

- A. An “eligible employee” means any employee who has been employed for at least 12 months by the District and worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
- B. The term “employment benefits” means all benefits provided by the District to its employees such as group life insurance, health insurance, disability insurance, sick leave, personal leave, vacation leave and pension or retirement benefits.
- C. The term “eligible family member” means a spouse, son, daughter or parent of the eligible employee.
- D. The term “spouse” is defined in accordance with applicable Utah State law.
- E. The term “son or daughter” means biological, adopted, or foster child, a stepchild, or a legal ward, or a child of a person standing in loco parentis. A child is: less than 18 years of age; or older than 18 years, but incapable of self-care due to mental or physical disability.
- F. The term “parent” means the biological parent of the eligible employee or an individual who stands or stood in loco parentis to an employee when the employee was under 18 or incapable of self-care. This does not include parents-in-law.
- G. The term “serious health condition” means an illness, impairment, or physical or mental condition that requires:
 - 1. Inpatient care in a hospital, hospice, or residential medical facility; or
 - 2. Continuing treatment certified as required by a health care provider.
- H. The term “health care provider” means:
 - 1. Doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
 - 2. Any person determined by the secretary of labor to be capable of providing health care services (§29 C.F.R.–825.118); or

3. Any health care provider from whom the District's group health plan benefits manager will accept medical certification of the evidence of a serious health condition.

III. Administration Policy

The Family and Medical Leave policy shall be administered according to the following guidelines.

A. Entitlement to Leave

An eligible employee is entitled to 12 workweeks of leave without pay each school year, (July 1–June 30) in the event of any of the following:

1. The birth of a son or daughter of the employee and to care for that son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. An eligible family member has a serious health condition; or
4. The employee suffers from a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

B. Relation to Other Non-Paid Leave

Any employee who is entitled to unpaid leave under any other District policy shall be limited to the additional weeks of leave necessary to attain the total 12 workweeks of leave provided by this policy.

C. Relation to Other Leave

The District shall require the employee to use accrued personal leave, family leave, sick leave, and vacation leave, as applicable, before the use of leave without pay for the family and medical leave period. Existing District policy governing appropriate use of sick, personal leave, and vacation days are applicable. If an employee uses accrued compensatory time, that leave time may not be counted against the FMLA leave entitlement. The total family leave period, whether paid or unpaid, shall not exceed 12 workweeks.

D. Foreseeable Leave

Employees, or an appropriate representative, shall submit a request for family or medical leave 30 days in advance when the need for the leave is foreseeable, or as soon as possible in emergencies.

The District may designate FMLA leave after the fact only:

1. If the reason for leave was previously unknown, provided the reason for leave is made within two business days after the employee's return to work; and
2. The District has preliminarily designated the leave as FMLA pending medical certification.

E. Intermittent Leave

Leave due to a serious health condition of an employee or eligible family member may be taken intermittently or on a reduced schedule when medically necessary. The employee requesting intermittent leave or leave on a reduced leave schedule for planned medical treatment must develop a schedule with his or her immediate supervisor, and, based on input from the health care provider, meets the District's needs without unduly disrupting the District's operation. If an employee requests intermittent leave or leave on a reduced schedule for a foreseeable, planned medical treatment, the District may require the employee to transfer temporarily to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave. The District will make the determination as to whether a position is an equivalent position.

F. Required Documentation

The District shall document leave requests which qualify as FMLA leave, and will designate any qualifying leave taken by employees as FMLA leave. All leave qualifying as FMLA leave shall be designated as such and shall be subject to all provisions of this rule. No other leave shall be granted until the employee has exhausted his/her 12-week entitlement under FMLA. The District shall notify the employee in writing of the designation of FMLA within two business days, or as soon as a determination can be made, that the leave requested qualifies as FMLA if the preliminary information is not sufficient to make such determination.

1. Written notice to employees shall include the following information:

- a. That the leave will be counted against the employee's annual FMLA entitlement,
- b. Any requirements for the employee to furnish medical certification of a serious health condition and the consequences for not doing so,
- c. A statement explaining that the employee will be required to exhaust unused personal leave, family leave, sick leave, and vacation leave, as applicable, before going into unpaid leave status,
- d. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis,
- e. Any requirement for the employee to present a medical release before being restored to employment,
- f. The employee's right to restoration to the same or an equivalent job upon return from leave,
- g. The employee's potential liability for payment of health insurance premiums paid by the District during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.

G. Spouses of Employees Employed by the District

In any case, where both husband and wife are employees of the District and both seek leave under this policy, such leave shall be limited to an aggregate 12 workweeks during any 12-month period if:

- 1. Leave is sought to care for a newborn daughter or son or the adoption of a daughter or son; or
- 2. Leave is sought to care for a sick parent.
- 3. If the leave is requested for either the husband's or the wife's own serious illness or the serious health condition of the couple's son or daughter, the aggregate 12-workweek limitation in the FMLA does not apply.

H. Required Medical Certification for Leave

A certificate issued by a health care provider of the eligible employee or the eligible family member must support all requests for leave under this policy.

- 1. The Certificate: "Medical Certification Statement—Employee's Own Serious Illness" or "Medical Certification Statement for Family Members," shall be provided within 15 days after leave is requested.
- 2. A certificate is sufficient if it states:
 - a. the date on which the serious health condition commenced.
 - b. the probable duration of the condition
 - c. the appropriate medical facts regarding the condition.
 - d. a statement that the serious medical condition prevents the employee from performing the essential tasks of the applicable employment position or that it requires the employee to attend and care for an eligible family member.
- 3. The District may require, at its option and expense, second or third certifications in support of a request for leave.
- 4. The District shall require recertification of the necessity for the family or medical leave at reasonable intervals, but not more than every 30 days, unless:
 - a. the employee requests an extension of leave.
 - b. circumstances described in the previous certification has changed significantly; or
 - c. the District receives information that casts doubt on the continuing validity of the certification.

I. Required Medical Certification for Return

All employees returning from leave caused by a serious health condition shall provide a certificate, "Notice of Intention to Return FROM Family or Medical Leave," issued by a health care provider of the eligible employee.

- 1. The certificate shall be provided at least seven calendar days before the requested return date.
- 2. A certificate is sufficient if it states:
 - a. the employee is medically fit to return to work in the previous position.
 - b. the appropriate medical facts regarding the employee's fitness to return to work.
 - c. a statement that the serious medical condition no longer prevents the employee from performing the essential tasks of the position.
- 3. The District may require, at its option and expense, second or third certification in support of a request to return to work.

J. Restoration of the Employee

An employee who takes a leave complying with the provisions of this policy is entitled upon return from leave to:

1. Be restored to the position held by the employee prior to leave; or
2. Be provided an equivalent position in terms of benefits, pay and other terms and conditions of employment.
3. A determination as to whether a position is an equivalent position will be made by the District.

K. Denial of Restoration

The District may deny restoration of status or equivalent position, if:

1. The denial is necessary to prevent substantial and grievous economic injury to the operations of the District.
2. The District notifies the employee that it intends to deny restoration when it determines that injury to the employee would occur;
3. The employee elects not to return to employment.

L. Effects on Benefits

During the family or medical leave period, the District shall continue to pay its portion of the employee's group health insurance premium. An employee on family or medical leave must continue to pay his or her portion of the health insurance premium in order to keep coverage in effect.

M. Non-Accrual of Seniority

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of family or medical leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

N. Failure to Return

If an employee fails to return to work after FMLA leave has ended, the District may recover, with certain exceptions, the health insurance premiums paid by the District on the employee's behalf. An employee is considered to have returned to work if he or she returns for at least 30 calendar days. An exception to this may be made if an employee's circumstances change unexpectedly beyond their control during the leave period, which make them unable to return to work at the end of twelve workweeks. Medical certification is required.

O. Rules Applicable Near End of School Year

If the employee begins leave more than five weeks prior to the end of the school year, the District may require the employee to continue taking unpaid leave until the end of the school year if:

1. The leave requested is of at least three weeks duration; and
2. The return to employment would occur during the one-week period before the end of the school year.

P. Leave Less Than Five Weeks Prior to the End of School Year

If the employee begins leave for reasons other than a personal serious health condition which commences less than five weeks prior to the end of the school year, then the District may require the employee to continue to take unpaid leave until the end of the school year if:

1. The leave requested is of greater than a two-week duration; and
2. The return to employment would occur during the two-week period before the end of the school year.

Q. Leave Less Than Three Weeks Prior to End of School Year

If the employee begins leave for reasons other than personal serious health conditions during the period that commences three weeks prior to the end of the school year and the leave is greater than five working days, then the District may require the employee to continue to take unpaid leave until the end of the school year.

R. Application For Leave

Forms for application and certification of FMLA are available in the Department of Human Resources office. Medical records created for the purpose of FMLA and the Americans With Disabilities Act must be

maintained in a separate, confidential file.

S. Posting of Notice

The District shall post in a conspicuous place on school premises a notice of rights under this policy. *

* This notice must be approved by the Secretary of Labor.

JORDAN SCHOOL DISTRICT

Number: DP324 NEG

Statement of . . .
POLICY

Effective: 1/9/96

Revision: 6/10/08

SUBJECT: Sick Leave—Certificated

I. Board Policy

It is the policy of the Board to authorize paid sick leave benefits for certificated personnel who work 20 hours per week or more and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to the Family Medical Leave Act Policy, DP322 NEG.

II. Administration Policy

Definitions

Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee’s home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the following guidelines:

Guidelines

A. Sick Leave Allowances

1. Until June 30, 2007, certificated employees with a continuous service date prior to July 1, 1977, shall be allowed unlimited sick leave not to exceed 180 days per contract year for 9-month employees, 220 days for 11-month employees, and 240 days for 12-month employees.
2. Certificated employees with a continuous service date on or after July 1, 1977, shall be allowed sick leave in accordance with the following schedule:

Year 1 (not eligible for sick bank)	10 days per year*
Years 2 through 5	10 days per year*
Years 6 through 10	11 days per year*
Years 11 through 15	12 days per year*
Years 16 and beyond	13 days per year*
Maximum accumulations:	
176 and 184-day contracts (9 month)	180 days
220 to 233-day contracts (11 month)	220 days
245-day contracts (12 month)	240 days

3. * Note: An employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of immediate family members. This schedule does not change the way unused sick leave benefits are calculated at the time of retirement.
4. Employee Eligibility
 - a. In order to be eligible to participate in the sick bank an employee must voluntarily donate one day annually of accumulated sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
 - b. First-year employees are not eligible to participate in the sick bank.
5. Calculating sick leave allowances
 - a. Employees hired after a contract year has started shall receive sick leave benefits on a

- prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or 5 days of the 10-day annual sick leave allowance.)
- b. When calculating sick leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
6. Sick leave benefits during approved absences
 - a. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
 - b. Employees returning from authorized leaves shall receive sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.
 7. Use of sick leave for critical family care A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
 - a. Use of sick leave for critical family illness must be authorized by the Sick Leave Bank Review Committee. The employee must submit his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department.
 - b. Employees may not apply for critical family illness benefits until two (2) personal leave days and all family leave benefits are used. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in DP335, Personal Leaveâ€”Certificated.
 - c. In cases of extended critical illness, employees may apply for additional days beyond the twelve (12) day allowance. (1) If circumstances warrant it, the Sick Leave Bank Review Committee may authorize additional days equal to the number of unused family days available at the beginning of the critical illness. (A maximum of 3) (2) Employees who have exhausted two personal leave days, and family leave benefits, but who must continue to deal with a critical family care (as defined in item 5 above) may apply to the Sick Leave Bank Review Committee for additional days. One additional day may be granted for each year of service in the District up to a maximum of fifteen (15) days. If additional days are granted, only the cost of a long-term substitute shall be deducted from the educatorâ€™s pay. (3) For those employees hired prior to July 1, 1977, the Sick Leave Bank Review Committee may allow the use of sick leave days for a critical family care (as defined in item 5 above). One additional day may be granted for each year of service in the District up to a maximum of 12 days. If additional days are granted, only the cost of a long-term substitute will be deducted from the educatorâ€™s pay. This will remain in effect until June 30, 2007.
 8. Use of sick leave for adoption
 - a. An employee who adopts a child must apply for critical family care days by submitting his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department. Employees may use up to a maximum of twelve (12) days critical family leave at the time of actual custody of the child.
 - b. Employees may not apply for critical family care benefits until two personal leave days and family leave benefits are used. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in DP335, Personal Leaveâ€”Certificated.
 - c. Any additional leave must fall under the guidelines of DP322, Family Medical Leave Act.
 - d. Part-time employees (half-time or more) may be granted up to a total of twelve (12) weeks leave (paid and non paid, including any off track time to continue to care for an adopted infant. (1) During the leave period, the District shall continue to pay its portion of the employeeâ€™s group health insurance premium. An employee on leave

must continue to pay his/her portion of the health insurance premium in order to keep coverage in effect. (2) An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the leave. An employee will not lose any seniority or employment benefits that accrued before the date the leave began. (3) If an employee fails to return to work after the leave has ended, the District may recover the health insurance premium paid by the District on the employee's behalf.

B. Employee-Funded Sick Leave Bank

1. Establishment of the sick leave bank
 - a. Each year, all participating employees (years 2 and beyond) in the accumulated sick leave program will donate one (1) sick leave day, unless the employee has opted out, to be placed in the sick bank.
2. Use of the sick leave bank
 - a. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
 - b. Medically documented intermittent leave for long-term illness may be approved.
 - c. Days from the sick leave bank shall be granted to eligible employees only after all accrued sick leave, family leave, and personal leave days have been used.
 - d. Employees will be required to sign a release of medical information when making application to the sick leave bank. Sick leave bank members must sign a confidentiality agreement to protect employees' medical information and confidentiality.
 - e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)
 - f. Employees are not eligible to participate in the sick bank until 12 months after the date of employment.
 - g. Employees who have been offered a temporary transitional duty assignment due to a work related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.

C. Sick Bank Allowances

1. Second Year Employees
 - a. Second year employees shall be allowed up to 10 sick bank days at full pay according to the following schedule:

<u>Days of Accumulated Sick Leave at Beginning of Long-Term Absence</u>	<u>Number of Days that Long-Term Substitute Costs Will Be Deducted</u>	<u>Sick Bank Days Allowed At Full Pay</u>
13 plus	0	10
12	1	9
11	2	8
10	3	7
9	4	6
8	5	5
7	6	4
6	7	3
5	8	2
4	9	1
3 or fewer	10	0

- b. After all sick bank days allowed according to the schedule listed under item a. are used, second year employees may be granted up to 10 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each

additional day used under this option.

- c. In cases of catastrophic illness or injury, the Sick Bank Committee may grant second year employees up to 20 additional days of sick bank after all sick bank days provided under items a. and b. are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.

2. Third Year Employees

- a. Third year employees shall be allowed up to 40 sick bank days at full pay according to the following schedule:

<u>Days of Accumulated Sick Leave at Beginning of Long-Term Absence</u>	<u>Number of Days that Long-Term Substitute Costs Will Be Deducted</u>	<u>Sick Bank Days Allowed At Full Pay</u>
15 plus	0	40
14	1	39
13	2	38
12	3	37
11	4	36
10	5	35
9	6	34
8	7	33
7	8	32
6	9	31
5	10	30
4	11	29
3	12	28
2	13	27
1	14	26
0	15	25

- b. After all sick bank days allowed according to the schedule listed under item a. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.

- c. In cases of catastrophic illness or injury, the Sick Bank Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the sick bank days provided under items a. and b. are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.

3. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated sick leave at the beginning of the long-term absence. (A maximum of 15 days' long-term substitute costs will be deducted.)

4. Sick bank limitations

- a. Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the district for other than medical reasons before completion of the current and succeeding contract year.
- b. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- c. A second opinion may be required with any costs not covered by insurance borne by the District.
- d. When an employee requests sick bank days more than once within a 48-month period for

an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.

- e. Under catastrophic conditions, employees may appeal to the sick bank committee for a waiver of pay loss provisions. The committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the sick bank committee is provided.

D. Sick Leave Review Board

1. A Sick Leave Review Board shall be organized to review issues related to sick bank usage and cases of suspected sick leave abuse.
2. The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the certificated employee agent.

E. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
 - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
 - b. The employee shall be suspended for five (5) days without pay during the next pay period.
 - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

F. Payment for Sick Leave

1. In order to receive full pay for work missed due to illness or injury, employees shall complete an absence form which is approved by the immediate supervisor and submitted to the Payroll Department for processing.
2. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.

G. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
2. If a substitute must be hired, the employee shall see that the Human Resources Department is notified no later than 6:30 a.m. on the day of the absence.

JORDAN SCHOOL DISTRICT

Number: DP326 NEG

Statement of . . .

Effective: 6/13/72

POLICY

Revision: 6/10/08

SUBJECT: Sick Leave—Classified

I. **Board Policy**

It is the policy of the Board to authorize paid sick leave for classified personnel who qualify for sick leave benefits and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. If additional leave is needed beyond what is covered in this policy, refer to the Family Medical Leave Policy DP322 NEG.

II. **Administration Policy**

Definitions

Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee’s home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the following guidelines:

Guidelines

- A. Sick leave allowances for employees working (20 hours or more per week) shall be determined by a combination of contract days and years of service according to the following schedule:

1.

9-Month Employees:	
Years 1 through 5	7 days
Years 6 through 10	11 days per year
Years 11 through 15	12 days per year
Years 16 and beyond	13 days
Maximum sick leave accumulation	180

3.

10-Month Employees:	
Years 1 through 5	7 days
Years 6 through 10	11 days per year
Years 11 through 15	12 days per year
Years 16 and beyond	13 days
Maximum sick leave accumulation	200

5.

11-Month Employees:	
Years 1 through 5	7 days
Years 6 through 10	11 days per year
Years 11 through 15	12 days per year
Years 16 and beyond	13 days
Maximum sick leave accumulation	220

7.

12-Month Employees:

Years 1 through 5	7 days
Years 6 through 10	11 days per year
Years 11 through 15	12 days per year
Years 16 and beyond	13 days
Maximum sick leave accumulation	240

B. Sick Bank Employee Eligibility

In order to be eligible to participate in the sick bank an employee must voluntarily donate one day annually of sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year. Employees who work less than 20 hours per week shall not be eligible for the sick bank.

C. A classified employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of family members. (Immediate family is defined as husband, wife, daughter, son, employee's or spouse's father, mother, grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or other person residing in the employee's home.)

D. Sick leave accrual

1. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick leave accumulation.
2. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
3. If an employee becomes sick and uses all his/her sick leave and later returns to work, he/she must start over on a new accumulation at the rate shown for the year of service he/she was on at the time he/she became sick.

E. Use of sick leave for critical family care

A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the immediate family or a critically ill person residing on a permanent basis in the employee's home.

1. Immediate family shall include mother, father, son, daughter, husband, or wife.
2. Use of sick leave for critical family illness must be authorized by the Sick Leave Bank Review Committee. The employee must submit his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department.
3. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave, sick leave, and vacation leave days. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year, as set forth in policy DP335B, Personal Leave. Classified.
4. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.
If circumstances warrant it, the Sick Leave Bank Review Committee may authorize additional days equal to the number of unused leave days available at the beginning of the critical illness. (A maximum of 3.)
For those employees hired prior to July 1, 1977, the Sick Leave Bank Review Committee may allow sick leave days for critical family care (as defined in item F above). One additional day may be granted for each year of service in the District up to a maximum of 15 days. If additional days are granted, the employee shall be required to pay 40 percent of the employee's daily rate.

F. Use of sick leave for adoption

1. An employee who adopts a child must apply for critical family care days by submitting his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department.
 2. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave and vacation leave days. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in policy DP335B, Personal Leave Classified.
 3. Employees may be granted a maximum of 12 days leave at the time of actual custody of the child is received. An employee shall not exceed a total of 12 days of leave time, including the use of accrued personal and family leave days.
 4. Any additional leave must fall under the guidelines of DP322â€”Family Medical Leave Act.
- G. Sick leave payments, procedures, and limitations
1. In accordance with established policy, full pay shall be allowed upon the completion of the absence form with the approval of the principal or immediate supervisor.
 2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.
 3. Absences due to illness are to be reported to the appropriate office or individual as soon as possible.
 4. The sick leave allowance during the first year of service for employees whose employment is subsequent to the beginning of the contract year shall be prorated according to the ratio that the number of days of possible service bears to the total number of days during that contract or employment year.
 5. If the sick leave allowance is exhausted, unused vacation days may be used to avoid loss of salary.
 6. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall conference with the employee.
 7. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the executive director of Human Resources or his/her designee and an investigation shall be conducted.
 8. If the investigation of sick leave abuse proves to be true, the following guidelines will be in effect:
 - a. Salary received for those unauthorized days shall be reclaimed.
 - b. There shall be a five-day (5) suspension without salary in the next pay period.
 - c. Reprimand shall be entered on employee's record file.
 9. Elective surgery shall be scheduled to minimize the time off work.
- H. Employee-Funded Sick Leave Bank
1. Establishment of the Sick Leave Bank
 - a. Each year, all participating employees in the employee funded sick leave bank will donate one (1) sick leave day unless the employee has opted out, to be placed in the sick bank.
 2. Employee Funded Sick Leave Bank Application
 - a. Employees shall complete an official request for sick leave bank form bearing the employee's original signature. Sick leave bank forms are available from the immediate supervisor or the District Human Resources Department.
 - b. Employees shall complete a release of medical information form to allow the members of the sick leave bank committee to review any medical documentation that they provide with the request for sick leave bank.
 - c. Employees shall be required to complete a release of information form to allow the committee to review their official District personnel file, if the need should arise.
 - d. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending

- nurse, office manager, etc.
 - e. A second opinion may be required with any costs not covered by insurance borne by the District.
 - f. Before an employee is eligible to apply for Sick Leave Bank use, the following criteria must be met for each qualifying medical condition. The employee must have:
 - (1) been approved for and is receiving FMLA (which will run concurrently with any sick leave bank usage); and
 - (2) exhausted all accrued sick leave days, personal days (up to a maximum of five (5) days), vacation days; and
 - (3) missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).
 - g. An employee shall be required to provide the sick leave bank committee with updated information regarding his/her condition every 30 days after the approval of the sick leave bank benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.
3. Employee Funded Sick Leave Bank Limitations
- a. No employee shall draw more than 120 days from the sick leave bank during a three-year period.
 - b. No employee shall take vacation days within 15 working days after drawing upon the sick leave bank.
 - c. No employee shall accrue leave days, i.e., personal, family, sick or vacation while drawing upon the sick leave bank.
 - d. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of the Long Term Disability policyâ€”DP317.
 - e. Prior to granting sick bank days, an employee shall agree in writing to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long-term disability.
 - f. Prior to granting sick bank days an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the district for other than medical reasons before completion of the current and succeeding contract year. The purpose of said funds would be to purchase days for the sick bank.
 - g. No appeal beyond the sick leave bank is provided.
4. Sick Leave Bank Committee
- a. Sick Leave Bank Committee composed of the Human Resources classified administrator, one other member of the Human Resources Department and two members of the employee agent group shall be appointed to administer use of the sick leave bank. The Human Resources classified specialist shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.
 - b. The committee shall review all sick leave bank requests and rule on sick leave bank usage. The unused sick leave bank days shall be reported to the committee on a quarterly basis.
 - c. The Human Resources classified administrator shall make available to the committee all the information that is submitted with an employee's sick bank request at least 24 hours prior the regularly scheduled meeting.
 - d. Minutes of all sick leave bank committee meetings shall be recorded and distributed to all committee members.

SUBJECT: Personal Leave—Certificated

I. **Board Policy**

It is the policy of the Board to allow each certificated employee personal leave time as indicated below.

II. **Administration Policy**

The Personal Leave Policy shall be administered in accordance with the following guidelines:
Guidelines

Each eligible certificated employee of the district shall be given two (2) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.

The following guidelines must be followed:

- A. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- B. Personal leaves may be taken the day before or after a school holiday for the following specific reasons:
 - 1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 - 2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
 - 3. Graduations of near relatives as defined in "2." above.
 - 4. Required court appearances,
 - 5. Deaths not covered by Bereavement Policy.
 - 6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
- C. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
 - 1. Based upon a maximum of one personal day for each 150 employees, personal leave shall be granted the day before or after a school holiday without being required to pay the cost of a long-term substitute provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - 2. One the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay the cost of a long-term substitute teacher. Written notification will be sent to all applicants.
 - 3. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
 - 4. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
 - 5. Certificated employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay the cost of a long-term substitute.
- D. Personal leave shall not be taken during the first five days and last five days that students

are in school except under the following conditions:

1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- E. Teachers may not take personal leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
- F. Personal leave days may not be used during parent/teacher conferences.
- G. Personal leave days may not be used to pursue other employment.
- H. Personal leave days may not be used on make-up days as the result of employee job action.

JORDAN SCHOOL DISTRICT

Number: DP336 NEG

Statement of . . .

Effective: 5/15/79

POLICY

Revision: 6/10/08

SUBJECT: Leave of Absence (1 Year)—Certificated

I. **Board Policy**

The Board recognizes that there are times when employees could benefit from a year's leave of absence. This leave could be used for any purpose which is substantially different from the employee's current job assignment or duties but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah. A leave of absence of up to one (1) year may be granted upon recommendation of the employee's supervisor and approval by the Human Resources Department.

II. **Administration Policy**

The following administrative guidelines shall be followed in implementing Board policy:

Guidelines

- A. Requests for a leave of absence must be submitted on the Request for Leave of Absence form to the immediate supervisor at least thirty (30) days prior to the date of the anticipated leave. All designated information must be provided. The leave cannot extend beyond one (1) contract year.
- B. Employees will not receive salary or fringe benefits while on leave of absence. Health and accident insurance may be purchased through the district under the COBRA option. The cost will be 102 percent of the established premium rate.
- C. The immediate supervisor will recommend approval of the request and submit in writing both his/her recommendation and the employee's request to the Human Resources Department for District approval.
- D. The employee will be notified in writing of approval of the leave and at the end of the leave will be placed in the first available opening for which he/she is qualified and certificated.
- E. This leave shall not apply to provisional employees in their first and second years of employment, except in cases of illness or injury.
- F. This leave will not be granted in successive years.
- G. On a case by case basis, as determined by the Executive Director of Human Resources, an employee may apply to substitute.
- H. This leave does not provide experience credit for salary placement or change from provisional status.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: DP337 NEG
Effective: 6/28/77
Revision: 5/14/96

SUBJECT: Leave of Absence (Personal - 15 Days)—Certificated

I. Board Policy

The policy of the Board of Education is to encourage employees to avoid absenteeism and to schedule vacations, trips, and other personal activities at times which do not interrupt work schedules. However, the Board recognizes that circumstances may make it necessary for employees to request a leave of absence from time to time. Therefore, the Board authorizes the District Administration to implement a Leave of Absence policy.

II. Administration Policy

The Leave of Absence policy shall be administered according to the following guidelines:

Guidelines

- A. Employees shall be discouraged from requesting a personal leave of absence during the school year.
- B. In the event that an employee has a serious or compelling need for a leave of absence, a request may be made in writing to the area assistant superintendent. The request must clearly state the reason that a leave of absence is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
- C. Leaves of absence granted under this policy shall be without pay.
- D. Contract employees shall not be granted more than fifteen (15) days' leave of absence under this policy in any three-year period.
- E. Extended contract employees shall be granted an additional ten (10) days' leave of absence under this policy in any one-year period.
 - 1. Extended contract employees who, prior to July 15, declare intent to take up to ten (10) days of unpaid personal leave during the contract year shall have the option of having their contract modified to reflect equal monthly payments.
 - a. An Assignment Change form and calendar, signed and dated by the principal, indicating the specific days to be taken as unpaid personal leave must be submitted to the Human Resources Department.
 - b. Employees may revise their calendar no more than two times each contract year. To change or delete dates submitted on the original calendar, the following procedures must be used:
 - (1) A revised calendar, signed by the principal, must be submitted to the Human Resources Department indicating the change.
 - (2) If an emergency arises and the employee must work on a calendared no-pay day, a time sheet and copy of the calendar must be submitted to the Payroll Department with the reason indicated.
 - 2. Extended contract employees who do not give notice of the intent to take personal leave prior to July 15 shall have the appropriate amount deducted from the next regular paycheck following the absence.
- F. Leave of absence for job share and part-time employees shall be prorated according to the percentage of a full-time contract; e.g., a half-time teacher would receive 15 half days.

G. An employee whose request for an unpaid leave is denied and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment with the District.

H. This leave does not negate the other official leave provisions of the Board as listed below:

Adoption - Military - Released Time (Jury Duty)

Bereavement - Personal - Released Time (Professional)

Educational - Sabbatical - Sick Leave

JORDAN SCHOOL DISTRICT

Number: DP343 NEG

Statement of . . .
POLICY

Effective: 6/22/76

Revision: 6/12/07

SUBJECT: Hours of Work—Classified

I. **Board Policy**

The Board shall comply with federal law in relation to hours of work for all classified personnel, and directs the District Administration to abide by the following guidelines respecting hours of work.

II. **Administration Policy**

Guidelines

- A. The established work week for all classified employees begins Monday at 12:01 a.m. and ends Sunday night at midnight.
- B. The maximum workweek by full-time classified employees at their regular rate of pay shall be forty (40) hours.
- C. Classified employees who fall under the guidelines of the Fair Labor Standards Act (personnel included on the classified master salary schedule) must be paid at one and one-half times the regular rate of pay for all hours worked over 40 in a work week or receive compensatory time off during the same or the successive pay period (first to last day of the month in which work is done) at the rate of one and one-half times the actual overtime worked during any workweek. Only compensatory time will be considered hours worked for the purpose of calculating the 40-hour work week.
- D. All classified employees shall receive a minimum of two hours at their regular rate of pay for any time they are required to return to work after their regularly scheduled work time.
- E. Each classified employee shall complete a weekly time sheet which will indicate the number of hours worked each day of that workweek. The time sheet shall be signed by the employee and his/her immediate supervisor and shall be maintained by the Department supervisor.
- F. Any overtime work or call-back time shall be granted only upon the approval of the appropriate classified director or supervisor.
- G. A duty-free lunch period shall be provided for all classified employees scheduled to work more than five (5) hours per day. An employee shall not be compensated for his/her lunch period and may not be accumulated for use at a later date.
 - 1. Classified employees may leave their assigned work site for their lunch period provided they receive prior approval from their immediate supervisor.
 - 2. Schedules to provide adequate coverage to meet specific program and site needs shall be designed and implemented at each site by the immediate supervisor or staff.
 - 3. Employees shall not be required to work longer than five (5) hours without rest and food. At least 30 minutes must be provided for meals.
 - 4. Lunch periods may range from thirty (30) minutes to one (1) hour depending on the number of hours in the employee's work day.
- H. Classified employees shall be provided with a ten (10) minute duty-free break period for each four (4) hour period worked.
 - 1. Employees' minimum ten (10) minute rest period are counted as time at work.
 - 2. Employees' ten (10) minute rest periods may not be accumulated for use at a later date.
- I. Employees who are required to work on the six (6) holidays listed below shall receive pay at the rate of time and one-half, and compensatory time will not be allowed.
 - July 4

- July 24
 - Thanksgiving Day
 - Christmas Day
 - New Year's Day
 - Easter
- J. Employees who are called on an emergency basis to return to work shall be paid from the time they leave their residence until the time they return.
- K. Flexible work hours may be established for classified employees if flexible work hours do not impede a department's ability to provide necessary services or they adversely affect department morale. Requests for flexible work hours will be submitted to the department supervisor who will submit the request to the appropriate executive director for Cabinet approval. Requests for flexible work hours must be applied for and approved at the Cabinet level annually.
- L. Classified personnel may not perform work for or receive compensation from another employer during contract time with Jordan School District.
- M. The following disciplinary action shall be taken against employees who do not follow the above procedures:
0. The immediate supervisor will confer with the employee.
 1. Reprimand shall be entered on the employee's personnel file.
 2. A five (5) day suspension without pay may be imposed in the next pay period.
 3. A second disregard of policy and/or procedure may result in immediate termination.

JORDAN SCHOOL DISTRICT

Statement of . . .
POLICY

Number: DP346
Effective: 6/28/77
Revision: 6/10/08

SUBJECT: Industrial Accidents

I. **Board Policy**

An employee who is disabled by an injury or disease compensable under Chapters I or II of Title 35 of Utah Code Annotated, referring to workers' compensation and occupational diseases, should be allowed a reasonable medical leave without pay. In addition, the disabled employee may use previously accumulated sick pay in an amount which when aggregated with workers' compensation benefits does not exceed the regular rate of pay received prior to the disability. The District is self-insured with an outside insurance company administering the District's industrial insurance plan. The District Administration is responsible to develop guidelines for implementing this policy.

II. **Administration Policy**

The Administration shall administer this policy in accordance with the following guidelines:

Guidelines

A. Reporting injuries

1. All on-the-job employee injuries shall be immediately reported to the supervisor. The supervisor shall complete the Employer's First Report of Injury or Illness form and promptly forward to the Executive Director of Compliance and Special Programs.
2. The Third Party Administrator of the industrial insurance plan shall forward the Employee's Statement Regarding Accident report form to the injured employee. The employee shall complete the report and return it to the Third Party Administrator.

B. Compensation

1. An employee who cannot work because of injuries suffered in an incident covered by workers' compensation will draw on accumulated paid sick leave in an amount which when aggregated with workers' compensation benefits does not exceed the regular rate of pay prior to the injury.
2. The first three days' absence will be charged against the injured employee's accumulated sick leave. Thereafter, one-third day of accumulated sick leave will be charged for each day's absence and two-thirds day charged to industrial.
3. If an injured employee is disabled for 14 calendar days or more, the industrial insurance will pay the employee two-thirds of a day's pay for each day off retroactive to the first day's absence.
4. If a classified employee has no sick leave available an eligible employee may apply for classified sick bank days.
5. An employee who is off work due to physical assault on the job shall have no loss of sick leave for 180 calendar days, including summer months. Any payments received from industrial insurance shall be deducted from the employee's regular pay.
6. Workers Compensation runs concurrent with Family Medical Leave Act (FMLA) and Sick Leave. Refer to the Family Medical Leave Act Policy, DP322 NEG, and Sick Leave"Certificated, DP324 NEG.

C. Returning to work

1. An employee returning to work after a period of total or partial disability shall present to the Human Resources Department a physician's certificate stipulating that the employee is capable of returning to duty and performing the work

- assigned.
2. An employee off work due to an industrial accident for longer than thirty (30) working days may be replaced by the Board. When an employee is released by his/her physician as fully able to perform all essential job functions with or without reasonable accommodation, the employee will be placed on the first available position for which he/she is qualified and shall be paid at the level appropriate to that position without loss of seniority and benefits. An employee returning from an individual accident will be placed into an equal position to which he/she was assigned prior to the industrial accident as soon as a position becomes available. If an employee refuses the temporary placement, the District's employment obligation is then ended.

JORDAN SCHOOL DISTRICT

Number: DP353 NEG

Statement of . . .
P O L I C Y

Effective: 2/23/88

Revision: 6/22/04

SUBJECT: Assault or Abuse of Employees

I. Board Policy

The Board recognizes that employees should not be subject to abuse in the workplace, and delegates to the District Administration responsibility for developing guidelines for handling incidents of verbal and physical abuse.

II. Administration Policy

Abuse will be considered any verbal or physical conduct which places an employee at risk or in fear of personal safety including verbal or physical threats, gross profanity, intimidating gestures, or physical contact such as kicking, striking, pushing, or physically assaulting with or without a weapon. Abusive conduct, physical or verbal, will not be tolerated.

Guidelines

A. Procedures for handling abuse/assault incidents.

1. Employees will take appropriate precautionary measures to avoid abuse/assault incidents.
2. If an abuse/assault incident occurs, abused employees will immediately notify their immediate supervisor.
3. The immediate supervisor will conduct an initial evaluation of the incident, requesting assistance from his/her division administrator, Jordan District police officers or other police officers as appropriate.
 - a. In cases of abuse/assault or threatened abuse/assault, an employee may be removed from the building until the immediate supervisor determines it is safe for the employee to return.
 - b. Employees who are removed from a building for safety reasons shall be placed on leave with pay.
 - c. Paid leave taken for safety reasons does not impact the individual's other leave benefits.
4. Statements will be taken from all parties involved and from witnesses to the incident.
5. Related evidence will be gathered or recorded photographically.
6. Victims of physical abuse will undergo a physical examination by a qualified physician at district expense even if injury is minimal.
7. The district will make restitution to an employee for verifiable damage or loss of personal property to the extent the district's liability insurance provides such coverage.
8. Employees whose clothing, glasses, or other items worn upon the body are damaged or destroyed as the result of an assault shall be reimbursed for verifiable damages.

B. Disposition of abuse/assault incidents

1. All incidents of employee abuse will be reported to the District compliance officer.
2. The District compliance officer will be responsible to follow through with the case and take the necessary steps to assure that the issue is resolved and appropriate disciplinary policies and procedures are implemented.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: DP356
Effective: 5/23/89
Revision: 1/19/93

SUBJECT: Substance Abuse-Free Work Environment

I. Board Policy

Substance abuse is an increasing problem which is affecting all facets of American society. Current research indicates that the abuse of drugs and alcohol in the work place decreases employee safety and productivity.

Jordan School District has a responsibility to maintain public trust and confidence by providing a safe school environment for students and employees. The District also has a responsibility to assure, so far as reasonably possible, that all employees are able to assume their duties and carry out the tasks for which they were hired. Consequently, adherence to this Substance Abuse-Free Work Environment Policy is a condition of employment for all Jordan District employees who have direct contact with students or responsibility for student supervision. Adherence is also vital for those employees who have responsibility for operating equipment or heavy machinery which could pose a danger to the health or well-being of themselves or others.

This policy will be administered in compliance with the Federal Drug-Free Workplace Act of 1988 which requires that all recipients of federal funds maintain a drug-free work place.

The Board delegates to the Administration responsibility for establishing guidelines which promote a substance abuse-free work environment and developing procedures for dealing with policy violations. Compliance with this policy is mandatory consistent with federal and state law.

II. Administration Policy

The Administration is committed to establishing and maintaining a substance abuse-free work environment. Therefore, the unlawful manufacture, distribution, dispensing, possession and/or use of controlled substances and/or alcohol in the work place is prohibited. Any employee found in violation may be subject to disciplinary actions including but not limited to probation, suspension, and/or termination of employment. Administrative guidelines and due process procedures for employees who violate the substance Abuse-Free Work Environment are outlined in District policy DP316—Orderly Termination Procedure.

Guidelines

A. Violations

1. Convictions

a. Employees convicted for substance abuse-related activity are required to report the conviction to the superintendent within five (5) days of occurrence.

b. The superintendent will notify the Utah State Office of Education of the substance abuse conviction within ten (10) days of receiving notification of the substance abuse conviction.

c. The district will impose appropriate personnel sanctions upon employees convicted of substance abuse activity.

d. District policy DP316—Orderly Termination Procedures will be followed when determining the

appropriate action for dealing with an employee who is found in violation of this policy.

2. Probable Cause

Employees are expected to report to work physically and mentally capable of performing their job-related tasks. Administrators have the responsibility of questioning and taking appropriate action where there is reasonable cause to suspect that the possession, use and/or distribution of drugs or alcohol is present.

Possible reasons to suspect substance abuse include but are not limited to the following:

- a. Documented changes in job performance.
- b. Presence of drug paraphernalia.
- c. Accidents where there is a reason to believe that alcohol or drug usage was a factor.
- d. Reports from an individual or group of drug or alcohol possession, use, and/or distribution by an employee.
- e. Employee absences when there is reason to suspect the cause may be related to substance abuse.
- f. Abnormal employee behavior and/or drastic mood swings.

B. Employee Assistance

1. Awareness

The District will provide an employee awareness program to inform employees of the dangers of substance abuse in the work place.

2. Intervention

- a. Employees are responsible to seek assistance for substance abuse problems before policy infractions occur and disciplinary action is necessary.
- b. Employees are encouraged to seek short-term help from the Jordan Family Education Center or more extensive help from a licensed treatment facility in the community.
- c. All associated costs for rehabilitation treatment will be borne by the employee.
- d. Once the substance abuse policy is violated, subsequent enrollment in a treatment program will not necessarily lessen disciplinary action and may have no bearing on the determination of appropriate disciplinary action.

JORDAN SCHOOL DISTRICT

Number: DP358

Statement of . . .
P O L I C Y

Effective: 1/7/03

Revision:

SUBJECT: Employee Discrimination and Harassment

I. Board Policy

Jordan School District is committed to providing an employment environment that is free from illegal harassment and other forms of illegal discrimination based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability. It is the intent of this policy to prohibit discrimination against any individual or class of persons specifically enumerated as protected under the Civil Rights Acts of the United States and the Utah Anti-Discrimination Act (UCA §34A-5-101 et seq.). It is not the intent of this policy to broaden coverage beyond those classifications specifically protected by federal or state statute.

II. Administration Policy

This policy is adopted to assist Jordan School District employees in moving toward a workplace that is free of discrimination. It is the policy of Jordan School District to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.

III. Definitions

A. Clearly Offensive Conduct: That conduct, be it verbal or nonverbal, which when perceived in its overall context, would be taken by a reasonable person, similarly situated, to be strongly objectionable.

B. Complainant: A person who files a written or oral complaint about illegal harassment or discrimination.

C. Compliance Officer: Person or persons designated by the Superintendent to receive and process complaints of harassment or discrimination.

D. Demeaning or Derisive Behavior: Unlawful behavior which substantially lowers the status, dignity or standing of another individual, or which insults or otherwise belittles or shows contempt for another individual.

E. Disability: An individual's physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

F. Discrimination: Unlawful conduct, including words or gestures and other actions, which adversely affects an employee's working environment or results in disparate treatment based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability. Discrimination does not include referral to or use of regular District Administration processes relating to employee evaluation and discipline.

G. Harassment: A form of discrimination that includes unlawful conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, sex, creed, age, citizenship or disability and which creates a hostile work environment.

Harassment may include but is not limited to any of the three categories listed below:

1. Generalized Harassment: Includes intentional behavior directed at an entire group which is based on

demeaning or derisive stereotypes, and is severe enough that it creates a hostile working environment. Examples include comments or jokes, physical gestures or visual displays such as posters, etc.

2. Individually Targeted Harassment: Includes intentional, non-criminal behavior which is targeted at an individual or particular members of a group, which can be verbal, physical or visual that is severe enough or pervasive enough that it adversely affects the working environment.

Examples include negative or offensive comments, jokes, suggestions or gestures directed to an individual's or group's race, ethnicity or national origin.

3. Criminal Harassment: Harassing behavior which violates state or federal criminal statutes.

Examples include criminal assault, sexual assault, rape, criminal mischief, stalking, arson or trespass.

H. Respondent: A person named in a discrimination complaint as having engaged in or being responsible for, a discriminatory act or omission.

I. Retaliation: Any form or sanction, restraint, coercion, discrimination or adverse treatment against a person because that person has asserted, or has assisted another person to assert, a discrimination complaint in either a formal or informal manner with the district, or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination complaint.

J. Reprisal: The consequences of a subordinate's refusal to submit to the requests and/or demands of a supervisor that result in his/her job being adversely affected; an unlawful use of position to avenge or punish one for his/her refusal to consent/submit. Acts of reprisal may be overt or covert and may take many forms such as:

1. Open hostility to the individual, witnesses, or others involved.
2. Exclusion/ostracism of the individual, witnesses, or others involved, may range from overt to silent rejection.
3. Creation of, or the continued existence of, a hostile work environment.
4. Gender or individual-based negative remarks that are repeated and malicious.
5. Special attention to, or assignment of the individual or others involved to alternative duties that are less desirable work assignments or even reductions in pay.

K. Sexual Harassment: A form of sex discrimination. It consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is based on one or more of the following conditions.

1. Submission to such conduct is made either explicitly or implicitly as a term or condition to work benefit.
2. Submission to or rejection of such conduct by a co-worker is used as the basis for decisions affecting the work environment.
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

There are two types of sexual harassment:

- a. Hostile Environment: The three levels of hostile environment are the same as those listed for other harassment; e.g., generalized harassment, individually targeted harassment, and criminal harassment.
- b. Harassment that culminates in a tangible action which alters the conditions of the working environment (previously called quid pro quo).

IV. Complaint Procedure

A. The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

1. Seek to resolve issue directly with the accused.
2. Seek to resolve issues through administrative personnel. Register a formal complaint with the District compliance officer who will initiate an investigation.

B. Any employee who knows of a violation of this policy is expected to report such conduct to a

supervisor, administrator or the District compliance officer or the superintendent's designee.

C. The initial allegation of harassment may be submitted either orally or in writing.

D. Complaints must be made to the immediate supervisor/administrator or the District compliance officer or superintendent's designee within 45 calendar days after the date of the alleged act of discrimination.

V. Investigative Procedures

A. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. The district will conduct its own internal investigation independent of law enforcement officials.

B. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information as confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.

C. The accused may not contact the complainant during an investigation without the permission of District and the complainant.

D. When conducting investigations, the District compliance officer or superintendent's designee shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges.

E. An investigation shall be completed as quickly as practicable, but within 30 working days of receipt of the complaint, unless extenuating circumstances require a longer period. All parties shall be notified if an extension becomes necessary.

F. Within 10 working days of the conclusion of the investigation, the District compliance officer or superintendent's designee shall provide all parties a written disposition of the complaint.

G. The parties will then have 10 working days to provide written responses to the report and have them considered by the District compliance officer or superintendent's designee.

VI. Disciplinary Procedures

Any employee who has been found in violation of this policy will be subject to the following disciplinary procedures:

A. A first substantiated offense, if minor in nature, will result in a written reprimand to be entered in the employee's personnel file. Should the first offense be determined to be of a serious nature, a two (2) day suspension without pay will be imposed.

B. A second substantiated offense shall result in a ten (10) day suspension without pay and placement of the employee on official probation.

C. A third offense shall constitute grounds for termination of employment.

D. Any act of sexual harassment by an employee deemed to be excessively or unusually offensive may be adjudicated by waiving either Step A or B above.

VII. Reprisal/Retaliation

Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination.

VIII. Records

Records of all discrimination or harassment complaints shall be maintained by the District compliance officer or superintendent's designee. The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a protected record.

IX. Outside Reporting Procedures

Nothing in this policy shall prohibit a person from filing a discrimination or harassment claim with Utah Anti-Discrimination and Labor Division (UALD) or the Equal Opportunity Commission (EEOC). If an employee pursues a claim of discrimination he/she should be aware that Utah is a "dual filing" state, which means that a complaint is filed with the UALD and the UALD will forward the claim to the EEOC. An employee has a maximum of 180 calendar days from the alleged date of discrimination to file a claim with the UALD.

SUBJECT: Employee Information Network Acceptable Use Policy

I. **Board Policy**

The Board recognizes the need for a policy governing the use of the electronic information resources by employees as outlined in Utah State Code Â§53A-3-422. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

II. **Administration Policy**

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines:

A. **Scope**

This policy references the use of electronic information resources made available to employees by Jordan School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to employees.

B. **Terms and Conditions of This Policy**

1. **Acceptable Network Use**

- a. Employees will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- b. Employees who formally publish school or District related information on the Internet must have proper approvals and abide by District publishing guidelines and procedures (as per D212â€”District and School Web Sites).
- c. Employees are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and using inappropriate language.

2. **Unacceptable Network Use**

- a. Employees may not intentionally transmit or receive material in violation of law or District policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devises. An employee may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- b. Employees may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations, and policies of Jordan School District.
- c. Employees may not use the network for product advertisement or political lobbying.
- d. Employees are advised not to reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the District is prohibited.
- e. Employees may not intentionally harm or destroy District data, the

network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the District network to illegally access other systems.

3. Expectation of Privacy
 - a. Employee files, disks, documents, etc., which have been used or created with District electronic information resources are not considered private.
 - b. Electronic mail transmissions are not private.
4. Submission
Employees will be required to submit an Employee Signature of Agreement Form each year or upon special request. Forms are available from local principals and department supervisors.
5. Disciplinary Action
 - a. The signature indicates that the employee has carefully read, understands, and agrees to abide by the terms and conditions regarding proper behavior and use of the network. The signature on the Employee Signature of Agreement Form is legally binding.
 - b. Employees who violate the terms and conditions of this policy may have their access to electronic information limited, suspended, or revoked and will be subject to disciplinary action, including the possibility of termination of employment and appropriate legal action as outlined in District policy DP316 NEG "Orderly Termination."
6. Service Disclaimer
Jordan School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages an employee suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Jordan School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: DE505
Effective: 7/12/88
Revision: 11/9/04

SUBJECT: Use of Copyrighted Materials in Schools

I. Board Policy

The Board is committed to the observance of federal and state copyright laws and publisher licensing agreements. It delegates responsibility for enforcing this policy to the District Administration.

II. Administration Policy

To help assure compliance with Jordan District's copyright policy, the District Administration shall endeavor to keep abreast of the current status and changes in copyright legislation, provide in-service training for all educators in Jordan School District concerning copyright policy, provide reference information on copyright laws, and promote compliance of faculty, staff, and students with copyright policy and law.

III. General Responsibilities

A. Review of Copyright Policy: School administrators are responsible for review of the *Use of Copyrighted Materials* policy with faculty and staff members on an annual basis.

B. Copyright Information: It is the responsibility of the principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator) to provide information and guidance to staff members on copyright issues. It is the responsibility of District employees to obtain copyright information and guidance from these individuals.

C. Adherence to Policy and Guidelines: It is the responsibility of District employees to follow all guidelines and laws as explained in the Jordan School District *Use of Copyrighted Materials* policy and the *Copyright Law of the United States of America*. Employees who violate the *Use of Copyrighted Materials Policy* and the *Copyright Law of the United States of America* will be subject to discipline under Policy DP316 NEG—Orderly Termination Procedures—Certificated. Students who violate the *Use of Copyrighted Materials Policy* and the *Copyright Law of the United States of America* will be subject to discipline under Policy AS67 NEG—Discipline of Students, and Policy AA419—Student Conduct and Dress.

D. It is the responsibility of administrators and educators to verify that all audio-visual materials, music, videos, DVDs, CDs, computer programs, and all forms of copyrighted materials used in the school are legally obtained and properly licensed.

IV. Use of Materials in Schools

A. Audio-Visual Materials

1. Permissible

a. Creating a series of slides or overhead transparencies from multiple sources, such as magazines, books, encyclopedias, etc., not to exceed one photograph, drawing, chart, or diagram per source.

b. Creating a single overhead transparency from a single page of a consumable workbook, not to exceed one page from the entire book.

c. Duplicating visual or audio materials from a non-dramatic literary work or legally transmitting these and other copyrighted materials via cable or closed-circuit systems to provide materials for deaf or blind individuals.

2. Prohibited

a. Duplicating audio recordings for archival, backup, or for multiple uses unless reproduction rights were given at the time of purchase.

b. Reproducing any audiovisual work in its entirety, except for off-air videotaping as per the guidelines found in the video section of this policy.

c. Converting of one media format into another. (i.e. transferring a record to a tape)

d. Narrating entire copyrighted stories onto audiotape.

B. Bulletin Boards

1. Permissible

a. Purchasing clip art is for the use of the purchaser only.

b. Using original or public domain graphics.

2. Prohibited

Taking a copyrighted work (i.e., greeting cards, cartoons, and coloring books, etc.) and enlarging, modifying, or converting it to another medium violates the copyright holder's rights.

C. Computer Software

1. Permissible

Copying textual and graphic information from CD-ROM periodicals, encyclopedias, and other online databases if fair use guidelines are followed.

2. Prohibited

a. Using illegally copied software in schools or offices is prohibited.

b. Using school equipment may not be used to copy software illegally.

D. Internet Resources

1. Assume all materials on the Internet are copyrighted unless otherwise stated and that existing copyright guidelines apply. When in doubt, obtain written permission from the copyright holder.

2. When using information from the Internet, follow the Fair Use guidelines and properly cite all Internet resources.

E. Music

1. Permissible

a. Audio programs in the classroom must be legally acquired, directly tied to curriculum lessons or learning objectives, and age appropriate or have no rating.

b. Copying of music must be done under the direct supervision of the licensed school media specialist or the principal and/or the principal's designee (an administrator or licensed educator) who is familiar with copying regulations.

2. Prohibited

a. Reproducing musical works (i.e., sheet music, a record, a tape, or CD, etc.) or converting a work from one form to another (such as transferring a record to a tape or a tape to a CD) unless such rights have been acquired from the copyright holder.

b. Public performance of copyrighted materials is one of the rights reserved for copyright holders.

c. Public performance is permitted only in classrooms as part of face-to-face teaching in a nonprofit educational institution.

F. Videos, DVDs, and Taped Programs

1. Ratings Guidelines

a. Elementary schools may use only those videos/DVDs with a Motion Picture Association of America (MPAA) rating of G.

b. Middle schools may use only those videos/DVDs with MPAA ratings of G. PG rated

videos/DVDs may only be used after obtaining written, parent permission.

c. High schools may use only those videos/DVDs with MPAA ratings of G and PG. Videos/DVDs rated PG -13 may be used only with written, parent permission.

d. Videos/DVDs with MPAA ratings of R and/or NC-17 may not be used.

e. Non-rated videos/DVDs must be reviewed for applicability to core curriculum, content, and appropriateness for student use. The school principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator) must review the video/DVD and make a ratings recommendation. Based on the recommendation, the school principal gives final approval for use of a non-rated video/DVD in a school. A written verification of review and approval for each non-rated video/DVD must remain on file at the school location.

2. Permissible

a. All videos, DVDs, and taped programs must be used according to Fair Use Guidelines for direct instruction in the classroom but not for reward or entertainment.

b. Schools may use only those videos/DVDs which are obtained from the District Instructional Media Center and/or the school media center where the videos/DVDs are used.

c. All videos/DVDs used in the district and/or school must be previewed for applicability and appropriateness by the school principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator).

d. All videos/DVDs used in the district and/or school must be catalogued in the District IMC and/or school library media collection.

e. The principal and the licensed school library media specialist of each school must approve all videos/DVDs purchased by the school.

f. Off-air taping must be used for direct instruction and must be done under the direct supervision of the principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator).

g. Use of videos/DVDs on closed circuit television systems (CCTV) must be done under the direct supervision of the principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator).

h. Any principal desiring to use videos/DVDs in situations not approved under Fair Use Guidelines (any type of public viewing, reward, or entertainment) must contact the Director of Instructional Support Services to obtain a public performance site license for the individual school.

3. Prohibited

a. Using videos/DVDs for public viewing, reward or entertainment without a public performance site license.

b. Using videos/DVDs for public viewing, reward or entertainment during regularly scheduled class time.

c. Using videos that have not been previewed for applicability and appropriateness by the school principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator).

d. Using personally or privately owned videos/DVDs, programs taped at home, videos/DVDs purchased or obtained from rental or retail stores/sources, libraries, catalogues, the internet, or any other sources.

e. Using a video that violates the ratings guidelines in this policy. (IV.F.1)

G. Educational Multimedia

Multimedia presentations created by both students and educators must have a citation page which includes the source for the material and the images used in the presentation.

1. Permissible for Students

a. Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.

b. Multimedia works made by students may be used in the class for which they were created.

c. Multimedia works made by students may be retained indefinitely in portfolios maintained by the student for job interviews, college applications, and other purposes.

d. Students in grades K-6 are granted more leeway in their use of copyrighted material in terms of the portions limitations.

e. Middle school and high school students should properly cite all sources used, including images

and/or graphics.

2. Permissible for Educators

a. Educators may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia programs for their own teaching tools in support of curriculum-based instructional activities at educational institutions.

b. Educators may perform or display the multimedia presentations they create with copyrighted materials for curriculum-based instruction.

c. Educators may retain projects indefinitely in a portfolio for later personal use purposes such as a tenure review or a job interview.

d. Educators may use their multimedia projects for instructional use for a period of up to two years. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production.

e. Educators may make alterations in the portions of the copyrighted works they incorporate only if the alterations support specific instructional objectives indicating that alterations have been made.

H. Photocopying

1. Permissible

a. Educators may reproduce single copies of the following materials for their own study and research: a chapter of a book, an article from a periodical or newspaper, a short story, short essay or short poem, or a chart, graph, diagram, or picture from a book, periodical or newspaper.

b. Educators may reproduce multiple copies of the materials for classroom use if the copying meets specifics of three tests: brevity, spontaneity, and cumulative effect. The source and copyright date must be cited on each copy.

2. Prohibited

a. Reproducing consumable materials such as workbooks, tests, activity sheets, etc., is specifically prohibited unless otherwise specified for classroom use.

b. Reproduction, in any form, of copyrighted or syndicated cartoon characters is prohibited.

c. Masters may not be photocopied or reproduced in any other manner unless permission is obtained.

I. Web Page Publishing

1. Permissible

a. When using material from other Web sites, permission should be obtained from the copyright holder, and all sources must be properly cited.

b. Use clip art and graphics from sites that indicate these materials may be used without violation of copyright or from legally obtained software programs.

2. Prohibited

Trademarked logos may not be used.

J. Distance Education

Distance education guidelines permit instructors in educational institutions who meet the eligibility conditions to perform and display all types of copyrighted works with some limitations and additional responsibilities for instructors and transmitting institutions to assure compliance with the law. It is the responsibility of distance educators to obtain copyright information and guidance from the District Distance Learning Specialist, the principal and/or the principal's designee (an administrator, secondary licensed media specialist, or licensed educator). Refer to the Technology, Education and Copyright Harmonization (TEACH) Act, November 2, 2002.

V. Obtaining Permission to Copy a Copyrighted Work

To obtain permission to copy a printed work, an image, video, DVD, or any additional form of media, obtain written permission from the copyright owner or the publisher of the work. Permission documents must include original signatures from the copyright. Verification of permission must remain on file at the

school location.

VI. Definition of Fair Use

While authors are given certain specific rights, some limitations have been put on those rights. The courts use the following four criteria to determine Fair Use:

- A. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.
- B. The nature of the copyrighted work.
- C. The amount and substantiality (extent) of the portion used in relationship to the copyrighted work as a whole.
- D. The effect of the use upon the potential market for or value of the copyrighted work.

Area Executive Director Policies

JORDAN SCHOOL DISTRICT

Number: AA408

Statement of . . .
POLICY

Effective: 7/8/86

Revision: 4/12/88

SUBJECT: Fees

I. Board Policy

Pursuant to action taken by the 1986 State Legislature and subsequent rulings on that action by the State Board of Education, Jordan School District created (1) an official fee policy, and (2) a fee waiver guideline.

The Board delegates to the District Administration the responsibility of administering this policy.

II. Administration Policy

The following definitions and standards shall serve as guidelines for local principals as they assess and collect fees at the local school level.

Guidelines

A. Definitions

Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. For purposes of this policy, charges related to the National School Lunch Program are not fees.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Student Supplies: Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, undergarments for athletics, and similar personal or consumable items over which a student retains ownership.

Optional Project: A project chosen and retained by a student in a vocational class or other class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student which would require only school-supplied materials.

Elementary Schools: Schools which contain grades K through 6.

Secondary Schools: Schools which contain grades 7 through 12.

Textbook: Book, workbook, and materials similar in function which are required for participation in any instructional course.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently

from other students or identified to persons who do not need such information.

B. Standards

1. Classes and Activities During the Regular School Day

a. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips. (Elementary Schools)

b. Textbook, lab, and other course-related fees may only be charged in grades seven through twelve. (Secondary Schools)

c. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:

(1) Students of all grade levels may be required to provide materials for their optional projects.

(2) Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

(3) Secondary students may be required to provide their own student supplies.

2. School Activities Outside of the Regular School Day

a. Fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.

b. Fees related to extracurricular activities sponsored by the Utah High School Activities Association may not exceed limits established by the Association. Activity fees for secondary schools are required and established annually. Student fees at the home school are discounted with activity pass. Family discount passes are available at the home school.

3. General Provisions

a. No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the local board of education in accordance with this policy.

b. Fee schedules and policies for the entire district shall be adopted at least once each year by the local board of education in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies.

c. The District shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

d. No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

e. A Board of Education shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:

(1) A person is designated in each school to administer the policy and grant waivers (school principal);

(2) The process for obtaining waivers or pursuing alternatives is administered fairly, objectively, and without students and parents;

(3) Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;

(4) Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;

(5) Parents are given the opportunity to review proposed alternatives to fee waivers;

(6) An appeal process is available, including the opportunity to appeal to the board or its

designee; and

(7) The Board provides for balancing of financial inequities among district schools, if the granting of waivers and alternatives to waivers produces significant inequities through unequal impact on individual schools.

f. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, each district's fee policies shall be designed to limit student expenditures for school sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.

g. Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, are fees requiring approval of the local Board of Education.

h. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Schools may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.

i. Charges for class rings, letter jackets, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: AA409
Effective: 6/14/88
Revision: 7/15/03

SUBJECT: Scope of Employment

I. Board Policy

It is the desire of the Board of Education that all interactions between employees and students are professional and appropriate. Therefore, the Board directs the District Administration to develop a scope of employment policy regarding interactions between students and staff members which stem from school relationships.

II. Administration Policy

The scope of employment policy shall be administered according to the following guidelines:

Guidelines

A. Instruction, counseling, and administrative tasks and all other planned school contact with students shall be accomplished at the school during regular school hours.

1. If special circumstances make it necessary for a District employee to meet with one or more students outside the regular school day or at a location other than the school, prior written approval from the principal is required.

2. When a student requires staff assistance outside the regular school day because of an emergency or unanticipated occurrence, the employee shall notify the principal of the occurrence as soon thereafter as possible.

3. District employees shall avoid traveling alone in private vehicles with students who are not members of the employee's immediate family. If such travel cannot be avoided, the guidelines outlined in District policy AS91—Employees Transporting Students shall apply and written permission must be obtained in advance from the principal. If a student must be transported by an employee due to an emergency situation where the health, safety or welfare of the student is at immediate risk, the principal shall be notified as soon as possible.

B. All extracurricular activities outside regular school hours or off school property must be authorized in advance and in writing by the school principal in accordance with District Policy AA444—Employee Involvement in Private, But Public Education-Related Activities.

1. After-hour activities involving students are to be held at the school whenever possible. If another location is necessary, prior written approval from the school principal is required.

2. Employees are not authorized to allow students in their homes for school-related social activities without prior written permission from the school principal.

C. Employees shall not charge a fee for any tutoring services provided to students at the school either within or outside regular school hours.

D. Possession or use of a weapon by any employee in a school building, in or on school property, or in conjunction with any school activity, unless specifically authorized by law, is in violation of the law and Jordan School District Policy, and will be subject to disciplinary sanctions which may include termination. The law provides that a qualified person may receive a permit “to carry a concealed firearm for lawful self

defense....” UCA §53-5-704(1). A concealed dangerous weapon means “...a dangerous weapon that is covered, hidden or secreted in a manner that the public would not be aware of its presence and is readily accessible for immediate use.” UCA §76-10-501 (2)(a).

Employees of Jordan School District who obtain concealed weapons permits do so in their own individual capacities. Any use of such weapons is outside the scope of employment, is contrary to the purposes of employment by the District and is done solely in the employee’s personal capacity, not as an employee of the District.

This policy applies to all employees, contract employees, on-site vendors and volunteers.

JORDAN SCHOOL DISTRICT

Statement of . . .
P O L I C Y

Number: AA418
Effective: 8/27/69
Revision: 7/14/98

SUBJECT: Discipline of Students—Staff Responsibilities

I. Board Policy

The Board recognizes that good discipline and control must be maintained in schools to provide a wholesome educational environment. The Board, therefore, delegates to the District Administration responsibility for establishing guidelines for staff responsibility in disciplining students.

II. Administration Policy

In order to maintain a good learning environment, each school principal shall work cooperatively with faculty members, parents, and students to establish a student code of conduct which outlines behavior requirements consistent with Board policies. Individual teachers will be responsible for maintaining good discipline and control in their classes and extracurricular assignments. All staff members will assist in maintaining discipline in other areas of the building and school grounds.

Guidelines

A. Teachers and other staff members will promote good rapport with students by demonstrating qualities of honesty, fairness, and consistency in their dealings. Teachers are expected to help students develop and maintain respect for themselves, for others, and for school property.

B. Teachers will maintain effective control of the instructional situation in order to provide optimum learning opportunities for all students. It is the responsibility of the teacher to plan lessons carefully and engage in instructional activities which further student interest.

C. Principals will work with faculty members to develop and implement teaching methods to alleviate potential discipline problems in the classroom. Such preventive measures might include:

1. Redirecting student interest and energy away from disruptive channels toward productive activity.
2. Involving students in learning situations through participation in individual projects, small group activities, role playing, or discussions.

D. In situations where student behavior becomes disruptive to the extent that it interferes with the learning and teaching process, the principal or teacher may submit students to reasonable punishment.

1. Student disciplinary action must be consistent with established rules and regulations.
2. No one may inflict cruel or irresponsible punishment upon a student or exercise other liberties prohibited by statutory law including any form of corporal punishment as defined under §53A-11-801(2) of the Utah Code.
3. Students requiring discipline are to be dealt with in a professional and objective manner, without undue emotional display.

E. When student behavior becomes disruptive to the extent that immediate measures must be taken to avoid personal injury or abuse to themselves or others, teachers, acting in loco parentis, may restrain to control the student or students involved.

F. Corrective disciplinary measures shall be implemented in accordance with policy AS67—Discipline of

Students.

G. Teachers will provide supervision in their classes and during assigned extracurricular assignments.

H. Teachers have the responsibility to set and maintain high standards of behavior and act as role models to their students. (See Policy AS95)

JORDAN SCHOOL DISTRICT

Number: AA419

Statement of . . .
POLICY

Effective: 5/14/74

Revision: 12/7/04

SUBJECT: Student Conduct and Dress

I. Board Policy

Jordan District schools are to provide a safe, wholesome, healthy educational environment where academic learning, personal development, and a sense of pride and accomplishment can flourish. Part of the educational process is learning self discipline and appropriate behavior. Therefore, it is the policy of the Board to enforce all Utah laws related to conduct on school premises and school buses and to see that students are taught to preserve public property including all school facilities and equipment.

The Board also recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation and safety conditions. Because experience has demonstrated that the learning atmosphere is improved when students both look and act appropriately, the Board hereby authorizes establishment of standards of student conduct, dress, and grooming.

The Board delegates to the Administration responsibility to see that each school adheres to the conduct, dress, and grooming standards established by the Board in the guidelines of this policy. Further, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced in classrooms, in school buildings, on school grounds, on school buses, at school activities, and other occasions as appropriate.

II. Administration Policy

The Administration shall implement Board policy according to the following guidelines:

Guidelines

A. Student Conduct

1. Classroom Behavior

Students shall conduct themselves in a manner that contributes to a productive learning atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom. Students who habitually disrupt or destroy the learning atmosphere shall be disciplined according to the procedures established in Policy AS67—Discipline of Students.

2. Behavior at Assemblies and Activities

Assemblies and activities shall be considered special student privileges where participation is contingent upon appropriate behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending and may be subjected to disciplinary action as outlined in Policy AS67—Discipline of Students and School Exclusions.

3. Protection and Care of School Property

Students shall be expected to use school equipment and facilities appropriately and to behave in such a way that school property is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.

4. Behavior at Competitive Events

Students are expected to demonstrate sportsmanship at all competitive events and to conduct themselves according to the rules of fair play both as spectators and participants. While healthy competition is encouraged, cheating or rude and disruptive conduct shall not be tolerated.

5. Patriotism and Respect for the Flag

The Flag of the United States of America shall be appropriately displayed at all schools in keeping with customary and accepted practices. Students shall show proper respect for their country's emblem. Instruction should include the frequent repeating of the Pledge of Allegiance by students and teachers. Discourteous treatment of the flag or other national symbols shall be cause for disciplinary action.

6. Use of Alcohol, Tobacco, Narcotics, and Drugs

Student use or possession of alcohol, tobacco, narcotics, and drugs is prohibited by law. Students who break the law shall be disciplined according to the guidelines set forth in Policy AS90--Drugs and Alcohol.

7. Cellular Telephones

Possession of a cellular telephone by a student is a privilege that may be forfeited by any student that uses their cell phone inappropriately. A student who possesses a cellular phone shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones brought onto school property. Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times. Exceptions to this policy may be granted by school administration on a case by case basis to accommodate family emergencies or medical necessity. Students violating these guidelines will be disciplined in accordance with District Policy AS 67 Discipline of Students.

8. Electronic Devices

Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be disciplined in accordance with District policy AS67—Discipline of Students.

B. Dangerous or Disruptive Conduct

Students who engage in dangerous or disruptive conduct, including bringing any weapon or facsimile of a weapon to school, committing arson, burglary, larceny, criminal mischief, battery or assault, or who engage in activities which violate federal, state or local laws, shall be excluded from school. (See Policy AS67—Discipline of Students.

C. School Dress and Grooming

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/ administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.

2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.

3. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.

4. All students shall wear clean clothing. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.

5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.

6. Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10, USC §771-772, and Army Regulation 670-1 §29-4).

7. Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.

8. School officials may require students to wear certain types of clothing for health or safety reasons in

connection with certain specialized activities.

9. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.

10. Shoes shall be worn at all times that ensure personal safety and hygiene.

D. School Dress and Grooming—Graduation

In order to maintain dignity and decorum at high school commencements, students participating in commencement exercises are subject to the dress and grooming standards articulated in section C of this policy and wear the prescribed cap and gown during the ceremony* without additional ornamentation or decoration. Personal items such as clothing, accessories or jewelry, that draw undue attention or detract from the dignity and decorum of the occasion shall not be allowed. Mantles, cords, insignias or medals signifying achievement, honor or recognition are restricted to awards issued and approved for display at graduation by the local high school.

* “During the ceremony” refers to the entire duration of the commencement program, from opening processional to completion of the recessional.

SUBJECT: Student Attendance and Teacher Disclosure Statements

I. Board Policy

The Board of Education recognizes that regular student attendance at school facilitates academic achievement by maximizing the interaction between students and teachers. The Board also recognizes that regular student attendance at school is mandated by Utah Compulsory Attendance Law 53A-11-101 which requires students between the ages of six and 18 to attend school and is critical if schools are to meet the accountability standards set by federal and state legislation.

The Board, therefore, delegates to the local school administration the responsibility to develop school guidelines and procedures that promote regular student attendance. The school's responsibility is to encourage and help students develop positive attendance habits that will enhance opportunities for future success.

II. Administration Policy

Frequent absences of students from the day-to-day classroom experiences disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. The process of education requires a continuity of instruction, class participation, learning experience, and study. Therefore, the local school will make every effort within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.

Guidelines

- A. Parents/guardians have primary responsibility for regular student attendance at school. School staff and students also share in that responsibility.
 1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences. If a student is legitimately absent from class, it is his/her responsibility to contact the teacher regarding make-up work. If a student is tardy for class, it is his/her responsibility to contact the school office, teacher, or utilize any other established school procedure so that an unexcused absence is not assessed. It is also a student's responsibility to obtain a checkout slip from the office when he/she must leave during the school day.
 2. Parents/guardians are expected to ensure that their children attend school regularly and arrive on time. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. The parent/guardian must telephone the office to confirm a checkout prior to the student's leaving during the school day.
 3. Classroom teachers are required to record and verify daily student attendance. The individual school/teacher will, where appropriate, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.
 4. Administrators shall work cooperatively with students, parents/guardians, teachers, and school guidance personnel to improve student attendance. Administrators shall use earnest and persistent effort, including parent

- notification, to deter excessive and unexcused student absences.
- B. Each school, in cooperation with the community, shall develop a school wide attendance plan that complies with state and District policies. Development of a school wide attendance plan shall include use of research findings, faculty and staff consensus, community input, and involve the respective area executive director. The school wide attendance plan shall guide the development of disclosure statements (in secondary schools) and include:
1. A rationale for the importance of attendance,
 2. Responsibilities for students, parents, classroom teachers, and school administrators,
 3. Procedures for managing attendance issues, i.e., illness, check in/out, school activity absences, etc.,
 4. An acceptable range of school and teacher consequences for unexcused absences and tardies,
 5. Guidelines for making up work,
 6. Other pertinent information that addresses local school attendance needs. School principals shall submit the school wide attendance plan annually to their respective area executive director for review and approval.
- C. Secondary school teachers shall develop a disclosure statement for each course in compliance with District and school guidelines.
1. All disclosure statements must receive administrative approval prior to distribution to students and parents.
 2. Disclosure statements shall include, but are not limited to, grading expectations for three basic components: (a) assessments, (b) assignments, and (c) classroom attendance and participation.
 3. Procedures and timelines shall be established for making up work and earning points/credit missed due to a legitimate absence. Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events
 4. Students shall be allowed to make up work and earn points/credit missed due to administratively approved school activity absences. Students shall also be allowed to make up work and earn points/credit missed for legitimate absences as listed in C3.
 5. All students shall receive disclosure statements for all classes on or before the fifth day of enrollment in the course. Parents and students shall be encouraged to return signed disclosure statements in a timely manner, typically two to four days.
 6. Teachers are encouraged to award points/credit for the return of signed disclosure statements within the established time frame.

SUBJECT: Parent Involvement and School Community Councils

I. **Board Policy**

It is the policy of the Board to encourage parental involvement in the operation of the school district and to facilitate parental participation in the educational process. Therefore, the Board authorizes the District Administration to develop procedures to build effective communication between parents, teachers, and administrators; to provide parents with opportunities to be actively involved in their children's education; and to establish School Community Councils for receiving community input on local school issues.

II. **Administration Policy**

This policy shall be administered according to the following guidelines:

Guidelines

A. Parent Involvement at the District Level

1. Parents shall be represented on district committees and advisory groups, as appropriate.
2. Parent members of the District consolidated student achievement plan committee shall participate in an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of school and make recommendations for policy revisions based upon evaluation findings.
3. Parents may address the Board at school board meetings, public hearings, and other appropriate occasions.

B. Parent Involvement at Local Schools

1. The District will provide technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement plans to improve student academic achievement and performance.
2. Schools shall provide opportunities for parents to serve as school volunteers. (See policy DE502 Volunteer Services.)
3. Schools are encouraged to draw upon the talents of parents for special presentations, enrichment activities, and other events or circumstances where parent participation may enhance the curriculum.

C. Parent Involvement in Student Education

1. Parents shall regularly receive information about their student's academic performance; i.e., report cards, progress reports, etc.
2. Parents shall have opportunities to discuss their child's educational program and progress with teachers at parent/teacher conferences or other meetings as appropriate.
3. Informal parent/teacher conferences may be scheduled whenever it seems in the student's best interest.
4. Parents shall be notified of student disciplinary problems and provided opportunities to be involved in the solution. (See policy AS67 NEG Discipline of Students.)

D. Parent Involvement in School Community Councils

1. Organization
 - a. Each school shall organize a School Community Council. Each School Community Council shall consist of school employees, the school principal, and parents or guardians of students who are attending the

- school. (Parents or guardians employed at the school shall not serve in a parent/guardian capacity on the council.)
- b. Each high School Community Council shall have a minimum of six parent or guardian members and five employee members, including the principal, but may have a larger membership providing the number of parents and guardians exceeds the number of employee members.
 - c. Elementary and middle School Community Councils shall have four parent or guardian members and three employee members, including the principal, but may have larger membership as outlined above.
 - d. If fewer than the required parent/guardian members and employee members wish to participate, a School Community Council may have a smaller membership than outlined above, providing the number of parents and guardians exceeds the number of employee members. (Note: At least two employee members are required on the council.) Only parents or guardians of students attending the school may vote in the election for parent members.
 - e. In the organizational year, half of the terms shall be for one-year and half for two-years. In subsequent years, all terms shall be for two years. Each school, in consultation with the Board of Education, shall set the beginning date of the term of office for School Community Council members.
 - f. Each employee member, except the principal, shall be elected by secret ballot by a majority vote of the employees and serve a two-year term. The principal shall serve as an ex officio member with full voting privileges.
 - g. A parent or guardian qualifies to be a candidate for election if at any time during the initial term of office, the parent or guardian's student will be enrolled at the school. The parent or guardian shall be elected by secret ballot by a majority vote of those voting in the election and serve a two-year term.
 - h. The principal of the school, or the principal's designee, shall provide notice of the available community council positions to school employees, parents, and guardians at least 14 days before the date that voting commences. The notice shall include the date and time of the election, a list of council positions that are up for election, and instruction for becoming a candidate for a community council position. Ballots cast in the election shall be deposited in a secure ballot box. Results of the election are to be made available to the public if requested.
 - i. Should a parent or guardian position on a School Community Council remain unfilled after an election, the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of the position. Should an employee position remain unfilled following an election, the other employee members on the council shall appoint an employee to fill the position. Such appointees shall serve a two-year term. The chair of the community council is to notify the school board of each appointment made.
 - j. Council members may serve up to three successive terms.
 - k. The School Community Council shall elect a chair and vice chair from its parent and guardian members and elected employee members. Parents and guardians may not serve as both chair and vice chair, nor may employee members serve as both chair and vice chair. The principal shall serve as facilitator to the committee.
 - l. Principals and School Community Council chairs shall participate in training to build schools' capacity for developing and implementing effective parental involvement plans.

- m. School Community Councils may form subcommittees or task forces to advise or make recommendation to the council, e.g., to help with the school improvement plan. The subcommittee or task force members may be appointed and do not necessarily need to be members of the council.
2. Meetings
- a. Meetings shall be scheduled according to the needs of the school with a minimum of four meetings per school year.
 - b. Meetings shall be held at times which are convenient for a majority of the members.
 - c. Meetings shall be conducted according to *Roberts Rules of Order, Revised* and established School Community Council policies.
 - d. Meeting agendas shall be prepared by the chairperson and the principal in advance of each meeting.
 - e. Minutes shall be kept of all School Community Council proceedings and distributed to the area executive directors and school board members. The minutes shall be made available to the school employees and school patrons.
3. Responsibilities
- a. The School Community Council shall participate in the development of a school improvement plan designed to improve student achievement.
 - (1) The school improvement plan is to include the following:
 - (a) An evaluation of the school's U-PASS test results. (Note: Access to data that reveal the identity of students is not allowed.)
 - (b) An identification of the school's most critical academic needs.
 - (c) A recommended course of action to meet the identified academic needs.
 - (d) A specific listing of programs, practices, materials or equipment the school will need in order to implement an action plan that directly impacts the instruction of students and results in measurable, increased student performance.
 - (e) A statement regarding how academic excellence at the school will be enhanced or improved, including how financial resources available to the school will be used to improve student achievement. Budget information and other data are to be provided to the School Community Council by the principal.
 - (f) A reading achievement plan at each elementary school for grades K-3.
 - (g) The School LAND Trust program.
 - (h) A parent involvement plan designed to increase parental involvement for the purpose of improving academic achievement and school performance, with particular attention directed toward identifying and eliminating barriers to greater participation of parents of at-risk students.
 - b. The School Community Council shall present its school improvement plan to the Board of Education annually for approval. Multiyear plans may be developed, but annual approval by the Board is required.
 - c. The administrators, teachers, staff, and councils of each local school are to:
 - (1) Implement the school improvement plan as developed by the School Community Council and approved by the local school board.
 - (2) Provide ongoing support for the council's plan.
 - (3) Meet Board reporting requirements regarding performance and accountability.
 - (4) Publicize the plan and how it is designed to enhance or improve academic excellence, as well as the results of these efforts.

- (5) Submit an annual report to the Board of Education at the end of the year.
 - d. The School Community Council shall advise and assist in the development and implementation of the professional staff development plan at each school. This plan is to include the alignment of professional development activities at the school and district level with:
 - (1) the local school improvement plan,
 - (2) School LAND Trust funds,
 - (3) the Technology Initiative,
 - (4) the Educator Licensing and Professional Practices Act, and
 - (5) Educator Evaluation.
 - e. The School Community Council of each elementary and middle school shall develop and submit annually to the local school Traffic Safety Committee a child access routing plan.
 - f. The School Community Council shall provide a forum for community discussion of school related concerns, encouraging citizens to express their views about educational issues and problems such as, but not limited to, the following:
 - (1) Curriculum
 - (2) Student activities
 - (3) Transportation
 - (4) Building maintenance
 - (5) Student discipline
 - (6) Proposed boundary changes
 - (7) Alternative housing
 - (8) Student safety
 - (9) Site-based management
 - g. Issues which are outside the purview of the School Community Council shall include District policies, budgets (except as noted above), laws, and ethics, as well as issues which are the specific responsibility of another educational organization.
 - h. The School Community Council shall coordinate the fundraising activities of the local school. However, local school PTA organizations may conduct fund-raisers to support their activities and projects. (See Policy AA417â€”Fund Raising.)
 - i. Each local School Community Council shall provide a proposed School Community Council meeting schedule for the year (during the first two weeks of the school year), a summary of the School Community Council’s actions and activities during the first half of the school year (at the mid-point of the school year), and a summary of the school’s annual LAND Trust report (at the beginning of the following school year). The School Community Council shall provide this information by posting it on the school’s Web site and providing individual delivery to each household that has a student attending the school by one or more of the following methods: mailing the information, delivering a voice message describing the information and explaining where to obtain the full information, sending an e-mail message containing the information, providing the information in a packet that is to be delivered to the student’s parent or guardian, distributing the information during the school’s annual registration period, or with the student’s report card.
 - j. The School Community Council shall, at least one week prior to a meeting, post the following information on the school’s Web site: notice of the meeting date, time, and place, an agenda for the meeting, and a summary of the previous meeting.
- E. Parent Information and Training

1. Parents shall be informed of the workings of the school system through District newsletters and other school or District publications.
2. A variety of classes and programs shall be offered through the Jordan Family Education Center and Community School to help parents become effective partners in their child's education.
3. Parents may enroll in District-sponsored inservice classes to learn techniques for improving their children's academic success.
4. Schools using site-based decision making shall involve School Community Council members in appropriate training.

JORDAN SCHOOL DISTRICT

Number: AA444

Statement of . . .
POLICY

Effective: 5/8/01

Revision:

SUBJECT: Employee Involvement in Private, But Public Education-Related Activities

I. Board Policy

The Board of Education shall render direction and parameters for employees who provide or participate in private but public education-related activities outside of their public education employment. The policy defines when an employee is acting within the scope of employee duties with respect to school district activities, identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties (Utah State Board Rule R277-107).

II. Definitions

For purposes of this policy the following definitions apply:

A. "Activity Sponsor" means a private or public individual or entity from which the employees of the school district receive compensation of any sort and in which public school students participate.

B. "Extra-Curricular Activities" means activities for students which are recognized or sanctioned (but not necessarily sponsored) by the school or school district that may supplement or complement required programs or regular curriculum.

C. "Private but Public Education-Related Activities" means an activity in which an employee participates and receives compensation from current or prospective students of the school district. Such education-related activities include but are not limited to:

- 1. Tutoring
- 2. Lessons
- 3. Clinics*
- 4. Camps*
- 5. Travel Opportunities

* Exempts those sponsored by Salt Lake County Parks & Recreation and Sandy City Recreation in agreement with Jordan School District.

III. Employee Participation in Private but Public Education-Related Activities

A. An employee may participate in a private but public education-related activity if the activity is separate and distinguishable from employment in the school district and does not interfere with performing the duty of employment with the school district in any way.

B. In promoting a private activity, an employee may not:

- 1. Contact any students at public schools except as stated in III. C. of this policy.
- 2. Use education records or information obtained through employment with the school district unless the records or information have been made available to the general public and the requirement of the Federal Education Rights Privacy Act (FERPA) has been met.
- 3. Use school time and/or materials to promote, discuss, or prepare for the private activity.

4. State or imply to any person or entity that participation in a private activity is required for any school program.

5. Give or withhold credit based on participation in the private activity, including but not limited to clinics, camps, private programs or travel activities that are not equally and freely available to all students.

C. In promoting a private activity, an employee may:

1. Offer public education-related services, programs or activities to students provided they are not advertised or promoted during school time and consistent with the policy.

2. Discuss the private activity with students or parents only outside of the classroom and the regular school day.

3. Use directories that are available to the general public to identify prospective clients such as high school phone directories distributed or made available to the public.

4. Use student or school publications in which commercial advertising is allowed to advertise and promote the private activity.

D. A student, but not an employee, may submit a request for approval of school credit based on an extra-curricular educational experience under school district policies. Credit(s) applied for any extracurricular educational experience must be earned from a fully accredited program as per Utah Code §53A-2-211.

IV. Directives Regarding Advertising of Private Activities

A. The following directives apply to advertising private activities where employees are involved or affiliated in any way with the group, entity, association or company promoting or sponsoring the private activity:

1. An employee may purchase advertising space to advertise an activity or service in a publication that accepts advertising, whether or not sponsored by schools in the school district or by the school district. Such publications include school newspapers and yearbooks but not school newsletters.

2. The advertisement may identify the activity participants and leaders or service providers by name, provide non-school telephone numbers, and provide details of the employee's employment experience and qualifications.

3. Posters and brochures may be posted or distributed only at times and in areas of schools and school district buildings where members of the general public are allowed to do so.

4. Unless the activity is sponsored by the school district, the advertisement shall state clearly and distinctly in bold lettering that the activity is NOT sponsored by the school or school district.

5. Neither the school nor the school district shall be named in the advertisement except in connection with the employee's employment history or, if school facilities will be used under the school district public civic-center use policy.

V. Parent Notice and Permission

Prior to any travel or other activity listed in II. C. of this policy, parents or legal guardians of all students shall be notified and the parents shall have signed a release of liability form. This form shall be kept in the administrative office(s) of the school.

VI. Copies of Contracts Provided to School District

The employee must provide to the principal at the school where he/she is employed a signed copy of all contracts between him/her and the private activity sponsor. The employee who engages in any private but public education-related activity shall provide a signed disclosure statement to the school district available from local principals. (See also District policy AA409—Scope of Employment.)

SUBJECT: Student Information Network Acceptable Use Policy

I. **Board Policy**

The Board recognizes the need for a policy governing the use of the electronic information resources by students as outlined in Utah State Code Å§53A-3-422. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

II. **Administration Policy**

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines

A. **Scope**

This policy references the use of electronic information resources made available to employees by Jordan School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to students. Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Jordan School District. While access to all materials on a worldwide network cannot be controlled, Internet access in Jordan School District is filtered and monitored on an ongoing basis.

B. **Terms and Conditions of This Policy**

1. **Acceptable Network Use**

- a. Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- b. Students who formally publish school or district related information on the Internet must have proper approvals and abide by district publishing guidelines and procedures (as per D212â€™District and School Web Sites).
- c. Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

2. **Unacceptable Network Use**

- a. Students may not intentionally transmit or receive material in violation of law or district policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. A student may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethnically or otherwise objectionable.
- b. Students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations and policies of Jordan School District.
- c. Students may not use the network for product advertisement or political lobbying.
- d. Students may not reveal personal information such as names, addresses,

- telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the district is prohibited.
- e. Students may not intentionally harm or destroy district data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the district network to illegally access other systems.
3. Expectation of Privacy
 - a. Student files, disks, documents, etc., which have been used or created with district electronic information resources are not considered private.
 - b. Electronic mail transmissions are not private.
 4. Discussion/Submission
 - a. Students will participate in a discussion with a parent or legal guardian District policy AA445â€”Student Information Network Acceptable Use Policy, which includes proper behavior and use of the network.
 - b. Students will be required to submit a new Student Signature of Agreement Form each year or upon special request.
 5. Disciplinary Action
 - a. The combined signatures indicates that the student and parent/legal guardian has carefully read, understands and agrees to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.
 - b. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.
 6. Service Disclaimer

Jordan School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Jordan School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

JORDAN SCHOOL DISTRICT

Number: AA446

Statement of . . .
P O L I C Y

Effective: 6/13/06

Revision:

SUBJECT: Wellness

I. Board Philosophy

The Board of Education is committed to providing fitness and nutritional instruction and implementing nutritional practices that enhance student learning and support the development of lifelong wellness. Responsibility for ensuring that each school meets the provisions of this policy is delegated to the District Administration.

II. Administration Policy

The Wellness policy shall be administered according to the following guidelines:

Guidelines

A. Nutrition

1. School Nutrition Programs (school lunch) will comply with federal, state and local requirements.
 - a. Menus and options will meet the meal patterns and nutrition standards established by federal and state regulations.
 - b. Lunch, ala carte, breakfast and snack programs will meet portion size and nutritional value standards. Nutritional information on food offerings will be readily available near the point of purchase.
 - c. School Nutrition Programs will be accessible to all school children. Reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9 (f)(1), 1766(a), as those regulations and guidelines apply to schools.
 - d. All nutrition service personnel shall have pre-service and in-service training in nutrition and safe food service operations.
 - e. The Director of Nutrition Services will ensure compliance with the guidelines in Section II. A. 1.
2. School lunch periods will be scheduled to allow students adequate and appropriate time to move through lines and eat and enjoy a full lunch.
 - a. Schools will examine the relationship between lunch periods, instructional periods and recess to determine the schedule most conducive to healthy eating habits.
 - b. Schools will encourage a cafeteria environment that provides a positive dining experience with supervision of eating areas by adults who model proper conduct and voice level.
3. Principals of secondary schools will monitor all foods and beverages made available in vending machines, in student stores and at concession stands and will ensure the inclusion of healthy food and beverage options for students. All foods made available at school will adhere to food safety guidelines. Nutrition information for all products will be made readily available near the point of purchase.
4. With the exception of faculty vending, food and beverage vending machines will not be allowed in elementary schools.
5. All students will receive nutrition education based upon the Utah State Healthy Lifestyles Core Curriculum. Teachers will receive training as needed on

- accurate nutritional instruction. Nutrition may be integrated into other content areas such as math, science, language arts and social studies.
6. School administrators will encourage the use of healthy foods or non-food items as rewards for student accomplishment and for fund-raising.
 7. The local school principal will ensure compliance with the guidelines in Section II. A. 2-6.
- B. Physical Fitness
1. Students will receive physical fitness instruction based upon the Utah State Healthy Lifestyles Core Curriculum.
 - a. It is recommended that elementary students receive 90-120 minutes of fitness education per week. Elementary students should also receive a daily recess period.
 - b. It is recommended that secondary students participate in fitness assessment and instruction as outlined in the Core.
 2. All fitness equipment, physical activity facilities and playground equipment will be safe, properly maintained and frequently inspected.
 3. Principals are encouraged to establish or enhance fitness opportunities (such as walking clubs or fitness challenges) for staff and patrons.
 4. The local school principal will ensure compliance with the guidelines in Section II. B.
- C. Local School Oversight
- Each principal will annually review the school's nutrition and fitness efforts with the School Community Council. A report of this review will be submitted to the appropriate area executive director.
- D. District Nutrition and Fitness Advisory Committee
1. The District shall establish a Nutrition and Wellness Advisory Committee. The committee shall be organized for the purpose of reviewing wellness efforts, research, and best practices and advising the Board of Education on fitness and nutrition issues.
 2. Committee membership shall include three principals, the Director of Nutrition Services, three teachers, one school nurse, and six patrons. The District Healthy Lifestyles Consultant will chair the committee.
 3. The committee will meet at least twice a year.