

Study Session and Business Meeting
Tuesday, May 27, 2025 Mountain Time

JATC South Campus (Board Conference
Room)
12723 S. Park Avenue (2080 West)
Riverton, Utah 84065

1. **STUDY SESSION – OPEN MEETING** - 4:00 p.m.
 - 1.A. Gifted & Talented Evaluation Report 2025
 - 1.B. Review of Open House for Frog Street Curriculum Approval
 - 1.C. Discussion on Adoption of Wayfinder Curriculum as Per Administrative Policy DE501 Curriculum Adoption and Review Committee
 - 1.D. Update on West Jordan High School Remodel Progress
 - 1.E. Discussion on Esports in Jordan School District
 - 1.F. Enrollment Considerations
2. **GENERAL SESSION – OPEN MEETING** - 6:30 p.m.
 - 2.A. Pledge of Allegiance
 - 2.B. The reverence will be offered by Ethan Peterson, Student Body Officer, South Jordan Middle School.
 - 2.C. 'Uiha Langi, Student Body Officer, will present "Celebrating South Jordan Middle School."
 - 2.D. Resolutions of Appreciation
 - 2.E. Recognitions
 - 2.F. Board Member Recognitions
 - 2.G. Superintendent's Recognitions
3. **Public Comments**
4. **General Business - Motion to Approve Consent Agenda Items**
 - 4.A. Board Minutes
5. **General Business - Motion to Accept Consent Agenda**
 - 5.A. Expenditures
 - 5.B. Financial Statements
 - 5.C. Personnel – Licensed and Education Support Professionals
 - 5.D. Recommendation to Issue Certificates for Home Instruction
 - 5.E. Non-compliance Report
6. **Bids**
 - 6.A. Mountain Creek Middle School - HP Chromebooks & Licenses
 - 6.B. Career and Technical Education - CTE Computer Lab Replacement
 - 6.C. Information Systems - Google Workspace for Education Plus Licenses
 - 6.D. Special Education - Comprehensive Individually Administered Academic Achievement Tests
 - 6.E. Special Education - Complete Stand-Alone Preschool Curriculum
 - 6.F. Facility Services - Construction Management/General Contractor (CM/GC) Services for West Jordan High School Remodel
7. **Special Business Items**
 - 7.A. Recommendation to Approve 2025-26 Negotiated Agreement for Licensed Employees

- 7.B. Recommendation to Approve 2025-26 Negotiated Agreement for Education Support Professionals
- 7.C. Recommendation to Approve Revisions to Administrative Policy AA418 Discipline of Students - Staff Responsibilities
- 7.D. Recommendation to Approve Revisions to Administrative Policy AS67 Discipline of Students
- 7.E. Recommendation to Approve Revisions to Administrative Policy DP378 Employee Code of Conduct
- 7.F. Recommendation to Approve Revisions to Administrative Policy DP380 Maternity/Parent Leave
- 7.G. Recommendation to Approve Revisions to Board Policy GP104 Board Officers and Appendix Procedures for the Election of Board Officers
- 8. **Information Items**
 - 8.A. Superintendent's Report
- 9. **Discussion Items**
 - 9.A. Committee Reports and Comments by Board Members
- 10. **Motion to Adjourn to Closed Session**
- 11. **POTENTIAL CLOSED SESSION**
 - 11.A. Character and Competence of Individuals (Peronnel)
 - 11.B. Property
 - 11.C. Potential Litigation
 - 11.D. Negotiations
 - 11.E. Security
- 12. Recommendation to Approve #1
- 13. Gifted & Talented Evaluation Report 2025
- 14. Review of Open House for Frog Street Curriculum Approval
- 15. Discussion on Adoption of Wayfinder Curriculum as Per Administrative Policy DE501 Curriculum Adoption and Review Committee
- 16. Update on West Jordan High School Remodel Progress
- 17. Discussion on Esports in Jordan School District
- 18. Enrollment Considerations

Jordan School District
MINUTES OF BOARD OF EDUCATION MEETING
April 22, 2025

The Board of Education of Jordan School District met in study, general, and closed sessions on Tuesday, April 22, 2025, beginning at 4:02 p.m. at JATC South (Board Conference Room), 12723 S. Park Avenue (2080 West), Riverton, Utah. The sessions were also provided electronically via YouTube.

STUDY SESSION

Those recognized or signed in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law
Cody Curtis, Administrator of Schools
Carolyn Gough, Administrator of Teaching & Learning
Brad Sorensen, Administrator of Schools
Travis Hamblin, Director, Student Services
Sandy Riesgraf, Director, Communications
Caleb Olson, Planning & Enrollment Consultant, Student Services
Michelle Lovell, Consultant, Elementary Language Arts
Kaye Rizzuto, Consultant, Dual Immersion
Mandy Thurman, Consultant, Elementary Language Arts
Lisa LeStarge, Administrative Assistant

President George presided and conducted. The Board of Education met in a study session to discuss the following:

A. Review of Open House for UFLI and Social Studies Curriculum Approval

Carolyn Gough reported on recent open houses for the public to review the new social studies curriculum. Consultant Kaye Rizzuto said although there were very few who attended the in-person event, there were over 953 unique views on the online website.

Ms. Gough emphasized that teachers who piloted the program gave positive feedback. She said updates to the program are done internally as needed.

B. Review of Calendar Survey Results for 2026-27

Dr. Michael Anderson reported there were 6,101 responses to the online survey about the 2026-27 school calendar options, with parents being the largest group. The Long Break option was preferred over the Short Break Option 54 percent to 46 percent. For this reason, the Calendar Committee recommends the Long Break option be approved for 2026-27.

C. Review of Fee Schedule for 2025-26

President George asked Board members what they need to know to vote on the 2025-26 Fee Schedule and what information they need about fees to prepare for the future.

Mr. Robinson said he believes some prices are inflated for “required” athletic attire and inferred parents are not comfortable raising their concerns. He requested a process of anonymity for submitting parental concerns. He also said a year-end audit would be beneficial to assess costs and participation of school athletic programs. Ms. Wood and President George agreed.

Mr. Dunford asked about transportation for athletic competitions and Dr. Godfrey said District funds are used to pay for transportation.

Board members discussed the optional \$50 activity fee students may pay to attend all school athletic events. Brad Sorenson, Administrator of Schools, said schools charge this to recoup fees they lost due to recent legislation that were needed to fund sports programs. It was explained that students may opt to pay for individual activities instead of the yearly activity pass and that performing arts events also charge admission fees.

Dr. Godfrey said the deadline to approve the fee schedule is July 1, 2025. Mr. Dunford suggested establishing Board priorities for fees and President George said this could be added to a future Board meeting agenda.

After further discussion, it was decided to move forward with a vote on the fee schedule in the Business meeting following tonight's study session.

D. Consideration of Proposed Changes to Administrative Policies: 1) AS67 *Discipline of Students*; 2) AA418 *Discipline of Students – Staff Responsibilities*; and 3) DP378 *Employee Code of Conduct*

Dr. Godfrey said staff was consulted about potential revisions to Policies AS67, AA418, and DP378 and changes were made to align with the Least Restrictive Behavioral Interventions (LRBI) manual, State Board rule, and State law. Although the State is developing a model policy, administration felt the need to move forward with initial revisions of these policies.

Draft changes were pointed out including wording revisions and more exact definitions of certain terms. Dr. Godfrey said administration intends to create a video to be shown to train educators on what physical contact with students is permissible and how it may be initiated in certain circumstances.

Board members gave additional suggestions, including adding wording about “vandalism to property that belongs to other students.” Bryce Dunford recommended adding that “nothing excludes teachers and administrators to use less intrusive means” when it comes to discipline. Dr. Godfrey said further revisions will be made to include these suggestions and agreed to bring the updated policies back to a future study session for more discussion prior to a vote.

E. Review of Potential Revisions to Board Policy GP104 *Board Officers and Appendix Procedures for the Election of Board Officers*

John Larsen said there are conflicts between Policy GP104 and the appendix in regards to procedures for the election of Board Officers. He discussed small wording changes and changes to the procedure if someone is absent or doesn't vote and there is a tie.

Board attorney Paul Van Komen gave some suggestions regarding phrasing and Mr. Larsen suggested working with Mr. Van Komen to refine the policy and bring it back at another time. Board members agreed and President George recommended a motion during the business meeting to postpone this agenda item.

F. Review of Board Policy GP111 *Types of Meetings*

Bryce Dunford gave a reminder that in a prior Board meeting, the decision was made that no Board meeting would be held in July 2025. However, Policy GP111 requires a meeting be held and Business Administrator John Larsen noted the importance of approving time-sensitive bids and Board minutes in a timely manner. Mr. Dunford suggested the following options:

1. Hold a virtual (electronic) meeting in July for the exclusive intent of approving bids and consent agenda minutes from June 10, 2025.
2. Commission a quorum of Board members to approve the bids and consent agenda items in a brief in-person Board meeting.
3. Mr. Larsen determining a way to meet policy guidelines without holding a Board meeting.

MOTION: It was moved by Bryce Dunford and seconded by Darrell Robinson to hold a virtual meeting in July 2025 with the anchor location at the District Office for the purpose of approval of minutes and a vote on current bids. The motion passed with a unanimous vote.

Board members decided the electronic meeting will be held July 8, 2025 at 9:30 a.m.

G. Review of 2025 National School Boards Association (NSBA) Conference

Due to the time constraint, Niki George requested item G be discussed after tonight's business meeting. All Board members concurred.

At 5:57 p.m., the meeting adjourned.

JORDAN YOUTH SYMPHONY

Prior to the start of the general session, Board members and patrons were invited to listen to the Jordan Youth Symphony perform several musical selections. The Symphony is under the direction of Eric Perkins, Oquirrh Hills Middle School; Candace Bennett, West Hills Middle School; and Jennifer Clark, Copper Mountain Middle School.

The general session started at 6:34 p.m.

GENERAL SESSION

Those recognized or signed in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law
Cody Curtis, Administrator of Schools
Brad Sorensen, Administrator of Schools
Scott Thomas, Administrator of Auxiliary Services
Paul Bergera, Director, Transportation Services
Daniel Ellis, Director, Accounting, Budgets and Audits
Jason Mott, Senior Accountant, Accounting
Steven Peart, Director, Custodial/Energy Services
Kurt Prusse, Director, Purchasing

Sandy Riesgraf, Director, Communications
Michelle Lovell, Consultant, Elementary Language Arts
Kaye Rizutto, Consultant, Dual Immersion
Amanda Bollinger, Administrator, Teaching & Learning
Lisa LeStarge, Administrative Assistant
Janet Sanders, President, Jordan Education Association
Sonja Delaney, Director, Region 6 PTA
Jessica Navarro, Associate Director, Region 6 PTA
Cammie Whitchurch, Awards Specialist, Region 6 PTA
Julie Brunner, Reflections Specialist, Region 6 PTA
Todd Quarnberg, Principal, Herriman High School
Mahdis Adams
Wendy Berrett
Lily Praag
Addison Barker
Josh Hold
Exodus Afatasi
James Freeland
Morgan Bangerter
Devionare Howland
Janet Sanders
Bree Halterman
Garrett Draper
Chelsea Lopez

President George presided and conducted. She welcomed those present. Principal Jim Groethe, of South Hills Middle School, led everyone in the Pledge of Allegiance. Reverence was given by Miki Wakamatsu, Student Body Officer at South Hills Middle School.

Celebrating South Hills Middle School

Miki Wakamatsu also presented information to the Board about the good things happening at this school and reviewed some of the programs and activities in which students and faculty members participate.

Resolutions of Appreciation

Lisa Dean read a Resolution of Appreciation for the following former Jordan District employees who recently passed away:

Paul Anthony Greigo – employed by Jordan District from 1986 to 2000
Marilyn Kay Adamson Clayton Gutherie – employed by Jordan District from 1997 to 2008
JoAn Hermansen – employed by Jordan District from 1963 to 2000
Lynn Rodney Sedgwick – employed by Jordan District from 1976 to 1995
Geneal Christensen Stowe– employed by Jordan District from 1971 to 1975
Nancy Stone White– employed by Jordan District from 2002 to 2007

Recognition of Utah State PTA Reflections Award Winners

Utah PTA Director Sonja Delaney introduced Jessica Navarro, PTA Associate Director; Cammie Whitchurch, Awards Specialist; and Julie Brunner, Reflections Specialist. Ms. Brunner recognized Jordan District students who received awards at the State-level Reflections competition. The following students were recognized:

Award of Excellence – These students advance to the National level

Atticus Baldwin	Music	South Jordan Middle School
Ledger Pedroza	Music	Majestic Elementary School

Arianna Shamy	Music	Mountain Ridge High School
Audrey Stratford	Photography	Blackridge Elementary School
 <u>Award of Merit</u>		
Ashlyn Childs	Photography	South Jordan Elementary School
Miya Childs	Dance	Rose Creek Elementary School
Anya Cieslinski	Literature	Mountain Ridge High School
Boston Clancy	Music	Majestic Elementary Arts Academy
Ivy Clark	2D Visual Art	Golden Fields Elementary School
Hayden Draper	Literature	Mountain Point Elementary School
Naybi Dye	3D Visual Art	Riverton High School
Kaybree Goines	Film	West Jordan Middle School
Erin Grimshaw	2D Visual Art	Bingham High School
Sadie Henderson	2D Visual Art	Herriman High School
Addelyn Holt	Photography	Riverton High School
Russell Jenkins	Film	Welby Elementary School
Madison Lundquist	Photography	Bingham High School
	3D Visual Art	
Bridger Pedroza	3D Visual Art	Bingham High School
	Film	
	Literature	
	Photography	
Nathan Prince	Music	Midas Creek Elementary School
Brynlee Runyan	Photography	Golden Fields Elementary School
Elise Shepherd	Literature	Hayden Peak Elementary School
Kennedy Sorenson	Dance	Riverton High School
Melodee Turner	Literature	Fox Hollow Elementary School

Recognitions – Region 6 PTA Awards

PTA Director Sonja Delaney said Utah PTA Awards are given to individuals who work hard to make a difference in local schools and communities. She recognized the following Region 6 PTA Award winners:

Honorable Mention

Bingham High School	Chucky Pham	Outstanding Secondary Educator Award
	Stephanie Maumau	Outstanding Support Staff Award
	Jenn Dishman	Spirit of PTA Award
Blackridge Elementary School	Cindy Tenney	Engagement Award
	Kristi Heywood	Outstanding Volunteer Award
Elk Meadows Elementary School	Emily Crane	Outstanding Elementary Educator Award
Jordan Hills Elementary School	Jennifer Carlson & Susan Champion	Engagement Award
	Michelle Bailey	Outstanding Support Staff Award

Region Winners

Bingham High School	Ivie Erickson	Outstanding School Administrator Award
	Karina Taylor	Spirit of Inclusivity Award
Elk Meadows Elementary School	Jeff Welch	Outstanding Support Staff Award
	Carolann Rogers	Spirit of PTA Award
Foothills Elementary School	Morgan Meyers	Engagement Award
	Natalie Tycksen	Outstanding Elementary Educator Award
	Abe Yospe	Outstanding Elementary Educator Award
	Darrell Robinson	Spirit of PTA Award
Jordan Hills Elementary School	Brita Engh	Outstanding Volunteer Award
Mountain Ridge High School	Bailey Donohoo	Outstanding Secondary Educator Award

Region and State Winners

Butterfield Canyon Elementary School	RaNisha Glover	Outstanding Elementary Educator Award
Foothills Elementary School	Brandi Eaton	Advocacy Award
	Katelyn Vidmar	Development Award
	Patricia Hanlon	Outstanding Support Staff Award
	Whitney Joseph	Outstanding Support Staff Award
Riverton High School	Kayla Edwards	Outstanding Secondary Educator Award
Westland Elementary School	Hilary Moser & the Kindness Committee	Engagement Award

Board Member Recognitions

Suzanne Wood highlighted the District’s partnership with the Special Olympics and said Jordan has the most Unified Champion School program participation in the State, with over 200 athletes and partners participating at the high school level. She congratulated the following State Basketball champions from West Jordan High School: Bree Halterman, Nick Caplinger, Josue Veleta Estrada, Garrett Draper, Jean Pierre Campos Fernandez, and Peter Mukuru. She also recognized teachers and coaches: Jessica Little, Sheldon Russell, and Christy Baker.

Peer tutor Bree Halterman and Garrett Draper, student athlete, spoke about the positive impact of the Unified Sports program.

Lisa Dean recognized Chelsea Lopez, a paraeducator who was recently awarded the Outstanding Paraeducator Award by the Utah Council for Exceptional Children. Her work in building a non-profit inclusion cheer program was highlighted. Ms. Lopez said she was a former student and peer tutor and expressed gratitude for her experiences in Jordan.

Ms. Dean attended the musical “Matilda” at Joel P. Jensen Middle School and said it was an amazing student-run production.

President George gave a shoutout to the Jordan Youth Symphony who performed at tonight’s Board meeting. She enjoyed a recent performance of “The Lion King” at Oakcrest Elementary School and the Unified Bocce Ball Tournament held at Elk Meadows Elementary School.

Erin Barrow gave a recommendation to view the student art on display at the Old Dome Meeting Hall in Riverton. High school student art is there currently and middle school art will be on display in May.

Superintendent’s Recognitions

I. **Public Comments**

A. **Public Comments Regarding Non-Agenda Items**

Todd Quarnberg, principal, expressed concern over the growing enrollment in online PE classes at Herriman High School. He requested more functional gym space to accommodate all students and suggested a field house would solve the problem.

Mahdis Adams, an employee, thanked Board members for their service. She asked them to consider pay increases for speech language pathologists in the District.

Wendy Berrett, an employee, said speech language pathologists fill a critical need in the District and asked the Board to consider using SHINE (Supplement for Highly Needed Educators) funds to increase pay for SLPs.

Lily Praag, a student, said she is a peer tutor for Unified Sports. She advocated for retaining the program.

Addison Barker, a student, said she is a peer tutor for Unified Sports and asked the Board to keep this program.

Josh Holt, head coach at Riverton High School, expressed concern that the number of sports at schools has increased although facility space has not expanded.

Exodus Afatasi, a student, thanked coaches for all they have done for him at Riverton High School. He also requested "equal access to success" with better athletic facilities.

James Freeland, a parent, said students need more space and adequate athletic facilities. He asked for equity and access for all students.

Morgan Bangerter, a parent and School Community Council and PTA member, requested the Board consider realigning boundaries so all Midas Creek Elementary School students can attend the same secondary schools. She said one feeder system would be better for students that have been split among three different middle and high schools.

Devionare Howland, a teacher, expressed appreciation for the new social studies curriculum, which she helped write. She said it will be a great benefit to students.

Janet Sanders, Jordan Education Association president, spoke about recent State legislation, noting that 320,000 signatures were gathered for a referendum against HB 267, so the bill now qualifies for the November 2026 ballot. She encouraged the Board to move forward with negotiating a new contract with JEA prior to the referendum vote.

President George invited Mr. Larsen, business administrator, to read comments submitted to boardcomments@jordandistrict.org from the following individuals, whose comments are summarized below:

Corrie Chase, Tiffany Boman, Susie Cuzme, Brooke Boldt, and Laurel Coe each petitioned the Board for fair compensation for speech language pathologists.

II. **General Business – Consent Agenda**

A. **Motion to Approve Consent Agenda Items**

1. **Minutes**

Minutes of the Board of Education meetings held March 25, 2025 and April 8, 2025, were presented to the Board of Education for approval.

MOTION: It was moved by Lisa Dean and seconded by Erin Barrow to approve minutes from March 25, 2025 and April 8, 2025. The motion passed with a unanimous vote.

2. **School LAND Trust Plans for 2025-26**

School LAND Trust Plans for 2025-26 were presented to the Board of Education for final approval.

MOTION: It was moved by Lisa Dean and seconded by Erin Barrow to approve School LAND Trust Plans for 2025-26. The motion passed with a unanimous vote.

3. **Teacher School Success Act (TSSA) Plans for 2025-26**

TSSA Plans for 2025-26 were presented to the Board of Education for approval.

MOTION: It was moved by Lisa Dean and seconded by Erin Barrow to approve TSSA Plans for 2025-26. The motion passed with a unanimous vote.

4. **LAND Trust Plan Amendment 2024-25 for Elk Ridge Middle School**

A School LAND Trust Plan amendment for Elk Ridge Middle School was presented to the Board of Education for approval.

MOTION: It was moved by Erin Barrow and seconded by Suzanne Wood to approve LAND Trust Plan Amendment 2024-25 for Elk Ridge Middle School. The motion passed with a unanimous vote.

5. **Evaluation of Superintendent of Schools**

In accordance with Board Policy BSC204 *Monitoring Superintendent Performance*, an evaluation was conducted and presented to the Board of Education for approval.

6. **Evaluation of Business Administrator**

In accordance with Board Policy BSC205 *Monitoring Performance of the Business Administrator*, an evaluation was conducted and presented to the Board of Education for approval.

MOTION: It was moved by Erin Barrow and seconded by Suzanne Wood to approve Consent Agenda items A5 and A6 *Evaluations for Superintendent of Schools and Business Administrator*, as recommended. The motion passed with a unanimous vote.

7. **Adoption of UFLI and Social Studies Curriculum**

As required by Administrative Policy DE501 *Curriculum Adoption and Review Committee*, UFLI and Social Studies Curriculum was presented to the Board of Education for adoption.

MOTION: It was moved by Lisa Dean and seconded by Suzanne Wood to approve the adoption of UFLI and Social Studies Curriculum. The motion passed with a unanimous vote.

Ms. Barrow expressed appreciation for Dr. Godfrey and Mr. Larsen for their kindness, patience and helpfulness toward new Board members.

B. **Motion to Accept Consent Agenda Items**

1. **Expenditures**

Expenditures for the month of March 2025 were provided to the Board of Education.

2. **Financial Statement**

The financial statement through March 31, 2025, was provided to the Board of Education. A copy is attached at the conclusion of these minutes. (Attachment 1)

3. **Personnel – Licensed and Education Support Professionals**

Personnel changes for the month of March 2025 were provided to the Board of Education.

4. **Recommendation to Issue Certificates for Home Instruction**

It was recommended that the students whose parents have filed affidavits pursuant to Utah Code 53G-6-204 shall be issued certificates excusing them from attending public school.

5. **Non-Compliance Report**

MOTION: It was moved by Lisa Dean and seconded by Erin Barrow to accept Consent Agenda items B1 through B5, as recommended. The motion passed with a unanimous vote.

III. **Bid Recommendations**

A.	<u>School or Department</u> Herriman High School	<u>Items for Bid</u> Chromebooks & Licenses
	<u>Bidders</u> Bluum Connection Howard Technology Solutions Insight Public Sector SHI International Corp. Trafera	<u>Amount of Bid</u> \$160,550.00

Purpose: To provide Chromebooks and Chrome OS licenses for Herriman High School.

Budget: Herriman High Land Trust

Recommendation: It was recommended awarding the contract to the lowest responsive, responsible and acceptable bidder, Trafera. The company complied with the specifications, terms, and conditions outlined in the bid documents.

B.	<u>School or Department</u> Mountain Ridge High School	<u>Items for Bid</u> Chromebooks & Licenses
	<u>Bidders</u> Bluum Connection CDW Government Howard Technology Solutions Insight Public Sector SHI International Corp. Trafera	<u>Amount of Bid</u> \$166,170.00

Purpose: To provide Chromebooks and Chrome OS licenses for Mountain Ridge High School.

Budget: Teacher Student Success Act

Recommendation: It was recommended placing the orders with the state contract vendor, SHI International Corp. They were the lowest responsive and responsible bidder to comply with the specifications, terms, and conditions of the bid. State Contracts: PA4287 and MA3993.

MOTION: It was moved by Brian Barnett and seconded by Erin Barrow to approve the bid for Chromebooks & Licenses at Herriman High and Mountain Ridge High Schools, as recommended. The motion passed unanimously.

C. School or Department Items for Bid
Teaching & Learning **Instructure Mastery Connect**

Bidders Amount of Bid
Utah Education and Telehealth Network (UEN) \$538,817.81

Purpose: To provide three years of access to the Instructure Mastery Connect assessment platform.

Budget: Teaching & Learning

Recommendation: It was recommended awarding the contract to Utah Education and Telehealth Network as a Purchase Between Procurement Units, per Utah Code Annotated 63G-6a-2103(1)a.

MOTION: It was moved by Lisa Dean and seconded by Suzanne Wood to approve the bid for Instructure Mastery Connect for Teaching & Learning, as recommended.

Amanda Bollinger, Administrator of Teaching & Learning, discussed the usage percentage of the Mastery Connect program at each level and emphasized its importance in data analysis and assessments. She explained the cost savings and plans to promote increased usage in high schools.

Brian Barnett expressed concern about usage level across the District and said he would appreciate more time to look at bids prior to business meetings.

President George called for a vote on the bid for Instructure Mastery Connect for Teaching & Learning. The motion passed with a vote of six to one. Mr. Barnett cast the dissenting vote.

D. School or Department Items for Bid
Facility Services **Parking Lot Addition at West Jordan High School**

Bidders Amount of Bid
Acme Construction \$770,410.29
Arnell-West, Inc.
Black Forest Paving
England Construction
Mahas Construction
Peckham Asphalt Paving, Inc.

Purpose: To provide an additional parking area for portables while West Jordan High School is being remodeled.

Budget: West Jordan High School Remodel

Recommendation: It was recommended awarding the contract to the lowest responsive, responsible and acceptable bidder, Black Forest Paving. The company complied with the specifications, terms, and conditions outlined in the bid documents.

MOTION: It was moved by Lisa Dean and seconded by Suzanne Wood to approve the bid for Parking Lot Addition at West Jordan High School, as recommended. The motion passed unanimously.

E. School or Department
Transportation

Items for Bid
**School Bus Routing/Planning
Software, Field Trip/Activity Trip
Planning Software and Tablet
Technology**

Bidders
Education Logistics
TransAct Communications
Transfinder
Zum Services

Amount of Bid
\$744,190.00 (5-year contract)

Purpose: To provide Jordan School District Transportation Department drivers with school bus routing and planning software, field trip/activity trip planning software, and tablets with turn-by-turn navigation.

Budget: Pupil Transportation – Transportation Software

Recommendation: It was recommended awarding the contract to Transfinder. They complied with the specifications, terms, and conditions outlined in the RFP documents. The Purchasing Department made the recommendation based on the results of the evaluation process and final ratings of the proposals.

MOTION: It was moved by Darrell Robinson and seconded by Erin Barrow to approve the bid for School Bus Routing/Planning Software, Field Trip/Activity Trip Planning Software and Tablet Technology for Transportation, as recommended. The motion passed unanimously.

IV. **Special Business**

A. **BUDGET HEARING: Recommendation to Approve Amended Budget for the 2024-25 Fiscal Year**

Bryce Dunford, Finance Committee Chair, explained that the Board has designated three opportunities for budget hearings: December, April, and June. He said the Finance Committee has reviewed the changes to be presented tonight and recommends approval of the 2024-25 amended budget.

John Larsen, Business Administrator, introduced the revised budget for the general fund, indicating the current April report includes account updates and adjustments. He said local revenues were projected to be higher than originally estimated and property taxes assigned to the general fund offset the State guarantees. Mr. Larsen also reported a \$2 million change in State revenue and a Federal revenue increase of \$900,000 (due in a large part to Special Education program changes).

Mr. Larsen commented on expenditures, noting that in June 2024, approximately \$66 million of unassigned funds were re-categorized and assigned to instruction. Mr. Dunford added that this it is required by law to make sure all funds are “assigned” by the end of the fiscal year. Mr. Larsen also pointed out a large decrease in insurance premiums, as they were less than anticipated this year.

Suzanne Wood, member of the Finance Committee, said Mr. Larsen gave the committee a detailed explanation of budget changes and answered her questions. She said she is very comfortable with the amended budget.

MOTION: It was moved by Bryce Dunford and seconded by Lisa Dean to approve the Amended Budget for the 2024-25 Fiscal Year.

Public Comment

No patrons signed up to address the Board regarding this Special Business item and no patrons accepted the invitation to speak.

Mr. Dunford thanked Senior Accountant Jason Mott for his work in consistently predicting revenues for the fiscal year and Director of Accounting Dan Ellis for his efforts on the budget.

President George called for a vote on the motion to approve the Amended Budget for the 2024-25 Fiscal Year. The motion passed unanimously.

A copy of the *Statement of Revenues, Expenditures and Changes in Fund Balances* is attached at the conclusion of these minutes (Attachment 2)

B. Recommendation to Approve Calendar for 2026-27 School Year

Dr. Michael Anderson explained the importance of the District Calendar, noting it effects families, communities, and employees. He explained the survey process and noted over 6,000 people participated. He said the Calendar Committee, comprised of a variety of stakeholders, recommends the Long Break calendar for the 2026-27 school year as 54 percent of survey respondents' preferred this option.

MOTION: It was moved by Bryce Dunford and seconded by Darrell Robinson to approve the Long Break Calendar for the 2026-27 School Year.

Public Comment

No patrons signed up to address the Board regarding this Special Business item and no patrons accepted the invitation to speak.

Mr. Robinson said he is grateful for public input on District calendars.

President George called for a vote on the motion to approve the 2026-27 School Year Calendar. The motion passed unanimously.

A copy of the approved 2026-27 calendar is attached at the conclusion of these minutes (Attachment 3)

C. Recommendation to Approve Student Fee Schedule for the 2025-26 School Year

MOTION: It was moved by Bryce Dunford and seconded by Suzanne Wood to approve the Student Fee Schedule for 2025-26.

Mr. Robinson said he will be voting against the 2025-26 School Fee Schedule for reasons he expressed in the prior study session.

Public Comment

No patrons signed up to address the Board regarding this Special Business item and no patrons accepted the invitation to speak.

President George called for a vote on the motion on the 2025-26 Student Fee Schedule. The motion passed with a vote of six to one. Mr. Robinson cast the dissenting vote.

The Student Fee Schedule, including specific school fees, is located at:
<http://fees.jordandistrict.org>.

D. **Recommendation to Approve Potential Revisions to Board Policy GP104 Board Officers and Appendix Procedures for the Election of Board Officers**

MOTION: It was moved by Bryce Dunford and seconded by Brian Barnett to postpone item D *Recommendation to Approve Potential Revisions to Board Policy GP104 Board Officers and Appendix* for a future agenda. The motion passed unanimously.

V. **Information Items**

A. **Superintendent's Report**

Superintendent Godfrey said he had nothing to report at this time.

VI. **Discussion Items**

A. **Committee Reports and Comments by Board Members**

Bryce Dunford, Finance Committee chair, informed the Board that the Committee would like to move funds from the unassigned category to the assigned personnel category to realign the funds set aside for that purpose.

Lisa Dean gave a reminder of the Jordan Education Foundation Challenge Run that will be held May 10, 2025 at Veterans Memorial Park in West Jordan.

Erin Barrow reported on her first Jordan Parent Advisory Committee (JPAC) meeting held last week. She said although there was limited attendance, there was good discussion about current legislation that was passed. She said they also discussed the cellphone policy and overall it was seen as a positive change. Ms. Barrow intends to hold the next meeting in November of 2025 after new Committee chairs have been appointed.

Lisa Dean announced the Licensed Employee Advisory Committee (LEAC) meeting to be held April 23, 2025. She said it is intended to get feedback from representatives on agenda topics for next year.

Darrell Robinson said that he had a request from the Jordan Education Association to make contract negotiations a priority. He Asked Board members if they would consider another Board meeting. Dr. Godfrey explained the turnaround time for tentative agreements for both the JEA and Board; it was decided to discuss this further in tonight's closed session.

Niki George gave the following recommendations:

- 1) Based on interest from a stakeholder about sponsoring a Youth Court, the Government Relations Committee be assigned to study this possibility.
- 2) Finance Committee review options to remedy possible busing issues including field trip driver shortages and busing for special needs students.
- 3) Board members contact the Executive Committee if there are suggestions for topics to be included on future Board meeting agendas.

Board members agreed with these recommendations.

MOTION: At 9:27 p.m., it was moved by Bryce Dunford and seconded by Darrell Robinson to close the business meeting and return to study session. The motion passed with a unanimous vote. The Board reconvened the study session at 9:39 p.m.

STUDY SESSION, Continued

Those recognized or signed in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law
Lisa LeStarge, Administrative Assistant

President George presided and conducted. The Board of Education continued its study session to discuss the following:

G. Review of 2025 National School Boards Association (NSBA) Conference

Niki George invited Darrell Robinson to report on his experience at the recent NSBA Conference.

Mr. Robinson said he attended classes on special education, cellphones, technology and artificial intelligence (School AI), and autism. One class on superintendent evaluations increased his appreciation for the great leadership in Jordan District, noting Dr. Godfrey's length of service denotes the high level of trust Board members have in him.

President George asked about the benefits of Board members attending conferences, suggesting shared vision and an increase in knowledge are reasons she attends. She asked if Board members would like to make it a priority to attend an annual conference together. Board members had differing views and after discussion it was decided, if possible, Board members should plan to attend the annual USBA Conference.

Mr. Robinson requested to attend the International Society for Technology in Education (ISTE) Conference in Texas this year, and Bryce Dunford suggested he write up a proposal to submit to the Board Executive Committee.

MOTION: At 10:24 p.m., it was moved by Erin Barrow and seconded by Suzanne Wood to go into closed session. The motion passed with a unanimous roll-call vote.

CLOSED SESSION

Those recognized or signed-in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member

Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law

President George presided and conducted. The Board of Education met in a closed session to discuss the character, professional competence, or physical or mental health of an individual; property, potential litigation, negotiations, and security measures. The closed session discussion was recorded and archived.

MOTION: At 12:42 a.m., it was moved by Bryce Dunford and seconded by Brian Barnett to adjourn the meeting. The motion passed with a unanimous vote.

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Attachments

Jordan School District
MINUTES OF BOARD OF EDUCATION MEETING
May 5, 2025

The Board of Education of Jordan School District met in a closed session electronic meeting on Monday, May 5, 2025, beginning at 2:04 p.m. at the anchor location at Jordan District Offices, 7387 S. Campus View Drive, West Jordan, Utah.

OPEN SESSION

Those recognized or signed in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent, excused
Paul Van Komen, BVKTS Law

President George presided and conducted. She called for a motion to go into closed session.

MOTION: At 2:08 p.m., it was moved by Bryce Dunford and seconded by Suzanne Wood to go into closed session. The motion passed with a unanimous roll call vote.

CLOSED SESSION

Those recognized or signed in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent, excused
Paul Van Komen, BVKTS Law

President George presided and conducted. The Board of Education met in a closed session to discuss the character, professional competence, or physical or mental health of an individual; and negotiations. The closed session discussion was recorded and archived.

MOTION: At 5:00 p.m., it was moved by Brian Barnett and seconded by Bryce Dunford to adjourn the meeting. The motion passed unanimously.

JL/II

Jordan School District
MINUTES OF BOARD OF EDUCATION MEETING
May 13, 2025

The Board of Education of Jordan School District met in study, closed and special business sessions on Tuesday, May 13, 2025, beginning at 4:01 p.m. at JATC South (Board Conference Room), 12723 S. Park Avenue (2080 West), Riverton, Utah. The sessions were also provided electronically via YouTube.

STUDY SESSION

Those recognized or signed in as present:

Niki George, Board President, arrived at 4:03 p.m.
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member, via electronic connection
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law
April Gaydosh, Administrator, Human Resources
Brent Burge, Administrator, Human Resources
Carolyn Gough, Administrator, Teaching & Learning
Travis Hamblin, Director, Student Services
Kim Lloyd, Director of Special Education
Stacey Worthen, Secondary Counseling Consultant, Student Services
Kristy Whiteside, Coordinator, Child Development Center
Rochelle Waite, Principal, Riverton High School, arrived at 8:21 p.m.
Lisa LeStarge, Administrative Assistant

Vice President Dunford conducted until President George arrived shortly after the meeting began. President George presided and conducted the remainder of the meeting. The Board of Education met in a study session to discuss the following:

A. Comprehensive Guidance Report

Stacey Worthen, secondary counseling consultant in Student Services, presented the annual report on the Comprehensive Guidance Program in the District. Ms. Worthen shared statistics that highlighted a 96 percent decrease in senior credit deficiencies in 2024 as well as an increase in student to counselor interactions at both elementary and secondary levels. She noted the number of student counseling sessions held, the types of visits for each level, and the corresponding Portrait of a Graduate pillars addressed with these interactions. Ms. Worthen noted there were 184,061 elementary and 173,038 secondary school counseling interactions so far this year, with a focus on school-based mental health for elementary students and career advising for secondary students.

Mr. Barnett expressed concern with the increase of counseling visits, speculating they should decline as students learn to be more self-sufficient. Ms. Worthen explained these visits not only support students' social-emotional wellness, but are also used to address scheduling issues, evaluate graduation readiness, and inform students of career and college scholarship opportunities.

Ms. Worthen mentioned the training given to school counselors and explained the Multi-Tiered System of Support (MTSS) used to address students' needs at all levels.

Suzanne Wood requested additional data in the future on how goals are being reached and yearly trends. In addition, Mr. Dunford asked what counseling needs still could be addressed. Ms. Worthen

agreed to bring back more data as requested and she expressed the desire for elementary schools to have the same student-to-counselor ratio as secondary schools, namely 1 to 350.

B. Discussion on Adoption of Preschool Curriculum Frog Street Press as per Administrative Policy DE501 Curriculum Adoption and Review Committee

Lisa Robinson, Elementary Administrator of Schools, invited Kristy Whiteside, coordinator of the Child Development Center, to discuss a new preschool curriculum being recommended by the Curriculum Review Committee. She said this would apply to special education preschools offered in Jordan elementary schools.

Ms. Whiteside explained the Curriculum Review Committee and evaluation process, noting that the Frog Street curriculum was selected as the best fit and highest rated program aligning with Utah Core State Standards for Early Learning. She said in-person and online public open houses have been scheduled and all households with preschool students will receive information on open house dates by ParentSquare email. A final report on the curriculum will be presented at the May 27, 2025 Board meeting.

C. Review of Administrative Policy DP380 Maternity/Parent Leave

April Gaydosh, administrator of Human Resources, said Administrative Policy DP380 has been revised to comply with revised Utah code. She shared documents highlighting policy changes and invited Brent Burge, Human Resources administrator, to explain the revisions.

Mr. Burge said Jordan was a leader in making changes to maternity and parent leave for employees. He shared a usage report for maternity/parent leave from 2022 through 2025 and a policy modification comparison. He highlighted the differences between the current and revised policies, noting the biggest changes include the following:

- Reasons for leave - now include adoption of a child; and legal guardianship of a child or incapacitated adult.
- Leave available – maternity leave is split between postpartum recovery and parental leave for the mother, and an increase from two to three weeks of parental leave for the father.
- Leave usage – parent leave must be used within six months of qualifying event and must be used consecutively.
- Repayment – employees are no longer required to repay leave if they quit in the same contract year.

Board Attorney Paul Van Komen recommended item D4 be revised to more clearly align with Utah Code language regarding an intermittent leave being necessary due to a “serious health need of a child.” Board members agreed with making this change and bringing the revised policy to the May 27, 2025 business meeting for a vote.

D. Presentation on Administrative Policy AA419 Student Conduct, Dress, and Appearance

Dr. Anderson gave a brief history of Policy AA419, noting it was most recently revised in 2021. He said administration met with principals recently to get their feedback and most agreed the policy has improved in clarity and balances the need for enforcement with maintaining students’ dignity.

Board members asked about altering graduation attire and it was mentioned any additions should allow the student to remain recognizable while being recognized.

Discussion ensued about enforcement, guidelines, and teachers following dress code policy. Suzanne Wood suggested student body officers set the example of following the dress code.

Dr. Godfrey agreed to send out a reminder about dress code to the community after July 24, 2025 as parents prepare to send their children back to school. It was also decided to bring back the following for further discussion in the fall: 1) employee dress and conduct, 2) inappropriate student language, and 3) another review of policy AA419.

E. Discussion on Secondary Boundaries within Midas Creek Elementary School Boundaries

Bryce Dunford said he attended a meeting at Midas Creek Elementary School after hearing a concern from a parent about that area's boundaries at the April 2025 Board meeting. He said the school community had done an informal survey which showed an interest in changing school boundaries. The intent was to allow those elementary students to all attend the same middle and high school, rather than three of each secondary schools between which they are currently split.

Mr. Dunford asked if there is interest in doing a more formal survey about a boundary change for the Midas Creek area. Considering enrollment trends, Mr. Dunford speculated students would best be accommodated at Oquirrh Hills Middle School and Riverton High School and suggested this information be included on a possible survey.

Board members discussed busing impacts, balancing school enrollment, the extent of boundary changes, and timing. Brian Barnett said the Facilities Committee, per Board request, is working on revising a document identifying Board priorities for boundary changes. It includes formulas for calculating growth and capacity, and identifies portable thresholds.

Mr. Dunford suggested a phased approach for boundaries in the Midas Creek area, but Mr. Robinson suggested busing would be a concern.

President George said she would like the Board to consider the needs of a boundary change for Sunset Ridge Middle School as well, due to increasing enrollment and concern from the community. She asked what the procedure should be to address concerns from constituents, and for input on the protocol for individual Board members wishing to make committee assignments. Board members agreed with bringing a concern to the Board during "Board member comments," then assigning it to a committee if the Board agrees.

Bryce Dunford made the following motion regarding the study of boundary changes:

MOTION: It was moved by Bryce Dunford and seconded by Darrell Robinson to assign the Facilities Committee to begin gathering data and return with a report and recommendation on a possible boundary change for a Midas Creek Elementary School feeder system.

Dr. Godfrey said Dr. Anderson informed him of the current thirty-day requirement for public notice regarding a boundary change and sixty-day requirement for public notice on a school closure.

Brian Barnett said the next Facilities Committee meeting is scheduled for June 24, 2025.

Lisa Dean called the question on the motion regarding a school boundary study. The motion passed unanimously.

Dr. Anderson said the Committee will move forward with the threshold guidelines they have drafted and the related calculations for boundary change considerations.

F. Review of Potential Revisions to Board Policy GP104 Board Officers and Appendix Procedures for the Election of Board Officers

Business Administrator John Larsen said language was removed in policy GP104 regarding a tie in voting for the election of Board officers and was included instead in the related Appendix.

Recommended revisions to the policy were also made to incorporate State code requiring the election of Board officers to be completed at the first Board meeting of the year.

Niki George suggested the Appendix be amended with language to make clear that Board officers shall be elected at the first Board meeting in January *following an election or when a Board member resigns*. All agreed to this change and to bringing the revised policy to the May 27, 2025 business meeting for a vote.

G. Discussion on Proposed Changes to Administrative Policies:

- 1) **AS67 Discipline of Students**
- 2) **AA418 Discipline of Students – Staff Responsibilities**
- 3) **DP378 Employee Code of Conduct**

Dr. Godfrey explained Policy AA418 was revised to include the following phrase from Utah Code 53G-8-302 (3): “Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (2).”

He said wording was added to Policy AS67 to include vandalism to “any individual’s property” as well as staff or school property be considered “dangerous or disruptive conduct.”

Board members agreed with the changes and with bringing the policies back for a vote in the May 27, 2025 Board meeting.

H. Board Member, Committee, and Superintendent Reports and Comments

Lisa Dean reported on the recent Licensed Educator Advisory Committee meeting, conveying issues and positive feedback given from the educators that attended. Teachers expressed appreciation for the policy and said they have not received much pushback from parents. They also said they have seen a decrease in student fights and conflicts. Ms. Dean said possible action items could be discussing ways to gain more support from parents on the cellphone policy; and another review of this policy, including consideration of a bell-to-bell ban at the middle school level.

It was also suggested the Board discuss the cellphone policy from the perspective of helping students learn, not empowering teachers. All agreed with adding a review of the cellphone policy as an item for a future Board meeting agenda.

Brian Barnett said the Facilities Committee met recently to discuss boundary changes that could affect transportation and possible summer projects for 2026. Ms. Wood expressed the desire to evaluate busing costs in a future Board meeting and Dr. Anderson said busing was a consideration in the boundary change document currently being drafted. Mr. Barnett said summer project priorities will be brought to the May 27, 2025 study session for further discussion.

Suzanne Wood reported on JEAC, announcing the acronym for the committee will now stand for: the Jordan Education Access Committee. She said the purpose, vision, and mission have also been changed as follows:

Purpose: To successfully educate, support, advise, and empower the Jordan School District community and leadership.

Vision: We embrace all members of our community and continually work to find solutions to allow our differences to become our strengths.

Mission: We will work to unify our community, while celebrating our differences and collaborating to come together to empower everyone.

Lisa Dean reported that the recent Jordan Education Foundation Challenge Fun Run was very successful. She said Outstanding Education Support Professionals will be presented with awards from the Foundation at the May 27, 2025 Board meeting. Ms. Dean also announced the 2025 Links to Schools Golf Classic being held June 26, 2025 at Glenmoor Golf Course.

Niki George reported on Portrait of a Graduate, noting that Education Elements will be joining the Board meeting in June. Administration has requested a video from the Board to introduce the Portrait at the Annual Administrators Conference in August 2025. Ms. George said Education Elements is helping to create a script for the video and she requested participation from Board members in working on it or speaking. Many Board members agreed to work with the Communications department on the project.

President George said she has attended School Community Council meetings for Sunset Ridge Middle School and looked at projected enrollment numbers for that school. She expressed the desire for the Facilities Committee to begin looking at a potential boundary change to alleviate overcrowding at that school. She said the school is projected to have an enrollment of over 1500 students in the next five years. She made the following motion:

MOTION: It was moved by Niki George and seconded by Erin Barrow to assign the Facilities Committee to begin looking at potential boundary changes to alleviate over-enrollment at Sunset Ridge Middle School. The motion passed unanimously.

Bryce Dunford reported on the Utah High School Activities Association, expressing concern about underrepresentation of 6A classification schools. He said he is working on a proposal to require the superintendent of UHSAA to come from a district with both 5A and 6A schools. He also said he was pleased to report that there are no athletic competitions this year conflicting with high school graduation ceremonies.

Bid Recommendations

A.	<u>School or Department</u> Riverton High School	<u>Items for Bid</u> Classroom Furniture
	<u>Bidders</u> Edutek Corporation Hertz Furniture School Specialty	<u>Amount of Bid</u> \$170,672.68

Purpose: To replace existing classroom furniture at Riverton High School

Budget: School Instruction and TSSA Funds

Recommendation: It was recommended awarding the contract to the lowest responsive, responsible and acceptable bidder, Edutek Corporation. The company complied with the specifications, terms, and conditions outlined in the bid documents.

B.	<u>School or Department</u> Riverton High School	<u>Items for Bid</u> Student Desks
	<u>Bidders</u> Edutek Corporation Hertz Furniture School Outfitters School Specialty	<u>Amount of Bid</u> \$226,699.20

Purpose: To replace existing student desks at Riverton High School

Budget: TSSA

Recommendation: It was recommended awarding the contract to the lowest responsive, responsible and acceptable bidder, Edutek Corporation. The company complied with the specifications, terms, and conditions outlined in the bid documents.

MOTION: It was moved by Suzanne Wood and seconded by Lisa Dean to approve the bids for Classroom Furniture and Student Desks at Riverton High School, as recommended.

Principal Rochelle Waite of Riverton High School said the bid was to replace approximately 78 tables, 1500 desks, and 2000 chairs. At Board member's request, Mr. Larsen explained the surplus process for used furniture.

President George called for a vote on the motion for furniture for Riverton High School. The motion passed unanimously.

MOTION: At 8:51p.m., it was moved by Lisa Dean and seconded by Suzanne Wood to go into closed session. The motion passed with a unanimous roll call vote.

CLOSED SESSION

Those recognized or signed-in as present:

Niki George, Board President
Bryce Dunford, First Vice President
Brian W. Barnett, Second Vice President
Erin Barrow, Board Member
Lisa Dean, Board Member
Darrell Robinson, Board Member, via electronic connection
Suzanne Wood, Board Member
Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Paul Van Komen, BVKTS Law

President George presided and conducted. The Board of Education met in a closed session to discuss the character, professional competence, or physical or mental health of an individual; property, potential litigation, negotiations, and security measures. The closed session discussion was recorded and archived.

MOTION: At 9:40 p.m., it was moved by Bryce Dunford and seconded by Brian Barnett to adjourn the meeting. The motion passed with a unanimous vote.

**Licensed Negotiated Agreement
Final & NEG Policies
2025-2026**

**Between Jordan School District Board of Education
&
Jordan Education Association**

The Jordan School District Board of Education and Jordan Education Association (JEA) agree to the following:

Compensation:

- 1) Salary Level increases (previously “steps”) will be given for licensed employees for the 2025-26 school year.
- 2) Continuing Education Advancement (previously “lanes”) will be given for qualifying licensed employees for the 2025-26 school year.
- 3) All salary levels on the traditional licensed salary schedule will be increased \$2,000 so salary level one begins at \$62,400 (\$52,050 base salary and \$10,350 Educator Salary Adjustment).

Insurance:

- 4) The insurance plan change recommendations of the Insurance Advisory Committee are accepted. Additionally, it is agreed the District will pay the current year premium increase and will contribute additional funds in order to reduce employee premiums down to the same amounts paid by the Education Support Professionals.

Ongoing items, reminders, from prior years:

- 5) Future insurance premium increase discussions will begin with the understanding that employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase. However, negotiations can alter this arrangement each year, as demonstrated this year.
- 6) Paid Professional Hours for Educators will be paid in May 2026 in accordance with 2022 HB396 for a percentage (dependent on the funding provided to the District from the State) of their hourly rate up to 32-hours of performed activities allowable under Utah Code 53F-7-202.

Policy Revisions:

As per District Policy A6NEG Negotiations – Licensed, negotiations concerning NEG policies will move forward over the course of this Agreement through the Joint Relations Committee. Proposed policy changes will be ratified by JEA membership and approved by the Board of Education. JEA and Jordan School District Board of Education will continue to work in good faith to utilize the interest-based process established by the Joint Relations Committee.

All parties agree to the following policy changes as recommended and accepted by the Joint Relations Committee for the 2025-2026 school year.

- a. DP327 NEG – Reduction in Licensed Staff:
 - Change language to reflect an employee subject to a RIS will be given the opportunity to substitute “indefinitely” at the same pay and benefits as if they had retained their previous position
- b. AA422 NEG – School Advisory Council:
 - Clarify that the licensed employee agent representative is a Jordan Education Association member elected by Jordan Education Association members
 - Add language that issues of concern or discussion shall not be requested anonymously
- c. DP316 NEG – Orderly Termination Procedures – Licensed:
 - Clarifies that employees will be informed of their right to representation for a disciplinary action meeting
 - Clarifies that employees will be given 24 hours advance notice for a disciplinary meeting
- d. DP304 NEG – Teacher Transfers
 - Add language to allow for more flexibility for involuntary transfers by removing deadline of April 1st

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

JORDAN EDUCATION ASSOCIATION

By: _____
Niki George, President

By: _____
Janet Sanders, JEA President

Dated:

Dated:

DRAFT

Teacher Salary Schedule

(C Schedule) Traditional (187 Days – 8 Hours/Day)

August 11, 2025 – June 5, 2026

Salary Level	Base Pay	Educator Salary Adjustment*	Lane Z Annual Salary
1	\$52,050	\$10,350	\$62,400
2	\$52,950	\$10,350	\$63,300
3	\$53,850	\$10,350	\$64,200
4	\$54,750	\$10,350	\$65,100
5	\$55,650	\$10,350	\$66,000
6	\$56,550	\$10,350	\$66,900
7	\$57,450	\$10,350	\$67,800
8	\$58,350	\$10,350	\$68,700
9	\$59,250	\$10,350	\$69,600
10	\$60,150	\$10,350	\$70,500
11	\$61,050	\$10,350	\$71,400
12	\$61,950	\$10,350	\$72,300
13	\$62,850	\$10,350	\$73,200
14	\$63,750	\$10,350	\$74,100
15	\$64,650	\$10,350	\$75,000
16	\$65,550	\$10,350	\$75,900
17	\$66,450	\$10,350	\$76,800
18	\$67,350	\$10,350	\$77,700
19	\$68,250	\$10,350	\$78,600
20	\$69,150	\$10,350	\$79,500
21	\$70,050	\$10,350	\$80,400
22	\$70,950	\$10,350	\$81,300
23	\$71,850	\$10,350	\$82,200
24	\$72,750	\$10,350	\$83,100
25	\$73,650	\$10,350	\$84,000
26	\$74,550	\$10,350	\$84,900
27	\$75,450	\$10,350	\$85,800
28	\$76,350	\$10,350	\$86,700
29	\$77,250	\$10,350	\$87,600
30	\$78,150	\$10,350	\$88,500
31	\$79,050	\$10,350	\$89,400
32	\$79,950	\$10,350	\$90,300
33	\$80,850	\$10,350	\$91,200
34	\$81,750	\$10,350	\$92,100
35	\$82,650	\$10,350	\$93,000
36	\$83,550	\$10,350	\$93,900
37	\$84,450	\$10,350	\$94,800
38	\$85,350	\$10,350	\$95,700
39	\$86,250	\$10,350	\$96,600
40	\$87,150	\$10,350	\$97,500
41	\$88,050	\$10,350	\$98,400
42	\$88,950	\$10,350	\$99,300
43	\$89,850	\$10,350	\$100,200
44	\$90,750	\$10,350	\$101,100
45	\$91,650	\$10,350	\$102,000

New-Hire Placement (1 st year educator)	
Education Attainment	Level
Bachelor's Degree	1
Bachelor's Degree plus 20 Semester Credits	3
Bachelor's Degree plus 40 Semester Credits	5
Master's Degree	6
Master's Degree plus 30 Semester Credits	8
Doctorate Degree	10

New hires with teaching experience shall receive full credit for years of service up to the established maximums as outlined in DP 309 NEG

Continuing Education Advancement		
Education Attainment	Level Increase	Total Levels
Bachelor's Degree plus 20 Sem. Credits	Add 2 Levels	2 Levels
Bachelor's Degree plus 40 Sem. Credits	Add 2 Levels	4 Levels
Master's Degree	Add 1 Level	5 Levels
Master's Degree plus 30 Sem. Credits	Add 2 Levels	7 Levels
Doctorate Degree	Add 2 Levels	9 Levels

Educational Attainment are hours earned beyond and after Bachelor's Degree and original Teaching license

Associate or Alternative Level License	
License	Maximum Level Increase
Associate or Alternative Level License	4

After initial placement, underqualified educators may only advance one level per year (based on negotiations) to the maximum listed above, until receiving a professional License.

NOTES:
1) Educators with a current educator National Board Certification will receive an annual stipend of \$2,400 per year based on their FTE.
2) This salary schedule is adopted only for the current school year. Any reference to future step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
3) Per Utah Code 53G-11-518, an employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is at the lowest level of an evaluation instrument.
4) Per Utah Code 53F-2-405, the Educator Salary Adjustment* may not be awarded if an educator has received an unsatisfactory rating on the educator's three most recent evaluations.
5) The difference between steps is \$900.
6) Licensed employees will receive an additional salary level increase beginning with their 21 st year as a licensed employee. These years do not need to be consecutive years and a leave of absence shall not count against these years.

* The Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.



DRAFT

DP327 NEG – Reduction in Licensed Staff

- Effective: 6/8/2004
- Revision: 8/11/2020
- Reviewed: 7/25/2017

I. Board Directive

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with [Utah Code 53G-11-516](#). This policy is intended to be consistent with the [Public Education Human Resources Management Act §53G-11-501](#) et seq.

II. Administrative Policy

A. Reduction in Staff (RIS)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program using a rubric as outlined in the "[Reduction in Staff Guidelines](#)" to consider the following:
 - a. Program and staffing needs of the school / District
 - b. Employee performance evaluation (appropriate for the job classification)
2. All teachers, including those on a plan of assistance or probation, may be affected by a RIS.
3. For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.
4. Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
5. Teachers affected by a RIS will be eligible to participate in transfers as per policy [DP304 NEG – Teacher Transfers](#).
6. If an employee is subject to a RIS at a school and a position for which they are qualified opens up at the same school before ten (10) calendar days prior to the New Teacher Induction, the employee has the option to return to their school. At the time of

the RIS meeting with the principal, the employee will sign a form indicating whether or not he/she wants to return to the school. If no, the principal has no obligation to contact the employee and may move forward with the hiring process. If yes, the principal must use the two methods indicated on the RIS form and wait 48 hours to hear from the employee before proceeding with the hiring process. If the employee responds to the principal within 48 hours, the principal must allow the employee to return to his/her original position, canceling the RIS.

7. An employee subject to a RIS will be given the opportunity to substitute ~~indefinitely for up to one year~~ at the same pay and benefits as if they had retained their previous position.
8. Teachers affected by a RIS may apply online for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. If after a RIS and one year serving as a substitute teacher, the teacher has not been hired for an available position, the employee will be subject to a RIF.

B. Reduction in Force (RIF)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:
 - a. Program and staffing needs of the school / District.
 - b. Employee performance evaluation (appropriate for the job classification).
2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days' notice.

C. Rehire

1. If a licensed employee is terminated through a RIF, the employee will be contacted and given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.
2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee's salary placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a salary change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the

higher level provided a salary increase was authorized by the Board and included on the current salary schedule.

3. A licensed employee who is rehired following termination through the RIF process shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

AA422 NEG – School Advisory Council

- - Effective: 10/28/1975
 - Revision: 6/11/2019
-

I. Board Philosophy

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.

II. Administrative Policy

The Board authorizes the Administration to operate the School Advisory Councils according to the following:

- A. 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.

1. Division Organization

a. High Schools

One representative from the elective subject areas, one representative from the required subject areas, one Jordan Education Association member~~certificated employee agent~~ ~~faculty~~ representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.

b. Middle Schools

One representative from the elective subject areas, one representative from the required subject areas, one Jordan Education Association member~~licensed employee agent~~ ~~faculty~~ representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.

c. Elementary Schools

One representative from the primary grades, one representative from the intermediate grades, one Jordan Education Association member~~licensed employee agent~~ ~~faculty~~ representative, and the principal.

d. Special Schools

e. One representative for each service area, one Jordan Education Association member representative, one representative from the counseling staff, the principal, and one assistant principal designated by the principal.

2. Additional participation or representation on the Council will be determined by the Council as needs arise.
 3. Teacher representatives and the counselor will be elected by the teaching staff.
 - 3.4. Jordan Education Association member representatives will be elected by Jordan Education Association members.
 - 4.5. It shall be possible for individual members of the Council to introduce any items of business or points of view to be considered by the Council.
 - 5.6. Minutes shall be recorded on the School Advisory Council Committee minutes form and approved by the Council before distribution throughout the school and to the appropriate Administrator of Schools.
 - 6.7. The Council should meet monthly or more frequently if business dictates. The chairman will be elected by the Council. The operating procedures of the Council will be determined by the Council.
 - 7.8. The Council work shall not carry over into the administration of policies and programs.
 - 8.9. All items of business or recommendations coming from this Council are advisory only.
- B. Request for Review
- Informal Steps
1. Issues of concern or discussion shall first be communicated to the person(s) involved in the matter with the objective of resolving the issues informally and making it clear that a review by the School Advisory Council may be considered.
 - 1.2. Issues of concern or discussion shall not be requested anonymously.
 - 2.3. If the issue cannot be resolved within fifteen (15) working days, those initiating the review may contact the School Advisory Council to review the matter. All issues must first be reviewed by the School Advisory Council. This step may be waived only if the principal is the subject of the issue.
 - 3.4. If resolution is not achieved through steps 1. and 2., the chairman and/or co-chairs of the School Advisory Council may request in writing a review of the matter by the Administrator of Schools. A summary of the findings and conclusions of the School Advisory Council shall be included with the request for review. A copy of the request shall be given to the school principal.
 - 4.5. The Administrator of Schools will convene a review committee made up of Administrator of Schools, the Planning and Student Services administrator and two representatives from the licensed employee agent.
 - 5.6. A summary of the Review Committee findings and conclusions will be prepared by the Administrator of Schools and sent to the

requesting party within twenty (20) working days of the receipt of the request for review. The conclusions of the Review Committee are final.

DP316 NEG – Orderly Termination Procedures—Licensed

- Effective: 11/28/1978
 - Revision: 4/26/2016
 - Reviewed: 4/26/2013
-

I. Board Directive

The Board recognizes the need to provide orderly procedures for termination of Jordan School District educators, and delegates to the District Administration responsibility for establishing such procedures in accordance with the Public Education Human Resource Management Act (PEHRMA) outlined in [Utah Code §53G-11-512](#) through [517](#).

II. Administrative Policy

A. Definitions

For purposes of this policy, the term “educator” refers to an employee who holds a certificate issued by the State Board of Education with the exception of the Superintendent of Schools and those licensed employees who are required to hold an administrative credential in order to function in the position for which they are employed.

1. Career Educator: A career educator is a licensed employee, other than the District superintendent, who holds a position requiring a valid certificate issued by the State board of Education and is not a provisional employee as defined in District policy [DP313–Provisional or Probationary Licensed Personnel](#). Career educators have expectations of continued employment and can only be terminated for cause, declining enrollment, or reduction in funding.
2. Provisional Educator: An educator employed by the District who has not achieved status as a career educator and has no expectation of continued employment or issuance of a contract for a subsequent contract term as defined in District policy [DP313–Provisional or Probationary Licensed Personnel](#).
3. Probationary Educator: Any educator employed by the District who has been advised by the District that his/her performance is inadequate and has been placed on probation.
4. Temporary Employee: An individual who is employed by the District on a temporary basis. Temporary employees include but are not necessarily limited to the following: substitute teachers, employees hired under contracts for one (1) year only or for less than one (1) year; employees whose positions are funded by grants and/or yearly allocated state or federal monies; employees whose

positions are authorized for no more than twelve (12) months; and employees hired on or after January 1.

5. Educator: All licensed personnel as defined above.
6. Unsatisfactory Performance: A total score on the JPAS Feedback Report in the “Not Effective or Minimally Effective” range.

Procedures for nonrenewal of a contract of a provisional and a career educator and termination of an educator’s contract during the contract term shall be administered according to the following administrative policy provisions:

B. Causes for Disciplinary Action or Contract Nonrenewal

1. The District may determine not to renew the contract of an educator for any of the following reasons:
 - a. Insubordination, which includes an act of serious insubordination, repeated acts of insubordination, or a pattern of insubordinate behavior. Insubordination is any event under the employee’s control that disregards or fails to comply with a directive given by one having authority to give such directives. Directives shall be specific and understandable.
 - b. Unsatisfactory Performance. If the School District intends to terminate a contract for cause for reasons of unsatisfactory performance as determined in PEHRMA, then the unsatisfactory performance must be documented in at least two formal or informal evaluations conducted at any time within the preceding three (3) years in accordance with District policy [DP311–Evaluation of Licensed Personnel](#).
 - c. Mental or physical incapacity.
 - d. Inability to perform essential job functions despite all reasonable (including, but not limited to ADA requests) accommodations.
 - e. Conviction, plea of guilty, no contest or other plea resulting in probation or suspended sentence for any felony or misdemeanor involving moral turpitude or crimes against children. With respect to a plea in abeyance, the Jordan Board of Education in their sole discretion, may determine to disregard the plea in abeyance as a cause for termination.
 - f. Conduct which may be harmful to students or the District. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#)).
 - g. Improper or unlawful physical contact with students. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#))
 - h. Repeated violation of District policy. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#))

- i. Unprofessional conduct not characteristic of or befitting a Jordan School District educator. (See [Administrative Rule R277-515-3 Educator Ethics](#))
 - j. Unsatisfactory compliance with terms of probation or remediation (see District policy [DP313—Provisional or Probationary Licensed Personnel](#))
 - k. Any reason that the District in its sole discretion deems reasonable and appropriate provided it is in accordance with PEHRMA §[Utah Code §53G-11-512](#) through [517](#)
 - l. . Performance, underdeveloped or insufficient skills, lack of knowledge or aptitude, or other employment attribute which is substantially below the performance reasonably expected from other educators having similar responsibilities and duties.
 - m. Misuse of contract time. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#))
 - n. Misuse of computers or school equipment. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#))
 - o. Misuse of school or District funds. (See [Administrative Rule R277-217 Educator Standards and LEA Reporting](#))
 - p. Failure to obtain licensing in a timely manner.
 - q. Failure to obtain credentials or appropriate certification.
2. The District may determine not to issue a contract to any educator whose status is "Provisional," as defined under G. below and policy [DP313—Provisional or Probationary Licensed Personnel](#).

C. Disciplinary Actions

The District may elect to proceed with disciplinary action to warn the employee that his/her conduct places the employee in danger of termination during the contract term. The District may elect to exclude any or all of the following steps and proceed directly with termination for cause. No disciplinary action shall thereafter prejudice the right of the District to proceed with termination for cause on the same facts which gave rise to the disciplinary action.

- 1. Oral Reprimand: Oral reprimand may be issued by the immediate supervisor.
- 2. Written Warning: Written warning is any memo of concern.
- 3. Written Reprimand: Written reprimand is issued by the immediate supervisor or District Administration which warns the employee that adverse employment action, which may include contract termination, may be taken.
 - a. This warning is active for a two-year period and may remain in either the school file or in the employee's District personnel file.

2. The District may terminate the employment of any educator during the term of the educator's contract for any act, failure to act, or conduct which constitutes a breach of the educator's employment contract.
3. For career educators that exhibit both unsatisfactory performance AND conduct (items B.1.a. through p. above) the District may:
 - a. Attempt to remediate the conduct of the career employee; or
 - b. Terminate the career employee for cause if the conduct merits dismissal consistent with items B1a.through p. above and is not required to develop and implement a plan for improvement. (PEHRMA Utah Code §53G-11-512 through 517).

E. Procedures When Renewal of the Contract of a Career Educator Is In Question

When continued employment of a career educator is in question, the career educator shall be informed in writing at least three (3) months before the end of the contract term.

1. The reasons why continued employment is in question shall be specified.
2. The career educator shall be provided an opportunity to correct the deficiencies which are causing continued employment to be in question. Assistance may be granted the educator to correct the deficiencies including informal conferences, Plan for Improvement and services of school personnel.

F. Procedures When the Contract of a Career Educator Will Not Be Renewed

1. When the contract of a career educator will not be renewed, the career educator shall be notified in writing at least thirty (30) days prior to the proposed date of termination.
2. The notice shall state the date of termination and set forth the reasons for contract non-renewal.
3. The notice shall include a date for an informal conference with the administration, a date for a hearing before an independent hearing officer, and a date for a hearing before the Board of Education.
 - a. The hearings shall be scheduled at intervals of ten (10) working days.
 - b. A recommendation shall be required from the hearing officer within ten (10) working days of the date of the hearing or other timeline agreed to in writing by both parties.
4. The career employee shall be notified of the right to have the conference and hearings scheduled. If the educator elects not to attend, the dates will be cancelled.
5. The career educator shall be informed of the right to be represented at the hearing(s) by a representative of his/her choice.

6. The notice shall be delivered to the career educator personally or sent by certified mail to the educator's most recent address as shown on the District personnel records.
 7. The employee must give notice of appeal in writing to the Administrator of Human Resources within ten (10) working days after receiving the termination notice. Failure to request such an appeal in writing shall constitute a waiver of the right to appeal the recommendation of the District to terminate the employee's contract.
- G. Procedures When Provisional Contract Will Not Be Issued
- Provisional educators, as defined under District policy DP313—Provisional or Probationary Licensed Personnel, are not entitled to employment beyond the end of the term of the present contract, and may not reasonably expect continued employment in succeeding years.
1. The District is not required to provide a cause for not offering a contract to a provisional employee. When the District determines not to issue a contract of employment to a currently employed provisional educator, the educator shall be notified in writing at least sixty (60) days before the end of the provisional employee's contract term. (PEHRMA §Utah Code §53G-11-512 through 517)
 2. When the District decides to terminate the employment of a provisional educator during the contract term, the employee is entitled to a fair hearing (see item H.).
- H. Procedures for Termination During Contract Term
1. Notice
 - a. When an educator is to be terminated during a contract term, the District shall notify the educator in writing of the intent to terminate.
 - b. The notice shall be delivered to the individual personally or sent by certified mail to the individual's last-known address, as shown on the personnel records of the District, at least thirty (30) days prior to the proposed date of termination.
 - c. The notice shall state the date of termination and set forth the reasons for termination.
 - d. The notice shall advise the individual that he or she has a right to a fair hearing. The hearing process outlined below is waived if a hearing is not requested by the employee in writing to the Administrator of Human Resources within fifteen (15) working days after the notice of termination was either personally delivered or mailed to the individual's most recent address as shown on the District's personnel records. The hearing process includes the right to an informal conference with the administration, the right to a hearing

administration, District staff, the licensed employee who is the participant in the hearing, or any association or organization acting on behalf of or representing the employee. No hearing officer may be a direct supervisor or subordinate of either the employee or a person recommending the employee's termination for cause.

- b. District Hearing Officers: Hearing officers may either be District hearing officers or an individual not employed with the District.
 - i. District hearing officers include not fewer than five (5) employees of the District selected annually by the Administrator of Human Resources. The employee who is the subject of the appeal may select any one individual from the pool of hearing officers to hear the appeal of the employee.
 - ii. Non-Employee Hearing Officers: If a non-school employed hearing officer is utilized at the request of the employee, the costs associated with the hearing officer shall be shared equally by the District and the individual employee. The District may require the posting of a bond or letter of credit or the deposit of sufficient cash by the employee to assure payment by the employee or the employee's association or representative of the foregoing expenses.
 - iii. The employee agent and the District agree to use the American Arbitration Association (AAA). This includes following the rules and procedures as outlined by the AAA.

6. Conduct of the Hearing

- a. The educator may be represented by counsel and may call witnesses, hear accusing testimony, cross examine witnesses, and examine documentary evidence.
- b. The District shall make available District employees if needed as witnesses for either party.
- c. Parties shall exchange documentary evidence at least two (2) working days before the scheduled hearing or other timeline agreed to by both parties in writing.
- d. The hearing shall be conducted informally, and the rules of evidence used in courts of law need not be strictly observed.
- e. The hearing proceedings shall be recorded and preserved in a manner to assure completeness and accuracy; i.e., electronic tape recording. Stenographic recording shall not be required.

7. Hearing Officer's Decision

- a. After hearing all of the evidence, the hearing officer may render an oral decision immediately following the conclusion

- of the proceeding. The hearing officer shall, within ten (10) working days of the hearing, render a written decision supported by findings of fact.
- b. The decision may recommend to the Board that the proposed action be taken or that the proposed action not be taken or that other action less severe than the proposed action be taken.
 - c. The decision of the hearing officer, together with the findings of fact, shall be sent by certified mail to the educator's last known address. A copy shall be mailed to the employee's representative, if any.
8. Request for Board Review
- a. The educator shall have the right to request a Board review of the decision of the hearing officer.
 - b. A written request for a Board review must be received by the president of the Board of Education within ten (10) working days of the date the hearing officer's decision is postmarked.
 - c. The Board review shall be upon the record made in the hearing before the hearing officer, except that the Board may, at its discretion, hear additional testimony or argument.
9. Board Review Not Requested or Decision Favors Educator
- a. If a request for review is not received, or if the decision of the hearing officer is in favor of the educator, the Board shall determine whether or not to adopt the decision of the hearing officer.
 - b. If the Board adopts the decision of the hearing officer, the findings of fact prepared by the hearing officer, if any, shall be deemed the findings of fact made by the Board. The District shall notify the educator of the Board's decision by certified mail.
 - c. If the Board determines not to adopt the decision of the hearing officer, the Board shall review the matter based upon the record made in the hearing before the hearing officer, except that the Board, at its discretion, may hear additional testimony or argument. The administration will notify the educator if the Board determines to hear additional testimony or argument.
10. Board Decision
- a. Within five (5) working days of receiving the hearing officer's decision, the Board shall render a decision that the originally proposed action be taken, that the originally proposed action not be taken, or that other action less severe than the originally proposed action be taken.
 - b. The Board shall issue findings of fact that support the decision or may adopt the findings of fact prepared by the

hearing officer. The educator shall be notified of the decision of the Board and the findings of fact by certified mail addressed to the educator's last known address. A copy shall be sent to the educator's representative, if any.

11. **Finality**
The decision of the Board in all cases is final. A rehearing shall not be allowed.
12. **Appeal**
Upon the timely filing of an appeal of the decision of the Board in an appropriate court of law, the Board shall cause to be prepared, certified, and transmitted to the court, the decision of the Board, the findings of fact of the Board, and the record of the hearing before the hearing officer or Board or both.
13. **Restoration of Records and Benefits**
 - a. If the final decision is made in favor of the educator, the charge(s) shall be expunged from the educator's record except when substantive problems exist but the recommendation to terminate was dismissed or modified because of procedural errors.
 - b. If the final decision is made in favor of the educator, the educator shall be reimbursed for salary and benefits lost during suspension, if any.

DP304 NEG – Teacher Transfers

- Effective: 8/27/1969
 - Revision: 7/1/2023
 - Reviewed: 4/26/13
-

I. Board Directive

The Board recognizes that all employees should be placed in the school and department that will best fit the educational needs of the students in the District. Consideration will be given to the employee's placement preference. When circumstances make it necessary to transfer employees involuntarily or reduce staff, orderly procedures are to be implemented.

II. Administrative Policy

It is the policy of the Administration to assign personnel to the positions that best meet the needs of the District. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the District.

A. Voluntary Transfers

1. The Human Resources Department will identify and advertise known vacancies beginning March 1 of each school year, including those positions which were filled after Jan. 1 of the current school year (except nurses). Transfer requests will be accepted during the transfer window up through August 1st.
2. All vacancies for the coming school year occurring between March 1 and June 1, shall be advertised for five working days. Teachers will make transfer requests according to the following guidelines:
 - a. All known job vacancies, together with required endorsements and skill requirements, will be posted online.
 - b. Teachers interested in transferring must submit a separate transfer request through Skyward Employee Access for any posted position. during the transfer window, principals will be notified weekly of transfer requests for posted positions,.
 - c. Using a common set of criteria such as personnel files, requested qualifications, experience, etc., principals will review requests for transfer and select the candidates to be interviewed. Principals will interview at least two (2) qualified transfer candidates if available through June 1. Candidates who are interviewed but not offered a position will be notified as soon as reasonably possible. When the position has been filled, the posting will be removed.

- d. Beginning the week of February 1 until the teacher transfer fair, teachers interested in transferring in conjunction with the teacher transfer fair may submit a transfer request through Skyward Employee Access.

B. Involuntary Transfers-Administrative

1. A principal or immediate supervisor may request the transfer of an employee when in his/her judgment it will benefit the employee, the school, or the District. Transfer requests stating specific reasons for the transfer shall be made to the area Administrator of Schools. The area Administrator of Schools shall review the request and recommend approval or denial to the Administrator of Human Resources. Upon final approval of the Administrator of Human Resources, a copy of the request shall be given to the employee ~~no~~ later than April 1.
2. An employee whose performance is unsatisfactory may not be transferred to another school unless the local school board specifically approves the transfer of the employee. §53G-11-517
 - a. Unsatisfactory performance is defined as minimally effective or not effective on the employee's most recent evaluation.
3. Involuntarily transferred teachers will be allowed to interview through the voluntary transfer process. If teachers are not successful in gaining a voluntary transfer by June 1, the District will place the employee in a position for which he/she is qualified.
4. If, after the employee has been placed, the employee may continue to review through the voluntary transfer process (Refer to Section II A of this policy).
5. Transfers during the school year shall be avoided.

**Education Support Professionals Negotiated Agreement
Final & NEG Policies
2025-2026**

**Between Jordan School District Board of Education
&
Jordan Education Support Professionals Association**

The Jordan School District Board of Education and Jordan Education Support Professionals Association (JESPA) agree to the following:

- 1) Steps will be given for education support professionals for the 2025-2026 school year.
- 2) A cost-of-living adjustment of 2.81% will be added to all steps for education support professionals.
- 3) The insurance plan change recommendations of the Insurance Advisory Committee are accepted. Additionally, it is agreed the District will pay 80% of the Traditional plan premium increase and 108% of the Value and Star plans premium increase which is 97% of the overall total increase, the same dollar increase for all plans, such that the District contributes the same dollars regardless of employee choice of plans.
- 4) Future insurance premium increase discussions will begin with the understanding that employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase. However, negotiations can alter this arrangement each year, as demonstrated this year.
- 5) Proportional to full-time status within the employment system, each education support professional will receive a \$1,000 bonus, per FTE (e.g. 1/2 time FTE receives \$500), sometime between September 25, 2025 and December 25, 2025 depending on the state funding timeline. Miscellaneous employees are not eligible for this bonus.
- 6) The Education Support Professional Salary Schedule note at the bottom will be altered to read: "In a year when steps are given, every employee on step 12 in the previous year and still employed November 1st of the current year will receive a \$1,000 bonus (based on FTE) on the November paycheck regardless of Lane. This does not apply to the Miscellaneous Salary Schedule."
- 7) High School Assistant Custodian staffing ratio will be increased such that each of the six traditional, in-person, comprehensive high schools will receive one additional assistant custodian.

8) The application of DP354B NEG – Attendance Incentive-Education Support Professionals for the July 2025 payment to employees will be altered so employees are not penalized for any absences taken on the following dates:

- Professional Development Day – August 20, 2024
- Professional Development Day – September 27, 2024
- Professional Development Day – October 4, 2024
- Professional Development Day – November 8, 2024
- Health and Wellness Day – February 7, 2025
- Professional Development Day – March 14, 2025

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____
Niki George, President

Dated:

JORDAN EDUCATION SUPPORT
PROFESSIONALS ASSOCIATION

By: _____
David Bullock, JESPA President

Dated:

**JORDAN SCHOOL DISTRICT
EDUCATION SUPPORT PROFESSIONALS
SALARY SCHEDULE
2025 / 2026**

DRAFT

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	\$17.53	\$18.51	\$19.55	\$20.92	\$22.41	\$23.75	\$24.89	\$26.31	\$28.00	\$30.66	1
2	\$17.99	\$18.99	\$20.06	\$21.43	\$23.00	\$24.37	\$25.51	\$26.97	\$28.72	\$31.45	2
3	\$18.45	\$19.49	\$20.58	\$21.97	\$23.58	\$24.97	\$26.18	\$27.68	\$29.44	\$32.29	3
4	\$18.93	\$19.99	\$21.11	\$22.55	\$24.20	\$25.61	\$26.85	\$28.38	\$30.20	\$33.10	4
5	\$19.43	\$20.51	\$21.66	\$23.13	\$24.80	\$26.26	\$27.54	\$29.11	\$30.98	\$33.94	5
6	\$19.93	\$21.04	\$22.23	\$23.70	\$25.44	\$26.93	\$28.23	\$29.87	\$31.76	\$34.82	6
7	\$20.45	\$21.59	\$22.81	\$24.30	\$26.09	\$27.65	\$28.97	\$30.63	\$32.61	\$35.73	7
8	\$20.98	\$22.15	\$23.40	\$24.92	\$26.76	\$28.35	\$29.72	\$31.43	\$33.44	\$36.67	8
9	\$21.53	\$22.73	\$24.01	\$25.58	\$27.45	\$29.08	\$30.46	\$32.24	\$34.30	\$37.61	9
10	\$22.09	\$23.32	\$24.63	\$26.21	\$28.14	\$29.83	\$31.26	\$33.08	\$35.19	\$38.57	10
11	\$22.66	\$23.93	\$25.27	\$26.89	\$28.88	\$30.58	\$32.09	\$33.92	\$36.11	\$39.61	11
12	\$23.25	\$24.55	\$25.93	\$27.60	\$29.62	\$31.37	\$32.89	\$34.80	\$37.06	\$40.62	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	\$31.63	\$33.35	\$36.57	\$38.57	\$40.80	\$43.08	\$45.50	\$48.08	\$50.79	\$53.68	1
2	\$32.46	\$34.20	\$37.52	\$39.60	\$41.84	\$44.17	\$46.68	\$49.31	\$52.12	\$55.08	2
3	\$33.32	\$35.08	\$38.48	\$40.62	\$42.93	\$45.33	\$47.89	\$50.60	\$53.46	\$56.52	3
4	\$34.16	\$35.98	\$39.47	\$41.69	\$44.05	\$46.52	\$49.14	\$51.96	\$54.86	\$58.02	4
5	\$35.03	\$36.93	\$40.52	\$42.77	\$45.21	\$47.74	\$50.43	\$53.33	\$56.31	\$59.53	5
6	\$35.95	\$37.88	\$41.59	\$43.89	\$46.40	\$49.01	\$51.78	\$54.71	\$57.79	\$61.09	6
7	\$36.90	\$38.88	\$42.65	\$45.01	\$47.59	\$50.29	\$53.12	\$56.14	\$59.30	\$62.71	7
8	\$37.85	\$39.87	\$43.77	\$46.21	\$48.83	\$51.61	\$54.53	\$57.61	\$60.87	\$64.37	8
9	\$38.84	\$40.92	\$44.91	\$47.43	\$50.13	\$52.95	\$55.97	\$59.13	\$62.48	\$66.05	9
10	\$39.84	\$41.97	\$46.08	\$48.66	\$51.42	\$54.33	\$57.41	\$60.68	\$64.10	\$67.79	10
11	\$40.88	\$43.09	\$47.29	\$49.91	\$52.79	\$55.75	\$58.95	\$62.28	\$65.81	\$69.58	11
12	\$41.94	\$44.20	\$48.52	\$51.22	\$54.17	\$57.23	\$60.49	\$63.93	\$67.53	\$71.40	12

Note:

1. This salary schedule is adopted only for the current school year. Any reference to future lane or step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
2. In a year when steps are given, every employee on step 12 in the previous year and still employed November 1st of the current year will receive a \$1,000 bonus (based on FTE) on the November paycheck regardless of Lane. This does not apply to the Miscellaneous Salary Schedule

DRAFT

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

I. Board Directive

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 policy for staff responsibility in disciplining students.

II. Administrative 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 that outlines behavior requirements consistent with District administrative 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.

- 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 that 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 discipline.
 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 [Utah Code §53G-8-301\(1\)](#).
 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 behavioral intervention measures must be taken, staff members may:
 1. Employ de-escalation strategies as outlined in the [Utah Least Restrictive Behavioral Interventions \(LRBI\) behavior guide](#) (chapter 7), or

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

- 2. When appropriate, employ a “physical escort” as defined by [Utah Code §53G-8-301\(2\)](#) to mean a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.
- E. When a student presents an immediate danger to self or others, a physical restraint may be used.
 - 1. “Physical restraint” is defined by [Utah Code §53G-8-301\(3\)](#) to mean a personal restriction that immobilizes or significantly reduces the ability of a student to move the student's arms, legs, body, or head freely.
 - 2. A school employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:
 - a. obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
 - b. protect a student or another individual from physical injury;
 - c. remove from a situation a student who is violent; or
 - d. protect property from being damaged, when physical safety is at risk.
 - 3. Use of a physical restraint constitutes an Emergency Safety Intervention (ESI) as outlined in the [LRBI behavior guide](#), and may not be used as a means of discipline or punishment. Use of ESI’s must be reported and documented as outlined in the [LRBI behavior guide](#) (chapter 7).
 - 4. In accordance with [Utah Code §53G-8-301 \(2a\)](#) “Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (4).”
- 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 – Conduct Related to School Activities](#).)
- I. Teachers and other staff members have the responsibility to communicate with students and their parents in a professional manner. Text messages to students must be of a professional, not personal nature. The message content, and frequency will be used to determine if disciplinary action is taken by the District.

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

I. Board Directive

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- 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-discipline~~.
 - 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 [Utah Code §53G-8-301\(1\)](#).
 - 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.~~
When student behavior becomes disruptive to the extent that behavioral intervention measures must be taken, staff members may:
 - 1. Employ de-escalation strategies as outlined in the Utah Least Restrictive Behavioral Interventions (LRBI) behavior guide (chapter 7), or

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

- 2. When appropriate, employ a “physical escort” as defined by Utah Code §53G-8-301(2) to mean a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.
- F. When a student presents an immediate danger to self or others, a physical restraint may be used.
 - 1. “Physical restraint” is defined by Utah Code §53G-8-301(3) to mean a personal restriction that immobilizes or significantly reduces the ability of a student to move the student's arms, legs, body, or head freely.
 - 2. A school employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:
 - a. obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
 - b. protect a student or another individual from physical injury;
 - c. remove from a situation a student who is violent; or
 - d. protect property from being damaged, when physical safety is at risk.
 - 3. Use of a physical restraint constitutes an Emergency Safety Intervention (ESI) as outlined in the LRBI behavior guide, and may not be used as a means of discipline or punishment. Use of ESI's must be reported and documented as outlined in the LRBI behavior guide (chapter 7).
 - ~~3.4.~~ In accordance with Utah Code §53G-8-302 (3) “Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (2).”
- G. Corrective disciplinary measures shall be implemented in accordance with [Policy AS67—Discipline of Students](#).
- H. Teachers will provide supervision in their classes and during assigned extracurricular assignments.
- I. Teachers have the responsibility to set and maintain high standards of behavior and act as role models to their students. (See [Policy AS95 – Conduct Related to School Activities](#).)
- J. Teachers and other staff members have the responsibility to communicate with students and their parents in a professional manner. Text messages to students must be of a professional, not personal nature. The message content, and frequency will be used to determine if disciplinary action is taken by the District.

SUBJECT: DISCIPLINE OF STUDENTS

I. Board Directive

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 §53G-8-202](#))

II. Administrative Policy

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

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 appropriate Administrator of Schools 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 (i.e. mace, pepper spray), 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](#))

SUBJECT: DISCIPLINE OF STUDENTS

- b. Harassment – repeatedly communicating to another individual, in a demeaning or disparaging manner, statements that contribute to a hostile learning environment of the student.
- c. Retaliation – means an act or communication intended as retribution against a person for reporting bullying or hazing, or to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- d. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
- e. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
- f. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
- g. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
- h. Criminal Mischief—willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
- i. Battery—the unlawful and intentional touching or striking of another person against his or her will.
- j. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
- k. Hazing—(See [Policy AS95 – Conduct Related to School Activities](#))
- l. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school, staff, or any individual’s personal property.
- m. 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.
- n. 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. Student assessment of the prevalence of bullying in schools shall take place. In addition, schools must provide bullying training to new participants in school-sponsored athletic programs, both curricular and extracurricular, and training every three (3) years for ALL participants. “Participants” means students, employees, and coaches. Training

SUBJECT: DISCIPLINE OF STUDENTS

curriculum outlines, schedules, and participant lists must be maintained by each school and provided to the Administrator of Schools upon request.

- (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

o. 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, including the sharing of pornography and “sexting.”

3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students who fail to report such behavior are subject to appropriate disciplinary sanctions. False reports of bullying, cyber-bullying, harassment, hazing, or retaliation are prohibited.

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 §53G-8-205](#))
 - 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 school administration recommends a disciplinary sanction and interventions consistent with similarly situated students committing a similar violation of the code of conduct. Should the disciplinary sanction include a removal from school for more than ten days, or a change of location, such sanction must be approved by the superintendent’s designee prior to imposing the sanction.
 - 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.

SUBJECT: DISCIPLINE OF STUDENTS

2. The following actions will be taken for other violations of this policy:
 - a. Immediately remove the student from the scene of the violation. (See [Policy AA418 – Discipline of Students – Staff Responsibilities](#) (II.E & II.F))
 - 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, 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).

 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:
 - e. **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.
 - f. **SANCTIONS**
 - (1) behavior contract;
 - (2) community or school service;
 - (3) inter-class timeout;

SUBJECT: DISCIPLINE OF STUDENTS

- (4) in-school suspension;
 - (5) lunch/after-school detention;
 - (6) restitution for damage/harm;
 - (7) parent/guardian attending class with student (requires teacher permission).
- g. **SUSPENSION**
- (1) Short-term suspension less than or equal to 10 days
 - (a) One to two 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.
 - (2) Suspension to a District-level hearing (suspension from all school services and activities, including receiving homework).
 - (3) Students serving a suspension from school are prohibited from being on school property and participating in school-sponsored activities.
- h. **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 District compliance officer.
 - 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.

SUBJECT: DISCIPLINE OF STUDENTS

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 Student Intervention Office 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) Placement at a school other than the boundary school will be reviewed at the end of the school year or following one semester of suspension whichever comes first.
 - (2) 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.

SUBJECT: DISCIPLINE OF STUDENTS

- (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](#))
- (3) Home instruction under Policy [AS82 – Home and Hospital Instruction](#) may also be offered as an alternative.
- (4) The parent(s)/guardian shall select the student's school assignment from among the options offered. If all options are declined, the Appeals Committee shall determine the student's school assignment.
- (5) 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.

SUBJECT: DISCIPLINE OF STUDENTS

Costs for educational services that 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.

Revision History: 9/28/10, 2/14/12, 2/25/14

Utah Recodification 5/2018

SUBJECT: DISCIPLINE OF STUDENTS

I. Board Directive

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 §53G-8-202](#))

II. Administrative 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 administrative policy provisions.

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 appropriate Administrator of Schools 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 (i.e. mace, pepper spray), 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.
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 - a. Possession or distribution of drugs or alcoholic beverages. (See [Policy AS90 – Drugs and Alcohol](#))

SUBJECT: DISCIPLINE OF STUDENTS

- b. Harassment – repeatedly communicating to another individual, in a demeaning or disparaging manner, statements that contribute to a hostile learning environment of the student.
- c. Retaliation – means an act or communication intended as retribution against a person for reporting bullying or hazing, or to improperly influence the investigation of, or the response to, a report of bullying or hazing.
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- h. Criminal Mischief—willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
- i. Battery—the unlawful and intentional touching or striking of another person against his or her will.
- j. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
- k. Hazing—(See [Policy AS95 – Conduct Related to School Activities](#))
- l. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school, ~~or staff, or any individual’s personal~~ property. ~~Student(s) may not participate in graduation exercises until the student or the student’s parent(s)/guardian has paid for the damage or made appropriate restitution.~~
- m. 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.
- n. 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. Student assessment of the prevalence of bullying in schools shall take place. In addition, schools must provide bullying training to new participants in school-sponsored athletic programs, both curricular and extracurricular, and training every three (3) years for ALL participants. “Participants” means students, employees, and coaches. Training

SUBJECT: DISCIPLINE OF STUDENTS

curriculum outlines, schedules, and participant lists must be maintained by each school and provided to the Administrator of Schools upon request.

- (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

- o. 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, including the sharing of pornography and “sexting.”

- 3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students who fail to report such behavior are subject to appropriate disciplinary sanctions. False reports of bullying, cyber-bullying, harassment, hazing, or retaliation are prohibited.

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 §53G-8-205](#))
 - 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 school administration recommends a disciplinary sanction and interventions consistent with similarly situated students committing a similar violation of the code of conduct. Should the disciplinary sanction include a removal from school for more than ten days, or a change of location, such sanction must be approved by the superintendent’s designee prior to imposing the sanction.
 - 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.

SUBJECT: DISCIPLINE OF STUDENTS

- 2. The following actions will be taken for other violations of this policy:
 - a. Immediately remove the student from the scene of the violation. (See Policy AA418 – Discipline of Students – Staff Responsibilities (II.E & II.F))
 - 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, 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).

 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:
 - e. **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.
 - f. **SANCTIONS**
 - (1) behavior contract;
 - (2) community or school service;
 - (3) inter-class timeout;

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- (4) in-school suspension;
 - (5) lunch/after-school detention;
 - (6) restitution for damage/harm;
 - (7) parent/guardian attending class with student (requires teacher permission).
- g. **SUSPENSION**
- (1) Short-term suspension less than or equal to 10 days
 - (a) One to two 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.
 - (2) Suspension to a District-level hearing (suspension from all school services and activities, including receiving homework).
 - (3) Students serving a suspension from school are prohibited from being on school property and participating in school-sponsored activities.
- h. **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 District compliance officer.
 - 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.

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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 Student Intervention Office 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) Placement at a school other than the boundary school will be reviewed at the end of the school year or following one semester of suspension whichever comes first.
 - (2) 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.

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- (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](#))
- (3) Home instruction under Policy [AS82 – Home and Hospital Instruction](#) may also be offered as an alternative.
- (4) The parent(s)/guardian shall select the student's school assignment from among the options offered. If all options are declined, the Appeals Committee shall determine the student's school assignment.
- (5) 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.

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SUBJECT: DISCIPLINE OF STUDENTS

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.

Revision History: 9/28/10, 2/14/12, 2/25/14

Utah Recodification 5/2018

SUBJECT: Employee Code of Conduct

I. Board Directive

The Board adopts this policy, in part, because the legislature has conditioned certain governmental immunity protections upon the adoption of an appropriate behavior policy not less stringent than a model policy created by the State Board of Education. The Board is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment. The Board delegates to the Administration the responsibility for establishing guidelines for the Employee Code of Conduct.

II. Administrative Policy

A. Definitions

1. Staff Member: an employee, contractor or volunteer with unsupervised access to students.
2. Student: a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.
3. Boundary Violation: crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.
 - a. A boundary violation may include the following, depending on the circumstances:
 - 1) Isolated, one-on-one interactions with a student out of the line of sight of others;
 - 2) Meeting with a student in rooms with covered or blocked windows;
 - 3) Telling risqué jokes to, or in the presence of a student;
 - 4) Employing favoritism to a student;
 - 5) Giving gifts to individual students;
 - 6) Staff member initiated frontal hugging or other uninvited touching;
 - 7) Photographing an individual student for a non-educational purpose or use;
 - 8) Engaging in inappropriate or unprofessional contact outside of educational program activities;
 - 9) Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 - 10) Interacting privately with a student through social media, computer, or handheld devices; and
 - 11) Discussing an employee’s personal life or personal issues with a student.
 - b. A boundary violation does not include:
 - 1) Offering praise, encouragement, or acknowledgment;
 - 2) Offering rewards available to all who achieve;
 - 3) Asking permission to touch for necessary purposes;
 - 4) Giving a pat on the back or a shoulder;
 - 5) Giving a side hug;
 - 6) Giving a handshake or high five;
 - 7) Offering warmth and kindness;
 - 8) Utilizing public social media alerts to groups of students and parents; or
 - 9) Contact permitted by an IEP or 504 plan.
 - 10) Contact permitted by Policy AA418 – Discipline of Students – Staff Responsibilities (II.E & II.F)
4. Grooming: befriending and establishing an emotional connection with a student or a student’s family to lower the student’s inhibitions for emotional, physical, or sexual abuse.

SUBJECT: Employee Code of Conduct

5. Sexual Conduct: includes any sexual contact or communication between a staff member and a student including but not limited to:
 - a. Sexual Abuse: the criminal conduct described in Utah Code Ann. [§76-5-404.1\(2\)](#) and includes, regardless of the gender of any participant:
 - 1) Touching the anus, buttocks, pubic area, or genitalia of a student;
 - 2) Touching the breast of a female student; or
 - 3) Otherwise taking indecent liberties with a student; with the intent to:
 - a) cause substantial emotional or bodily pain; or
 - b) arouse or gratify the sexual desire of any individual.
 - b. Sexual Battery: the criminal conduct described in Utah Code Ann. [§76-9-702.1](#) and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor's conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or
 - c. A staff member and student sharing any sexually explicit or lewd communication, image, or photograph.

B. Procedures

Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

1. Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety. It is not a boundary violation when a student acts or speaks in inappropriately familiar ways with a staff member without having been prompted to do so by the staff member, but such incidents must be promptly documented and reported to the staff member's supervisor or the building principal and the student should be given guidance on proper student-staff relationships as directed by the supervisor or principal.
2. A staff member may not subject a student to any form of abuse including, but not limited to:
 - a. physical abuse;
 - b. verbal abuse;
 - c. sexual abuse; or
 - d. mental abuse.
3. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
4. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including, but not limited to:
 - a. viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text or other format;
 - b. sexual battery; or
 - c. sexual assault.

SUBJECT: Employee Code of Conduct

5. Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
6. A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
7. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
8. Staff member use of electronic devices and social media to communicate with students must comply with District policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.
9. A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.
10. The prohibitions listed above in subsections 1 through 9 apply to staff member interaction with any student presently enrolled in the District and to staff member interaction with any former student who was enrolled at a school where the staff member was assigned during the student's enrollment at that school for a period of two (2) years after the student ceased enrollment at that school.
11. A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
12. The District recognizes that familial relationships or other relationships which are independent of and which do not arise out of the school context between a staff member and a student or former student may provide for exceptions to certain provisions of this policy.
13. Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.

C. Reporting

1. A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.
2. In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. [§62A-4a-403](#):
 - a. a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or to District Administration;

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- b. a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the District Administration of the reported abuse; and
 - c. if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the District Administration shall immediately report that information to the Utah Professional Practices Advisory Commission;
 - d. a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.
3. A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with Policy [AS98-Bulying, Cyberbullying and Hazing](#).
 4. Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.

D. Training

1. Within 10 days of beginning employment with the District a staff member shall receive [video training](#) regarding this policy and shall electronically acknowledge having received training and understanding the policy.
2. Staff members employed by the District at the time of initial adoption of this policy shall receive [video training](#) regarding this policy prior to the first day of the 2019-2020 school year on which students will be in attendance and shall electronically acknowledge having received training and understanding the policy.
3. All employees will receive [video training](#) annually as part of the crucial policy review.

E. Violations

A staff member found in violation of this policy will be subject to disciplinary action, up to and including removal as a volunteer or termination of employment in accordance with orderly termination policy [DP316 NEG](#), [DP316A](#) and [DP316B NEG](#).

REFERENCES

Title 62A, Chapter 4a, Part 4, *Child Abuse or Neglect Reporting Requirements*
Utah Code Section 53E-6-701, *Mandatory Reporting of Physical or Sexual Abuse of Students*
Utah Admin. Code R277-401, *Child Abuse-Neglect Reporting by Education Personnel*
Utah Admin. Code R277-515, *Utah Educator Professional Standards*
Utah Admin. Code R277-322, *LEA Codes of Conduct*
Utah Code Section 63G-7-301, *Waivers of Immunity*
Utah Code Section 76-5-401.1, *Sexual Abuse of a Minor*
Utah Code Section 76-9-702.1, *Sexual Battery*

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

I. Board Directive

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 policy for staff responsibility in disciplining students.

II. Administrative 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 that outlines behavior requirements consistent with District administrative 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.

- 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 that 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 discipline.
 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 [Utah Code §53G-8-301\(1\)](#).
 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 behavioral intervention measures must be taken, staff members may:
 1. Employ de-escalation strategies as outlined in the [Utah Least Restrictive Behavioral Interventions \(LRBI\) behavior guide](#) (chapter 7), or

SUBJECT: DISCIPLINE OF STUDENTS—STAFF RESPONSIBILITIES

- 2. When appropriate, employ a “physical escort” as defined by [Utah Code §53G-8-301\(2\)](#) to mean a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.
- E. When a student presents an immediate danger to self or others, a physical restraint may be used.
 - 1. “Physical restraint” is defined by [Utah Code §53G-8-301\(3\)](#) to mean a personal restriction that immobilizes or significantly reduces the ability of a student to move the student's arms, legs, body, or head freely.
 - 2. A school employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:
 - a. obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
 - b. protect a student or another individual from physical injury;
 - c. remove from a situation a student who is violent; or
 - d. protect property from being damaged, when physical safety is at risk.
 - 3. Use of a physical restraint constitutes an Emergency Safety Intervention (ESI) as outlined in the [LRBI behavior guide](#), and may not be used as a means of discipline or punishment. Use of ESI’s must be reported and documented as outlined in the [LRBI behavior guide](#) (chapter 7).
 - 4. In accordance with [Utah Code §53G-8-301 \(2a\)](#) “Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (4).”
- 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 – Conduct Related to School Activities](#).)
- I. Teachers and other staff members have the responsibility to communicate with students and their parents in a professional manner. Text messages to students must be of a professional, not personal nature. The message content, and frequency will be used to determine if disciplinary action is taken by the District.

SUBJECT: POSTPARTUM RECOVERY~~MATERNITY~~/ PARENTAL LEAVE

I. Board Directive

It is the policy of the Board to allow benefit eligible employees Postpartum Recovery~~Maternity~~/ Parental Leave as indicated below according to 53G-11-209

II. Administrative Policy

A. Definitions

For purposes of this policy, the following definitions apply ~~to this policy~~:

1. Postpartum Recovery Leave: Leave the District provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.
2. Postpartum Recovery Leave Eligible Employee: An employee who:
 - a. Receives benefits, including retirement and paid leave; and
 - b. Gives birth to a child at 20 weeks or greater gestation.
3. Parental Leave: Leave the District provides to a parental leave eligible employee to bond with a child or, in the case of a guardianship appointment, an incapacitated adult, including:
 - a. The birth of the parental leave eligible employee's child;
 - b. The adoption of a child; or
 - c. The appointment of legal guardianship of a child or incapacitated adult.
4. Parental Leave Eligible Employee: An employee who:
 - a. Receives benefits, including retirement and paid leave; and
 - b. Is assuming a parental role with respect to the child or the incapacitated adult for which parental leave is requested; and
 1. Is the child's biological parent;
 2. Is the spouse of the person who gave birth to the child;
 3. Is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;
 4. Is the intended parent of the child born under a validated gestational agreement; or
 5. Is appointed legal guardian of the child or the incapacitated adult;
5. Qualified Employee: An employee eligible for postpartum recovery leave or parental leave.

B. Employees applying for Postpartum Recovery~~Maternity~~/Parental Leave must apply in Skyward Employee Access under the provision of DP322 – Family Medical Leave Act.

C. ~~A qualified employee~~Benefit-eligible employees shall receive up to three ~~six~~ consecutive ~~calendar work~~ weeks (up to 15 contract days) of postpartum recovery~~maternity~~ leave, to be used beginning on the date of birth~~when the child is born~~ unless a health care provider certifies that an earlier start date is medically necessary. This leave is, in addition to any other leave for which the employee is already eligible. Medical exceptions may be given by Human Resources. For more information see policies DP324 NEG Sick Leave – Licensed and DP335 NEG Annual Leave – Licensed, DP326 NEG Sick Leave – Education Support Professionals, and DP335B Annual Leave – Education Support Professionals.

SUBJECT: POSTPARTUM RECOVERY~~MATERNITY~~/ PARENTAL LEAVE

~~A benefit eligible employee shall be paid for contract days which the employee would otherwise have been under contract to work during the six week maternity leave, but shall not be paid for non-contract days occurring during the maternity leave period.~~

D. ~~A qualified employee~~Benefit-eligible employees shall receive ~~up to two~~up to three consecutive work weeks of parental leave (~~ten~~up to fifteen contract days).

1. Parental leave may not be used before the day on which:

- a. The qualified employee's child is born, unless a health care provider certifies that an earlier start date is medically necessary for postpartum recovery;
- b. The qualified employee adopts a child; or
- c. The qualified employee is appointed legal guardian of a child or incapacitated adult,
~~, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible. A parent taking maternity leave is not eligible for parent leave.~~

2. Parental leave runs consecutively to postpartum recovery leave for an employee utilizing postpartum recovery leave.

3. Parental leave may only be used within six months after the qualifying date listed in D. 1.

4. Parental leave may not be used intermittently, unless a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child..

5. Parental leave runs concurrently with any leave authorized under the Family and Medical Leave Act according to District Policy DP322.

6. Parental leave does not increase if a qualified employee:

- a. Has more than one child born from the same pregnancy;
- b. Adopts more than one child; or
- c. Is appointed legal guardian of more than one child or incapacitated adult.

7. A qualified employee may not use more than three consecutive work weeks of parental leave within a contract year or single 12-month period, regardless of whether during that contract year or 12-month period, the qualified employee:

- a. Becomes the parent of more than one child;
- b. Adopts more than one child; or
- c. Is appointed legal guardian of more than one child or incapacitated adult.

E. Postpartum recovery/parental leave compensation

1. A qualified employee shall be paid for contract days which the employee would otherwise have been under contract to work during the postpartum recovery or parental leave, but shall not be paid for non-contract days occurring during the leave.

2. A qualified employee will not be compensated for any unused postpartum recovery or parental leave.

F. A qualified employee shall provide the District notice at least 30 days before the day on which the qualified employee plans to:

- a. Begin using postpartum recovery or parental leave; and

SUBJECT: POSTPARTUM RECOVERY~~MATERNITY~~/ PARENTAL LEAVE

b. Provide a schedule of anticipated leave dates.

~~D.G. The adoptive parent employee may decide to waive using parental leave in consideration for using other leave in~~Adoptive parents see policy DP324 NEG Sick Leave – Licensed or DP326 NEG Sick Leave – Education Support Professionals.

~~E. Prior to granting maternity/parent leave days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for maternity/parent leave used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current contract year.*~~

~~H. Questions about how this policy applies to an individual family situation should be referred to Human Resources.~~The District:

1. May not interfere with or otherwise restrain a qualified employee from using postpartum recovery or parental leave; or
2. Take retaliatory action against a qualified employee for using postpartum recovery or parental leave.

~~F.I. The District shall provide each employee with information regarding the qualified employee's right to use postpartum recovery and parental leave.~~

~~J. Questions about how this policy applies to an individual family situation should be referred to Human Resources.~~

~~* The Board of Education voted on November 28, 2023, to make the effective revision date retroactive to July 1, 2023.~~

Revision history: 5/25/21, 11/30/21, 7/1/23

SUBJECT: POSTPARTUM RECOVERY/ PARENTAL LEAVE

I. Board Directive

It is the policy of the Board to allow benefit eligible employees Postpartum Recovery/Parental Leave as indicated below according to [53G-11-209](#).

II. Administrative Policy

A. Definitions

For purposes of this policy, the following definitions apply:

1. Postpartum Recovery Leave: Leave the District provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.
2. Postpartum Recovery Leave Eligible Employee: An employee who:
 - a. Receives benefits, including retirement and paid leave; and
 - b. Gives birth to a child at 20 weeks or greater gestation.
3. Parental Leave: Leave the District provides to a parental leave eligible employee to bond with a child or, in the case of a guardianship appointment, an incapacitated adult, including:
 - a. The birth of the parental leave eligible employee's child;
 - b. The adoption of a child; or
 - c. The appointment of legal guardianship of a child or incapacitated adult.
4. Parental Leave Eligible Employee: An employee who:
 - a. Receives benefits, including retirement and paid leave; and
 - b. Is assuming a parental role with respect to the child or the incapacitated adult for which parental leave is requested; and
 1. Is the child's biological parent;
 2. Is the spouse of the person who gave birth to the child;
 3. Is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;
 4. Is the intended parent of the child born under a validated gestational agreement; or
 5. Is appointed legal guardian of the child or the incapacitated adult;
5. Qualified Employee: An employee eligible for postpartum recovery leave or parental leave.

B. Employees applying for Postpartum Recovery/Parental Leave must apply in Skyward Employee Access under the provision of [DP322 – Family Medical Leave Act](#).

C. A qualified employee shall receive up to three consecutive work weeks (up to 15 contract days) of postpartum recovery leave, to be used beginning on the date of birth unless a health care provider certifies that an earlier start date is medically necessary. This leave is in addition to any other leave for which the employee is already eligible. Medical exceptions may be given by Human Resources. For more information see policies [DP324 NEG Sick Leave – Licensed](#) and [DP335 NEG Annual Leave – Licensed](#), [DP326 NEG Sick Leave – Education Support Professionals](#), and [DP335B Annual Leave – Education Support Professionals](#).

SUBJECT: POSTPARTUM RECOVERY/ PARENTAL LEAVE

- D. A qualified employee shall receive up to three consecutive work weeks of parental leave (up to fifteen contract days).
1. Parental leave may not be used before the day on which:
 - a. The qualified employee's child is born, unless a health care provider certifies that an earlier start date is medically necessary for postpartum recovery;
 - b. The qualified employee adopts a child; or
 - c. The qualified employee is appointed legal guardian of a child or incapacitated adult.
 2. Parental leave runs consecutively to postpartum recovery leave for an employee utilizing postpartum recovery leave.
 3. Parental leave may only be used within six months after the qualifying date listed in D. 1.
 4. Parental leave may not be used intermittently, unless a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child.
 5. Parental leave runs concurrently with any leave authorized under the Family and Medical Leave Act according to [District Policy DP322](#).
 6. Parental leave does not increase if a qualified employee:
 - a. Has more than one child born from the same pregnancy;
 - b. Adopts more than one child; or
 - c. Is appointed legal guardian of more than one child or incapacitated adult.
 7. A qualified employee may not use more than three consecutive work weeks of parental leave within a contract year or single 12-month period, regardless of whether during that contract year or 12-month period, the qualified employee:
 - a. Becomes the parent of more than one child;
 - b. Adopts more than one child; or
 - c. Is appointed legal guardian of more than one child or incapacitated adult.
- E. Postpartum recovery/parental leave compensation
1. A qualified employee shall be paid for contract days which the employee would otherwise have been under contract to work during the postpartum recovery or parental leave, but shall not be paid for non-contract days occurring during the leave.
 2. A qualified employee will not be compensated for any unused postpartum recovery or parental leave.
- F. A qualified employee shall provide the District notice at least 30 days before the day on which the qualified employee plans to:
- a. Begin using postpartum recovery or parental leave; and
 - b. Provide a schedule of anticipated leave dates.
- G. The adoptive parent employee may decide to waive using parental leave in consideration for using other leave in [DP324 NEG Sick Leave – Licensed](#) or [DP326 NEG Sick Leave – Education Support Professionals](#).
- H. The District:

SUBJECT: POSTPARTUM RECOVERY/ PARENTAL LEAVE

1. May not interfere with or otherwise restrain a qualified employee from using postpartum recovery or parental leave; or
 2. Take retaliatory action against a qualified employee for using postpartum recovery or parental leave.
- I. The District shall provide each employee with information regarding the qualified employee's right to use postpartum recovery and parental leave.
- J. Questions about how this policy applies to an individual family situation should be referred to Human Resources.

Revision history: 5/25/21, 11/30/21, 7/1/23

Governance Process 104: BOARD OFFICERS

Reference: [Appendix “Procedures for Election of Board Officers”](#)

The officers of the Board shall be a President, a First Vice President, and a Second Vice President. They shall be elected at the first Board of Education meeting in January from among the Board members.

- A. The term of office for all officers shall be two years in accordance with [Utah Code 53G-4-201](#). Board members may be elected to more than one term.
- B. Procedure for the Election of Board Officers: The following procedure, utilized one office at a time, will be used for selecting a Board member to serve for each office:
 - 1. Nominations: Any Board member may nominate for any office, including the nomination of oneself.
 - a. Nominations do not need to be seconded.
 - b. A motion, a second, and a vote will close nominations.
 - c. See Appendix [“Procedures for Election of Board Officers”](#) for detailed instructions according to Roberts Rules of Order.
 - 2. Voting: To be elected to an office, a nominee must receive four affirmative votes.
 - a. Voting shall be by raise of hand.
 - b. Candidates for an office shall be voted on according to the order of the nominations. The first nominee to receive four votes is elected to the office and the voting ceases for that office.
 - c. For additional detailed instructions according to Roberts Rules of Order, see the Appendix [“Procedures for Election of Board Officers.”](#)
- C. If an office becomes vacant for any reason, the office shall be filled by an election for that office by the Board members in the same manner as outlined in the Procedure for Election of Officers.
 - 1. Election shall take place as soon as possible at a meeting following receipt of notice of the vacancy and in accordance with the Open Meeting Law.
 - 2. If the office of the President becomes vacant, the Vice President shall fill the vacancy until the election of a successor.
- D. An officer may be removed from office by provisions in [Utah Code 53G-4-203](#).

Revision history: 2/24/15, 11/15/16

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

By Board policy [GP104 Election of Board Officers](#), Board Officers shall be elected from among the Board members at the first Board of Education meeting in January following an election, or when a current Board officer resigns.

Elections will begin with the Board President, then the First Vice President, lastly the Board Second Vice President. Each position's election will follow the same process:

1. The Business Administrator will accept nominations. Nominations do not require a second and any Board member can nominate any Board member, including him/herself.
2. Following each nomination, the Business Administrator will ask the nominee if he/she is willing to serve. If the member answers affirmatively, he/she will become an official nominee. If the member answers negatively, he/she will not be considered a nominee.
3. Only after it appears clear there are no further nominations:
 - a. The Business Administrator will accept a motion to close nominations.
 - b. This motion requires a second.
 - c. The Business Administrator will ask for questions or comments.
 - d. The voting on the motion to close nominations shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - e. This vote requires a 2/3 majority of those present to vote in the affirmative. If all seven Board members are present, five must vote in the affirmative.
 - f. If the required 2/3 is achieved, the election will begin. If the required 2/3 majority is not achieved, the Business Administrator will go back to accepting nominations. In other words, those dissenting votes will be asked to submit a nominee for consideration.
4. Voting on candidates for a position:
 - a. The Business Administrator will ask for questions or comments.
 - b. The voting shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - c. Candidates for an office shall be voted on according to the order in which their nominations were received.
 - d. The first candidate to receive four or more votes is elected to the office and the voting ceases for that office.

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

- e. If no candidate receives four or more votes due to more than two candidates receiving votes, the candidate(s) receiving the lowest number of votes will be asked if he/she voluntarily withdraws from the contest.
 - 1) No matter the choice of the person(s) with the lowest number(s) of votes, a second round of voting will occur that may or may not include the name(s) of the candidates with the lowest number of votes.
 - 2) If after the second round of voting, no candidate receives four or more votes, the election will move to a run-off vote.
 - f. The run-off vote will only be between the candidates receiving the same number of votes. This vote will be by raise of hand. After the run-off vote, a final round of voting will take place, by hand, to determine a winner.
5. If at any point the election process cannot move forward due to a tie:
- a. The Business Administrator will ask Board members to consider that they are asking that chance determine their leadership rather than themselves.
 - b. The Business Administrator will then ask for a revote. If the revote remains a tie, the election shall be determined as follows:
 - 1) If there are two candidates receiving a tie vote, a coin toss will be used to determine the outcome.
 - a) The candidates shall determine that a coin has a "heads" and a "tails."
 - b) The candidate who was nominated first shall select which side he/she chooses to represent him/herself.
 - c) The Business Administrator will toss the coin and allow it to fall to the ground. The coin must lay flat. If the coin does not lie flat, it will be tossed again.
 - d) The candidate whose assigned side of the coin is visible prevails.
 - 2) If there are more than two candidates receiving a tie vote, a name drawn from a container will be used to determine the outcome.
 - a) The candidates' names will be written on identical pieces of paper and folded once.
 - b) Without looking in the container, the Business Administrator shall draw out one name.
 - c) The candidate whose name is drawn prevails.

Based on:

1. Board of Education Governance Process Policy (GP) 104
2. Legal counsel (Burbidge & White)
3. *Robert's Rules of Order*

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

4. Utah School Boards Association
5. Jordan School Board precedents
6. "Election of Board Officers" as prepared by John Larsen, Jordan School District Business Administrator, January 2015.

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

In accordance with Board policy [GP104 Election of Board Officers](#), Board Officers shall be elected ~~at the first Board of Education meeting in January from among the Board members.~~ from among the Board members at the first Board of Education meeting in January following an election, or when a current board officer resigns.

Elections will begin with the Board President, then the First Vice President, lastly the Board Second Vice President. Each position's election will follow the same process:

1. The Business Administrator will accept nominations. Nominations do not require a second and any Board member can nominate any Board member, including him/herself.
2. Following each nomination, the Business Administrator will ask the nominee if he/she is willing to serve. If the member answers affirmatively, he/she will become an official nominee. If the member answers negatively, he/she will not be considered a nominee.
3. Only after it appears clear there are no further nominations:
 - a. The Business Administrator will accept a motion to close nominations.
 - b. This motion requires a second.
 - c. The Business Administrator will ask for questions or comments.
 - d. The voting on the motion to close nominations shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - e. This vote requires a 2/3 majority of those present to vote in the affirmative. If all seven Board members are present, five must vote in the affirmative.
 - f. If the required 2/3 is achieved, the election will begin. If the required 2/3 majority is not achieved, the Business Administrator will go back to accepting nominations. In other words, those dissenting votes will be asked to submit a nominee for consideration.
4. ~~For the V~~voting on candidates for a position:
 - a. The Business Administrator will ask for questions or comments.
 - b. The voting shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - c. Candidates for an office shall be voted on according to the order in which their nominations were received.
 - d. The first candidate to receive ~~a simple majority—~~four or more votes ~~if all seven Board members are present—~~is elected to the office and the voting ceases for that office.

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

- e. If no candidate receives four or more votes ~~a simple majority~~ due to more than two candidates receiving votes, the candidate(s) receiving the lowest number of votes will be asked if he/she voluntarily withdraws from the contest.
- 1) No matter the choice of the person(s) with the lowest number(s) of votes, a second round of voting will occur that may or may not include the name(s) of the candidates with the lowest number of votes.
- e-2) If after the second round of voting, no candidate receives four or more votes, ~~a simple majority~~, the election will move to a run-off vote.
- f. The run-off vote will ~~be~~ only be between the ~~two~~ candidates receiving the ~~two lowest~~same numbers of votes. This vote will be by raise of hand. After the run-off vote, a final round of voting will take place, by hand, to determine a ~~majority~~ winner.
- ~~5. If the final election ends in a tie due to the absence and/or inability of a Board member to be present, no action will be taken on the vote. As no candidate received four or more votes a majority, no one was elected. The Board will then need to decide if it would like to hold a second vote, or if it would like to table the election until such time that all Board members can be present and which satisfies the timeline required by law. A motion, second, and vote will need to be taken on what to do. The current Board Officers shall remain in their positions until successors are duly elected.~~
- ~~6.5. If at any point in the election process things cannot move forward due to a tie: , except due to the absence and/or inability of a Board member to be present as indicated in 5 above the final election ends in a tie due to a Board member who is present abstaining from voting:~~
- a. The Business Administrator will ask Board members to consider that they are asking that chance determine their leadership rather than themselves.
- b. Then the Business Administrator will ask for a revote. If the revote remains a tie, the election shall be determined ~~as follows: by toss of a coin.~~
- a.—1) ~~If there are more than two candidates receiving a tie vote, a series of coin tosses will be used to determine the outcome.~~
- b-a) ~~Both~~ The candidates shall determine that a coin has a “heads” and a “tails.”
- c-b) The candidate who was nominated first shall select which side he/she chooses to represent him/herself.
- d-c) The Business Administrator will toss the coin and allow it to fall to the ground. The coin must lay flat. If the coin does not lie flat, it will be tossed again.
- d) The candidate whose assigned side of the coin is visible prevails. ~~shall be considered elected to the office.~~

Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

- 2) If there are more than two candidates receiving a tie vote, a name drawn from a container will be used to determine the outcome.
- a) The candidates' names will be written on identical pieces of paper and folded once.
 - b) Without looking in the container, the Business Administrator shall draw out one name.
 - e. c) The candidate whose name is drawn prevails.

Based on:

1. Board of Education Governance Process Policy (GP) 104
2. Legal counsel (Burbidge & White)
3. *Robert's Rules of Order*
4. Utah School Boards Association
5. Jordan School Board precedents
6. "Election of Board Officers" as prepared by John Larsen, Jordan School District Business Administrator, January 2015.

Governance Process 104: BOARD OFFICERS

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 - a. Voting shall be by raise of hand.
 - b. Candidates for an office shall be voted on according to the order of the nominations. The first nominee to receive four votes is elected to the office and the voting ceases for that office.
 - ~~c. If no candidate receives a simple majority due to more than two candidates receiving votes, the candidate(s) receiving the lowest number of votes will be given the option to withdraw. Regardless of that candidate’s choice, the Board will move to a run-off vote.~~
 - ~~d.c. The run-off vote will be only between the two candidates receiving the two lowest numbers of votes. This vote will be by raise of hand. After the run-off vote, a final round of voting will take place, by hand vote, to determine a majority winner.~~ For additional detailed instructions according to Roberts Rules of Order, see the Appendix “[Procedures for Election of Board Officers](#).”
- C. If an office becomes vacant for any reason, the office shall be filled by an election for that office by the Board members in the same manner as outlined in the Procedure for Election of Officers.
- 1.- Election shall take place as soon as possible at a meeting following receipt of notice of the vacancy and in accordance with the Open Meeting Law.
 - 1.2. If the office of the President becomes vacant, the Vice President shall fill the vacancy until the election of a successor.
- D. An officer may be removed from office by provisions in [Utah Code 53G-4-203](#).