Year-Round Education
Operations Manual

JORDAN
SCHOOL DISTRICT
JORDAN SCHOOL DISTRICT
OPERATIONS MANUAL FOR YEAR-ROUND EDUCATION

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GENERAL GUIDELINES FOR YEAR-ROUND EDUCATION

1. Year-round education is the Board of Education approved alternative for housing students in elementary schools when enrollments exceed school capacities.

2. Alternate housing options will be used to expand capacity when enrollment exceeds building capacity.

3. Air conditioning is a prerequisite for placing schools on a year-round schedule. A plan for air conditioning must be developed for schools under consideration for a year-round schedule.

4. District administrators will review the need for a year-round option with the local school principal and with members of the local school community council. As appropriate, recommendations concerning a year-round schedule will be submitted to the Board of Education for their discussion and decision.

5. Wherever possible, schools will not be placed on a year-round schedule unless enrollment projections indicate the need will exist for at least five years.

6. Whenever possible, school communities will be given at least one year to prepare for the move to a year-round schedule.

7. The 45/15 Modified Four-Track Calendar is the district-approved calendar for elementary schools.

8. Administrators will work with the SCC and teachers to develop appropriate access for students to drinking fountains, restrooms, and other school common areas if students are housed in portables. (?)

9. Teachers who are assigned to a year-round school may transfer up to July 15.
ADMINISTRATOR GUIDELINES

CONTRACT

1. The principal of a year-round school will be placed on a 245 day contract.

2. Principals and assistant principals of year-round schools receive a salary addendum to their contract for additional responsibilities and larger school enrollment.

VACATION

1. Administrators will receive twenty (20) vacation days at the beginning of each contract year (Jordan School District Policy DP375: Vacation Schedule for Administrative Personnel).

2. At least five vacation days are to be taken in the month of July.

3. Principals are encouraged to take at least 10 consecutive vacation days during the year.

4. A schedule of the principal’s vacation days is to be approved by his/her supervisor prior to use.

5. Principals taking three (3) consecutive days or more for vacation and/or conferences in the months other than July may select a teacher or an approved administrative substitute to assume administrative duties in the principal’s absence. Once his/her supervisor approves the vacation, the principal and supervisor will determine who will assume the administrative duties in the principal’s absence. When an off-track teacher is selected, the teacher will be paid $150.00 per day. When an on-track teacher is selected, a qualified substitute should be obtained and charged to the district approved substitute account.

Principals should not schedule time off during the first and last weeks of school unless the reason for the absence meets the criteria specified in DP 335 Neg. Personal Leave.

6. Principals may request an administrative substitute for a full-time assistant principal at a year-round elementary school if the assistant principal will be absent from the school three (3) or more days.

7. When a principal takes less than three vacation days, he/she will do one of the following:
   a. Designate an on-track employee as being in charge in his/her absence.
   b. If there are circumstances warranting a substitute for less than three days, contact their supervisor for approval and assignment.
8. Teachers substituting for a principal will be paid the current mileage rate for required travel while on duty.

9. Vacation days may not be accumulated from one year to the next. However, vacation days allowed for the current and/or previous year may be taken during June, July, and August with the approval of the immediate supervisor. After August 31, the vacation allowance may not exceed the days accrued for the current year. Any earned vacation over twenty (20) days not used prior to September 1 will be forfeited (Jordan School District Policy DP375).

**RELEASE OF PRINCIPALS TO OPEN NEW YEAR-ROUND SCHOOLS**

Principals assigned to open new YRE elementary schools will be released beginning the first day of the third quarter to begin the work to open the new school.
ASSIGNMENT OF TEACHERS

1. Assignment of teachers to grade levels and tracks is the responsibility of the local school principal. As a year-round program is adopted, initial track placement shall be based on school seniority, district seniority, total years of teaching experience, and school need in that order. After the initial track assignments are completed, teachers will not have the option to change tracks unless an opening occurs. Teachers who apply to fill track openings shall be considered in the order of seniority described above. [Negotiated Revision 8/30/93]

2. Since teachers may have a preference for one track over another, it is recommended that track assignments be evaluated and opportunities for rotating track assignments be considered at least every third year. [Negotiated Revision 8/30/93]

3. Track changes that occur in year-round schools after the school year starts will be open to teachers in the building based on school seniority, district seniority, total years of teacher experience, and school need. [Negotiated 5/9/03]

4. In order to offer a session on all four kindergarten tracks and to balance track loads, the assignment of kindergarten teachers may require: a) a half-time assignment, b) a full-time assignment in two schools, or c) a full-time assignment on two tracks in the same school.

If the kindergarten population in a year-round school cannot generate adequate FTE to support kindergarten sessions on all four tracks, a kindergarten model with three or fewer tracks may be adopted. [Negotiated Revision 6/30/01]

5. Teachers in year-round schools are neither required nor requested to attend any school activity, school meeting, district mandated inservice, or function when they are off track. Off-track teachers who elect to attend school activities or district functions are welcome. Jordan District mandatory inservice will be offered at times that accommodate year round as well as traditional schools. [Negotiated 8/30/93]

6. Principals should be sensitive to the issue of grade level assignment changes and the impact it may have on a staff member. Principals should counsel with teachers one-on-one when it becomes necessary to change a grade level assignment and, except in unusual circumstances, provide the reason(s) for the assignment change. Whenever possible, adequate notice should be provided so that the teacher can make application for transfer to another school, if desired. [Negotiated Revision 7/30/97]
GUIDELINES FOR EXTENDED CONTRACTS

1. Extended contracts are a viable YRE staffing option.

2. An extended contract equates to one and one-third (1.33) full-time teacher equivalent (FTE).

3. Awarding extended contracts is the responsibility of the principal. Teacher selection shall be determined on the basis of student enrollment and the most effective and efficient way to meet the educational needs of students. After these considerations are met, extended contracts shall be awarded on the basis of school need, seniority within the grade level, school, district, and profession, in that order. [Negotiated Revision 8/30/93]

4. Extended contracts shall be one year only; however, the extended contract may be renewed for additional years if it is justified by enrollment and the educational needs of the students. If it is known that an extended contract is not to be renewed, the teacher shall be notified in writing prior to the Teacher Transfer Fair. The notification shall include the reason why the extended contract is not being renewed. [Negotiated Revision 8/30/93]

5. The required additional enrollment must exist before an extended contract is offered to a teacher. If enrollment should decline prior to the opening of school, the extended contract will not be continued.

6. District Policy DP337 NEG: Leave of Absence (Personal – 15 Days) Licensed. gives employees teaching on an extended contract up to ten (10) days of unpaid personal leave during the contract year. Extended-contract employees who desire a contract revision must give notice of their intent to take personal leave prior to July 15 by submitting an Assignment Change Form and calendar. The total number of approved days will be deducted from the 233-day contract. A calendar signed by the principal denoting the specific days the employee will take must be submitted with the Assignment Change Form.

   These scheduled ten (10) days per year are in addition to the fifteen (15) no pay days per three-year period allowed in Board Policy DP337 NEG. Leave of Absence (Personal – 15 days) Licensed.

7. “Double Track” Extended Contracts (example AB only or CD only) are not permitted.
RECOMMENDED YEAR-ROUND EXTENDED DELIVERY SYSTEMS

*Key: Students must have equal time/help in core subjects!
RAINBOW (all tracks) 3 week units

<table>
<thead>
<tr>
<th>UNIT 1</th>
<th>UNIT 2</th>
<th>UNIT 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>AB</td>
<td>A</td>
</tr>
<tr>
<td>D</td>
<td>CD</td>
<td>BCD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

**Reading / Language / Math / Science / Social Studies**
STIPENDS

Track Change Stipend

In order to obtain maximum capacity of a year-round school, teachers will rotate classrooms at track-change times. It is necessary for the teachers going off track and the teachers coming on track to exchange some classroom materials, supplies, furniture, and personal items.

To compensate teachers for the additional responsibilities, a stipend is awarded. Currently, the stipend is $100 for each completed change; i.e., moving out when going off track and moving in when coming on track. Payment is made on the first pay period after the completed change.

Tracks A and D change three times per year.

Tracks B and C change four times per year.

Arrangements in which the same teacher changes rooms each time there is a track change rather than the teacher who is going off or coming back on track are permissible provided that they are approved by the principal and unanimously approved by the team including the teacher volunteering to move. If the arrangement is approved, the teacher who changes rooms at each track change will receive the entire room change stipend each time he or she moves rather than the teacher who would otherwise be changing rooms.

Kindergarten Stipend

A stipend will be awarded to kindergarten teachers required to fill a full-time assignment on two different tracks. Principals are authorized to approve a stipend of $5,000 to qualifying kindergarten teachers. Teachers required to travel between two schools should complete a mileage report for reimbursement.
TRACK CHANGE DAYS

Year-round teachers are required to work nine hours per year in conjunction with track change days. This time can be worked off site if desired. If teachers are rotating classrooms, they must come to the school on the track change day to physically move classroom items. Principals can hold a faculty meeting on that day but cannot require teachers who are returning on track to attend the faculty meeting or any other meeting.

EXCHANGE DAYS

Teachers in year-round schools shall be allowed to exchange working days with an off-track teacher from that same school according to the following guidelines:

a. The exchange is necessitated by a compelling personal need or emergency.

b. The exchange is approved by the school principal prior to the exchange of teaching days.

c. Principals will monitor all exchanged days. Not more than 15 working days may be exchanged in any three-year period.

d. If both teachers do not complete the exchange of days within a calendar year or if a teacher leaves Jordan School District for any reason before the exchange is complete, Human Resources and/or Payroll will make final determination of the settlement of the exchange.
SUBSTITUTE TEACHING

Off-track teachers shall have the opportunity to substitute in the district and shall be paid the premium substitute rate. Year-round teachers wishing to substitute during off-track times should notify the Substitute Office when they are available to substitute.

[Negotiated 8/30/93]

Year-round teachers are encouraged to substitute during their off-track time.

Off-track teachers may be asked to substitute for the principal. (See Administrator Guidelines.)

PLANNING DAY FOR TEACHERS WHO ARE TRACKING OFF

In year-round schools, planning day will be determined by the District Calendar Committee per Jordan School District Policy. [Negotiated 2003-2004]
PROCEDURE FOR SCHEDULING SPECIAL EDUCATION TEACHERS IN YEAR-ROUND SCHOOLS

It is recognized that developing a schedule for resource teachers to cover year-round schools is a challenge and that hiring teachers who want to work all 233 days is not always feasible. Given these circumstances, principals should use the following guidelines to develop schedules for each new school year:

• It is the responsibility of the local school principal to develop a plan to cover the school during days that special education contract employees are not on contract. The principal must determine how the services will be delivered during these days. Service options include covering the days with 1) certificated staff (additional days submitted on time sheet) and/or with 2) paraprofessional staff that work under the direct supervision of certificated staff (i.e., “coverage assistants” with days submitted on time sheets).

• It is important that a “Year-round Special Education Personnel Calendar” is completed and approved by June 30th for the new school year. New hires will have 30 days to complete and submit a calendar.

• Special education staff are on 176-day contracts. Contract days include:
  - Contract Teaching Days 170
  - Preparation Days 3
  - Check Out Days 1
  - Parent Teacher Conferences 2
  - Total 176

• Special Education Classroom Teachers (Preschool and School-Age) and Speech-Language Pathologists also have the option to work up to 3.5 additional days as a result of Senate Bill 2 - Extended Year for Special Educators which provides a $200/day stipend (plus applicable benefits) for this specified group of special educators. Days must be worked two weeks before or two weeks after the contract year or during off-track days (but not vacation periods). Please note that the number of days and stipend amount are prorated based on the educator’s assigned FTE equivalent.

The following procedures should be used in completing the “Year-round Special Education Personnel Calendar.” Please note that the spreadsheet for this calendar can be downloaded from the Special Education website. If the directions are followed carefully, all calculations will be automatically completed ~ this will eliminate the need for hand counting days:

1. On the lines marked “C”, enter a “C” for each contract day that will be worked. Double check to be sure that they total 174 (this includes 170 contract days, 3
preparation days and 1 check-out day) and fill in the number of contract days to be worked for each month (the total will be automatically calculated).

2. Fill in the days that will be used for Parent Teacher Conferences (PTC).

Parent Teacher Conferences: There are eight evening PTC’s during a year-round schedule. In the past, special education teachers used Teacher Professional Development Days and attended all eight PTCs. Four of the PTC days are covered under contract.

With the loss of Teacher Professional Development Days it has been a challenge to cover all of the PTC’s. The following options are recommended:

A. Staff may attend fewer PTC’s during the year. If this option is chosen, parents will need to be notified which night(s) special education staff will be available to meet. On the lines marked “PTC”, the employee should enter a “P” for each evening the PTC will be worked and enter the dates on the lines under “Conference Dates” at the bottom of the calendar.

B. At the discretion of the principal, other PTC’s may be covered by giving the employee trade days during the year. On the lines marked “PTC”, the employee should enter a “P” for each evening the PTC will be worked and enter the dates on the lines under “Conference Dates” at the bottom of the calendar. Principals will need to work with the employee to “trade” these days off during the year if this option is selected.

3. On the lines marked “L” enter an “L” for each additional day (*up to 3.5 days) that will be worked as part of Senate Bill 2 - Extended Year for Special Educators. Half (.5) days should be marked with an “H”. Enter the dates on lines 1-3 under “Ext. Yr. Legis. Dates”.

These days should be submitted on the JSD Completed Work Report time sheet by the due dates specified. Staff will receive a memo with instructions for documenting days worked under the “Extended Year for Special Educator Stipends” prior to the start of the new contract year.

* Remember that these days apply only to Special Education Teachers and Speech-Language Pathologists and are prorated based on the educator’s assigned FTE equivalent.

4. On the lines marked “X”, enter an “X” for each day that will be taken off for vacations, etc. Count and fill in the number of days off per month (the total will be automatically calculated).

5. On the lines marked “A”, enter an “A” for each additional day requested by the teacher. These will be turned in on a time sheet monthly. Count and fill in the number of additional days per month (the total will be automatically calculated).

6. Complete the “Calendar Summary” section at the bottom of the page that documents the number of contract days, days off and additional days (the totals will be automatically calculated). The contract days specified on this calendar will be used by the Payroll and Personnel Departments in calculating all payroll issues.
7. Determine the number of days that assistant coverage is needed to take the place of a certified staff member that is on vacation and make necessary arrangements following the guidelines for number of allowable work hours from the Human Resource Department (“coverage assistant”).

8. Make a copy of the finished calendar and send the original to the Special Education Department secretary. Once approved, copies will be distributed to the Personnel and Payroll Departments. Payments for additional days will not be approved without a completed calendar.

9. The calendar submitted serves as the basis for the employee’s contract and must be followed as outlined. As directed by the Human Resource Department, calendars may only be changed twice per contract year. Revisions must be submitted in writing and pre-approved by the Principal and Program Director. No changes will be approved which require additional funding. The calendars must be followed as outlined.

10. Benefits (sick leave, personal leave) are available for any of the 57 additional days worked. These benefits apply only to the 57 days allowed for special education resource teachers. They do NOT apply to any of the Extended Year Special Educator Stipend Days (“Legis. Days”). Days should be reported online on Skyward Employee Access. If a calendared day is missed, the school secretary will need to enter the appropriate accrued leave for that day.

Note that a part-time teacher (.5) who works full days on specified days of the week rather than part-time each day, will be marked as two days absent if they are absent one day (days marked absent are proportionate to the FTE assigned).

11. Report "YRS Additional Days" worked on a time sheet and submit to the Special Education Department secretary by the first of each month.

Covering all tracks in a year-round school is a challenging process. It is critical that special education staff be scheduled to ensure that special education students receive quality programs and the services specified on their Individualized Education Plans (IEPs).

If assistance is needed completing the calendar, staff should contact the Teacher Specialist assigned to the school. Questions on how to complete the calendars electronically should be directed to the Special Education Department secretaries.

May 1996 Neg.
Rev. 5/2014
# TEACHER CONTRACT DAYS FOR THE YEAR ROUND MODIFIED CALENDAR

<table>
<thead>
<tr>
<th></th>
<th>REGULAR YRE</th>
<th>EXTENDED YRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Teaching Days</td>
<td>170</td>
<td>227</td>
</tr>
<tr>
<td>Preparation Days</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Check-in Days</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Parent/Teacher Conferences*</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>REGULAR YRE</th>
<th>EXTENDED YRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>176</td>
<td>233</td>
</tr>
<tr>
<td>FTE Equivalent</td>
<td>1.0</td>
<td>1.33</td>
</tr>
</tbody>
</table>

*Two school Professional Development days are used to cover the additional parent/teacher conference days required of extended-contract teachers.
AUXILIARY HELP - LICENSED

Assignments and contracts for professional support staff shall be determined on the basis of budget and the number of students qualifying for services.

RESOURCE:
In schools with one resource teacher, the resource teacher is on a 176-day, customized, year-round contract with provisions for additional contract days at the request of the local school principal and with the approval of the director of special education. Year-round coverage assistants are placed in each school to cover the 57 days the resource teacher is off. When additional contract days are requested and approved for the resource teacher, they are deducted from the assistant’s 57 days.

In schools with two resource teachers, two (2) 57-day, year-round coverage assistants are assigned to support the resource program. The same procedures noted in the previous paragraph apply.

It is recommended in schools with two resource teachers that they arrange schedules, with the approval of the local school principal, so that professional personnel are directing the resource program each day of the year-round calendar.

SPEECH:
Speech/language pathologists in year-round schools are on 176-day, customized contracts approved by the local school principal.

GUIDANCE:
Guidance specialists are on a 184-day contract with the possibility of up to fifteen (15) additional contract days. Additional days are based on individual school needs as recommended by the principal and approved by the director of guidance programs.

CLUSTER UNITS ON YRE:
Special education students, living in traditional-school boundaries, may be assigned to a cluster unit in a year-round school. To accommodate families, these students will be assigned to A or D tracks because these tracks most closely parallel a traditional schedule. Teachers assigned to cluster units are given year-round, single-track contracts that parallel the student single-track, cluster placement.

ITINERANT PROFESSIONAL SUPPORT PERSONNEL:

<table>
<thead>
<tr>
<th>Adaptive Physical Education Therapists</th>
<th>Occupational Therapists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augmentative Communication Specialists</td>
<td>Physical Therapists</td>
</tr>
<tr>
<td>Hearing-Impaired Specialists</td>
<td>Visually-Impaired Specialists</td>
</tr>
</tbody>
</table>

Itinerant therapists and specialists provide services on a referral basis.
AUXILIARY HELP – CLASSIFIED

Secretary

1. The secretary works under the supervision of the school principal.

2. The secretary is on a twelve-month (242 days) contract/eight (8) hours per day.

3. Vacation days are based on years of continuous service as follows:

<table>
<thead>
<tr>
<th>Continuous Contract Service As of July 1</th>
<th>Vacation Days Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Month</td>
<td>1 Day</td>
</tr>
<tr>
<td>2 Months</td>
<td>2 Days</td>
</tr>
<tr>
<td>3 Months</td>
<td>3 Days</td>
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<tr>
<td>4 Months</td>
<td>3 Days</td>
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<tr>
<td>5 Months</td>
<td>4 Days</td>
</tr>
<tr>
<td>6 Months</td>
<td>5 Days</td>
</tr>
<tr>
<td>7 Months</td>
<td>6 Days</td>
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<tr>
<td>8 Months</td>
<td>7 Days</td>
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<tr>
<td>9 Months</td>
<td>8 Days</td>
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<tr>
<td>10 Months</td>
<td>8 Days</td>
</tr>
<tr>
<td>11 Months</td>
<td>9 Days</td>
</tr>
<tr>
<td>1 Year</td>
<td>10 Days</td>
</tr>
<tr>
<td>Beginning 2 Years</td>
<td>10 Days</td>
</tr>
<tr>
<td>Beginning 10 Years</td>
<td>15 Days</td>
</tr>
<tr>
<td>Beginning 14 Years</td>
<td>16 Days</td>
</tr>
<tr>
<td>Beginning 15 Years</td>
<td>18 Days</td>
</tr>
<tr>
<td>Beginning 17 Years</td>
<td>20 Days</td>
</tr>
<tr>
<td>&amp; Beyond</td>
<td></td>
</tr>
</tbody>
</table>

4. Pool hours are allocated to each school to provide a substitute during the secretary’s vacation and other days off. These hours are also to provide additional help during peak-load work times.

5. Office assistants substituting for an extended absence of the secretary or another assistant must be approved by the area administrator of schools in conjunction with the Human Resource Department.
AUXILIARY HELP - CLASSIFIED

Assistants
(Lunch, Instructional, Clerical, 57-Day, Special Education, Media, Resource)

1. Assistants are to work 17 hours per week when school is in session.

   227 working days per year
   770.5 hours

2. All assistants’ time is prorated during short weeks.

   Example:   5 Days - 17 Hours
              4 Days - 13.5 Hours
              3 Days - 10 Hours

3. Tracking instructional assistants are .167 FTE.

   Year-round instructional assistants are .25 FTE.
AUXILIARY HELP – CLASSIFIED

Custodians

1. The custodian’s contract is for twelve months (245 days) with vacation benefits.

2. One part-time assistant custodian and other evening cleaning personnel are assigned to each school with work hours formulated on building size. The assistant custodian works under the direction of the school custodian.
AUXILIARY HELP – CLASSIFIED

Lunch Workers

1. The school lunch manager works a 228-day contract under the supervision of the principal.

2. Other lunch workers are on an eleven-month hourly basis and work under the direction of the lunch manager.
AUXILIARY HELP – CLASSIFIED

Transportation Services

1. Students who reside one and one-half miles or more from the school will be provided transportation.

2. Principals may apply annually for transportation services for students residing where hazardous walking conditions exist.

3. Transportation service is provided in all geographical areas on all tracks.
PARENT-TEACHER CONFERENCES

1. Parent-Teacher conferences will be held in the fall and spring of each school year. Conferences will be scheduled to ensure maximum opportunity for parents to attend.

2. The dates for parent-teacher conferences will be scheduled by each YRE elementary school within the week determined by the YRE Committee.

3. To avoid large crowds and/or congestion, parent-teacher conferences are usually held two tracks at a time.

4. Payment to professional staff members for conferencing is included as part of the regular year-round contract. (See Teacher Contracts.)

5. The extra parent-teacher conference days required of a teacher on an extended contract can be covered by the use of an equivalent number of school Professional Development days.

6. In that kindergarten teachers conference with double the number of parents or have only half the time to conduct their conferences, it is suggested that a substitute be provided at district expense during one of the conference days during both the fall and spring conferences to provide the additional time needed to conduct their conferences.

7. Wherever possible, the closing and securing of the school building on parent-teacher conference evenings will be covered by the school’s adult sweeper.

8. Secretaries who work the evenings of parent-teacher conferences will receive compensatory time during the following week.

Our concern is the individual growth of each child rather than a comparison with the achievements of other members of the class.
STUDENT REGISTRATION AND TRACK ASSIGNMENTS

1. The local school principal is responsible for the assignment of students to tracks.

2. Registering family members on the same track will be the first priority. Parents who desire siblings on different tracks must request this option.

3. To achieve maximum use of the building, tracks must be balanced and full.

4. In order to maintain balanced class loads, the difference between the highest and lowest number of students per teacher should not be greater than five (5) on each grade level.

5. Kindergarten should be offered on all four tracks when possible. A kindergarten model with three or fewer tracks will be adopted if a school cannot generate sufficient FTE to carry all four tracks. If local needs are better met by having fewer than four tracks, the principal, with the support of the school community council, may adopt a kindergarten model with three or fewer tracks.

6. In the registration process, families are randomly assigned to tracks by a computerized program based upon track requests and the constraints noted above.

7. Inasmuch as student registration occurs prior to the assignment of teachers to specific tracks, parental choice of teachers is not possible.

8. Student registration will occur in the spring following the announcement of the estimated enrollment for the next year by the Planning and Student Services Department. The number of teachers allocated is based upon the estimated enrollment. Principals will staff conservatively inasmuch as this figure is subject to change.

9. When registration is complete and families have been notified of track assignments, a family who is dissatisfied with its track assignment may apply for a track change by completing a Track Change Request form. Families requesting a track change will be placed on a waiting list.

10. If parents find that their track assignment is unsatisfactory or that a year-round schedule would create a hardship, they may apply to have their children attend a school which is on a traditional-calendar schedule. The application form, the School Transfer Request Permit, is available from the requested school. Title 53A-2-206.5

11. The need for re-registration of students should be reviewed annually by the school principal, the school community council, and the professional staff to ensure the needs of students and families is met.
ATTENDANCE AND TRANSFER POLICY

1. Students are required by Subsection 53-24-1 (1) of the Utah Code to attend school when school is in session in the area in which they reside. To attend school outside the student’s boundary will require an approved transfer request.

2. As students transfer to schools with different schedules, it is possible for a child to receive more than, or fewer than, the 180 days of schooling required by law. School districts are permitted to claim membership for the actual period of membership in either case regardless of the total number of days involved. (See attached memorandum from the USOE). In effect, a child transferring to a year-round school may be assigned to a track that has been or currently is in session. The student in this case may receive more than or fewer than 180 days of schooling.

3. Employees working for Jordan District on a schedule or track that is not compatible with the calendar their child is assigned may request an alternate school/track. These requests will be honored when possible.

4. All staff requesting a transfer for their own children to the school where they work must follow the permit process outlined by district policy.

5. Students who are absent during their on-track time for vacation, illness, emergency, etc., will not be allowed to attend school during their off-track time. This also applies to students enrolled in classrooms of extended contract teachers.
A traditional calendar for elementary schools is the preferred calendar choice whenever possible. The driving force in a decision to move a school from a year-round calendar to a traditional schedule should be a combination of the school’s population and the capacity of the school building. While it is preferred that a school’s entire population be housed in the existing facility, portables (based on availability) may be used to assist a school’s move from a year-round to a traditional calendar. It is critical that quality educational programs are maintained; i.e. resource rooms, computer labs, and media centers in all schools.

**Procedures**

1. Prior to a possible change in calendar, the principal of a year-round school with a history of declining enrollment will meet with his/her area administrator of schools to review:
   a. The number of teaching stations available
   b. Enrollment projections
   c. Other school and district needs

2. The area administrator of schools and director of Planning and Student Services will make a recommendation concerning a change in calendar based on school and district needs, realizing the district may have to limit the number of schools changing calendars in a given year to accommodate personnel needs.

3. A change-of-calendar proposal will be made to the Cabinet.

4. The area administrator of schools will meet with the principal to review the recommendation and to develop a proposed timeline for the calendar change. This meeting will occur as early as possible to allow communication with employees and prepare for employee choice of distribution of pay.

5. The recommendation will be shared with the school staff, School Community Council, the PTA, and community at large.

6. The calendar change will be presented to the Board of Education for approval.

7. The change-of-calendar timeline will be implemented. Every effort will be made to accommodate classified and certified requests to transfer.
3-TRACK CALENDARS

In extreme circumstances it may be necessary to move to a three track YRE schedule. When this occurs, tracks A, B, and D should be maintained at the school to preserve parental choice due to the number of special programs assigned to track B.
HISTORY OF YEAR-ROUND EDUCATION IN JORDAN SCHOOL DISTRICT

1972  Jordan School District began to investigate YRE as a possible solution to future overcrowding.

1973  YRE was considered as a housing option for the Canyon View and Oakdale Elementary Schools. The idea was rejected by parent committees. The result was the passing of a bond election for funds to continue to build additional schools.

1985  Willow Canyon Elementary
       60/15 Four Track

1986  Oquirrh Elementary
       West Jordan Elementary
       45/15 Four Track

1987  Altara Elementary
       Columbia Elementary
       Crescent Elementary
       Rosamond Elementary
       *45/15 Modified Four Track

1988  Draper Elementary
       Lone Peak Elementary
       Monte Vista Elementary
       Mountain Shadows Elementary
       Park Lane Elementary
       Riverside Elementary
       Silver Mesa Elementary
       South Jordan Elementary
       Sunrise Elementary
       Welby Elementary
       Westland Elementary
       **45/15 Modified Four Track

1989  Sprucewood Elementary

1990  Jordan Ridge Elementary
       Southland Elementary
       Terra Linda Elementary

1993  Granite Elementary
       Westvale Elementary

1994  Riverton Elementary (remodeled, reopened)
       Silver Mesa Elementary (returned to a traditional calendar)
1995  Bluffdale Elementary

1996  Granite Elementary (returned to a traditional calendar)

1998  Elk Meadows Elementary
      Jordan Hills Elementary
      Oak Hollow Elementary
      Rose Creek Elementary

2000  Willow Canyon Elementary (returned to a traditional calendar)

2001  Hayden Peak Elementary
      Park Lane Elementary (returned to a traditional calendar)

2002  Herriman Elementary

2003  Westland Elementary (3 track year-round)
      West Jordan Elementary (3 track year-round)

2004  Copper Canyon Elementary
      Foothills Elementary

2005  Altara Elementary (returned to a traditional calendar)
      Daybreak Elementary
      Oakcrest Elementary
      Sunrise Elementary (returned to a traditional calendar)
      West Jordan Elementary (returned to a traditional calendar)
      Westland Elementary (returned to a traditional calendar)

2006  Butterfield Canyon Elementary
      Willow Springs Elementary

2008  Eastlake Elementary
      Falcon Ridge Elementary

2009  Silver Crest Elementary
      Terra Linda Elementary (returned to a traditional calendar)

2010  Copper Canyon Elementary (returned to traditional calendar)
      Elk Meadows Elementary (returned to traditional calendar)
      Riverside Elementary (returned to traditional calendar)
      Rosamond Elementary (returned to traditional calendar)
      Silver Crest Elementary (returned to traditional calendar)
      Southland Elementary (returned to traditional calendar)
      Westvale Elementary (returned to traditional calendar)

2011  Oakcrest Elementary (returned to traditional calendar)
      Fox Hollow Elementary (opened on traditional calendar)

2013  Silvercrest (moved to year-round)
      Fox Hollow (moved to year-round)
Jordan Hills (returned to traditional)  
2014  Elk Meadows (moved to year-round)  
Blackridge (opened year-round)

*The Modified 45/15 Four-Track Calendar is based upon 172 days extended 16 minutes each day and includes a common three-week vacation in July for all four tracks.

**The Board of Education adopted the Modified 45/15 Four-Track Calendar as the district-wide, year-round calendar. The decision was made due to the increasing number of schools on YRE and the need to coordinate support services including transportation, maintenance, school lunch, teacher in-service, etc.

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