

Year-Round Education Operations Manual

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. Locating portable classrooms on school campuses will be done after the school has adopted the year-round schedule. Portables are not an alternative to keep a school from year-round education.
3. Air conditioning is a prerequisite for placing schools on a year-round schedule. A plan for air conditioning has been 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. At such time as more than six portables are required to house students on a year-round schedule, the School Community Council (SCC) may consider requesting boundary changes, pocket bussing, or additional portables to deal with future growth in enrollment.

ADMINISTRATOR GUIDELINES

CONTRACT

1. The principal of a year-round school will be placed on an eleven-month contract beginning July 1 and ending June 30.
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. Twenty vacation days are allocated each school year beginning July 1.
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 the area assistant superintendent prior to use. Changes in the schedule must be communicated in advance to the area assistant superintendent.
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 a retired principal to assume administrative duties in the principal's absence. Once the area assistant superintendent approves the vacation, the principal and area assistant superintendent 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. 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 the area assistant superintendent for approval and assignment.
7. Teachers substituting for a principal will be paid the current mileage rate for required travel while on duty.
8. Vacation days **cannot** be carried over from one year to the next.

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 fourth quarter to begin the work to open the new school.

[Teacher Assignment]

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, and total years of teaching experience, 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, and total years of teacher experience. [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, 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]

[Teacher Contracts]

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 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 an extended contract is not to be renewed, the teacher shall be notified in writing prior to June 1. 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. 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 25* by submitting an Assignment Change Form. 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).

7. "Double Track" Extended Contracts (example AB only or CD only) are not permitted.

[Teacher Contracts]

RECOMMENDED YEAR-ROUND EXTENDED DELIVERY SYSTEMS

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

UNIT 1	ABC	D		
UNIT 2		AB	CD	
UNIT 3			A	BCD
OFF TRACK	D	C	B	A

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

			Teacher One = Reading / Language
			Teacher Two = Math / Science
			Teacher Three = Spell-Vocab / Soc. St.
DEPARTMENTS - 3 Extended Teacher Method			
	ABC ON	ABD ON	ACD ON
8:20 - 8:30	Homebase		BCD ON
8:30 - 9:15	Reading A		
	Math B	Math B	Math C
	Spell-Vocab C	Spell-Vocab D	Math C
9:15 - 10:00	Read C	Read D	Spell-Vocab D
	Math A	Math A	Read D
	Spell-Vocab B	Spell-Vocab B	Math B
			Spell-Vocab C
10:00 - 10:15	RECESS		
10:15 - 11:00	Read B	Read B	Read C
	Math C	Math D	Math D
	Spell-Vocab A	Spell-Vocab A	Spell-Vocab A
11:00 - 11:45	Language A	Language A	Language B
	Science B	Science B	Science C
	Soc. St. C	Soc. St. C	Soc. St. D
11:45 - 12:25	LUNCH		
12:25 - 12:30	Homebase		
12:30 - 1:15	Language C	Language D	Language D
	Science A	Science A	Science B
	Soc. St. B	Soc. St. B	Soc. St. C
1:15 - 2:00	Language B	Language B	Language C
	Science C	Science D	Science D
	Soc. St. A	Soc. St. A	Soc. St. B
2:00 - 2:30	PE (team)*		
2:30 - 3:10	Enrichment (team or homebase)*		

* only place with single track teachers

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 \$1,500 to qualifying kindergarten teachers beginning in the 2001-2002 school year. Teachers required to travel between two schools should complete a mileage report for reimbursement.

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.

01/94
Rev. 3/96

[Teacher Contracts]

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 clerk each week 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 the last day for any students or teachers who are tracking off. The District Calendar Committee will include these dates in future calendars. [Negotiated 2003-2004]

[Teacher Contracts]

PROCEDURE FOR SCHEDULING SPECIAL EDUCATION TEACHERS IN YEAR-ROUND SCHOOLS

All Special Education Staff working in year-round schools are on regular contracts. The reason for this is threefold: 1) additional days are dependent on funding; 2) each school has different needs for staffing during these times when regular contract employees are not at school; and 3) employees vary on the number of days they wish to work. There are many creative options that principals and teachers have used to cover their schools during this time. Developing a schedule for resource teachers to cover year-round schools is a challenge. The following guidelines should be used as you develop your schedules for next year:

- The local principal has the responsibility for developing a plan to cover the school during the days that special education contract employees are not on contract. The principal must determine the school's need to be covered during these days. If these days need coverage, options include covering the days; 1) with certified staff (additional days submitted on time sheets), and 2) with paraprofessional staff ("coverage assistant" with days submitted on time sheets) under the direct supervision of certified staff.
- It is critical that a "Year-Round Personnel Calendar" is completed and signed before staff returns to work.
- All special education staff are on regular 176-day contracts. Contract days include:

Contract Teaching Days	170
Preparation Days	3
Check Out Days	1
Parent Teacher Conferences	<u>2</u>
Total	176

- Use the following procedure in completing the "Year-Round Personnel Calendar":
 1. Mark with a "C" the 170 regular contract days that will be worked. Double check to assure that they total 170 and fill in the number of contract days to be worked each month.
 2. Have the employee fill in the days that will be used for parent-teacher conferences (PTC) and Teacher Professional Development Days (TPD).

Parent-Teacher Conferences: There are eight evening PTC's during a year-round schedule. In most cases, special education teachers will attend all of them. The first four PTC's are covered under contract. Have the employee place an asterisk (*) on the dates of the first four PTC's and enter the dates under 1-4 of the PTC box at the bottom of the calendar. The second four PTC's may, at the discretion of the teacher, be covered by Teacher Professional Development Days. Next, place an asterisk (*) on the dates of the next four PTC's and enter the dates under 5-8 of the PTC box.

Teacher Professional Development Days: Mark with a "TPD" the Teacher Professional Development Days worked. In cases where teachers have chosen to use their professional development days to cover PTC's, there will be only one day marked in this manner. In cases where all parents can be conferenced with in less than eight days, the employee will mark more than one Teacher Professional Development Day on the calendar.

3. Mark with a "SPD" the School Professional Development Days you will work school-wide at the direction of your principal. Check with your principal for the exact dates. Days will be submitted on a time sheet.
4. Mark with an "X" the days taken off for vacations etc. Count them and fill in the number of days off per month.
5. Mark with an "A" the additional days requested by the teacher. These will be turned in on a time sheet monthly. Count them and fill in the number of additional days per month.
6. Complete the summary box at the bottom of the page that documents the number of contract days, professional development days, days off and additional days. 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 ("**coverage assistant**").
8. Be sure to make a copy of the finished calendar and **send the original to Debbie Fairbourn in the Special Education Department**. Once approved, copies will be distributed to the Personnel and Payroll Departments. Payments for additional days will not be made without a completed calendar.

9. The calendar submitted serves as the basis for the employee's contract. Employees may revise their calendar **no more than two times each contract year** and must have the principal's prior approval. If a change requires additional funding, it must have prior approval from the Department of Special Education. **All proposed changes must be submitted to the Department of Special Education in writing.**
10. Benefits (sick leave, personal leave, emergency leave) will be available for any of the 57 additional days worked. Benefits apply only to the 57 days available to special education resource teachers. They do NOT apply to any of the 10 professional development days. Days should be reported on the standard District form "Absence Record".
11. Report "YRS Additional Days" worked on a time sheet and submit to Debbie Fairbourn in the Special Education Office by the first of each month.

If you have questions regarding this process, please call the Technical Assistant assigned to your school.

May 1996 Neg.
Rev. 6/03

[Teacher Contracts]

**TEACHER CONTRACT DAYS FOR THE YEAR ROUND
MODIFIED CALENDAR**

	REGULAR YRE	EXTENDED YRE
Extended Teaching Days	170	227
Preparation Days	3	3
Check-in Days	1	1
Parent/Teacher Conferences*	2	2
Total	176	233
FTE Equivalent	1.0	1.33

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

6/03/02
Rev. 4/99

[Auxiliary Help – Certificated]

AUXILIARY HELP - CERTIFICATED

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:

Adaptive Physical Education Therapists	Occupational Therapists
Augmentative Communication Specialists	Physical Therapists
Hearing-Impaired Specialists	Visually-Impaired Specialists

Itinerant therapists and specialists provide services on a referral basis.

4/15/88
Rev. 1/94

[Auxiliary Help-Classified]

AUXILIARY HELP – CLASSIFIED

Secretary

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

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

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

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

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 assistant superintendent.

[Auxiliary Help-Classified]

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. Part-time lunch clerical assistants are allowed their full 17 hours on short weeks of three (3) or more days.

3. All other assistants' time is prorated during short weeks.

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

4. Tracking instructional assistants are .167 FTE.

Year-round instructional assistants are .25 FTE.

[Auxiliary Help-Classified]

AUXILIARY HELP – CLASSIFIED

Custodians

1. The custodian's contract is for twelve months with vacation benefits.
2. One senior sweeper and other evening cleaning personnel are assigned to each school with work hours formulated on building size. The senior sweeper works under the direction of the school custodian.

[Auxiliary Help-Classified]

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]

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.

[P/T Conference]

PARENT-TEACHER CONFERENCES

Our concern is the individual growth of each child rather than a comparison with the achievements of other members of the class.

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 timeframe 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 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.

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 Administrative 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 home-base school.
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 are met.

Lone Peak Elementary

11515 South High Mesa Dr. (2220 E.) • Sandy, Utah 84092

*Sample
Registration Letter*

March 17, 1993

Dear Lone Peak Parents and Families,

Enclosed you will find a 1993/94 School Calendar and a Registration Application. Please study the calendar and registration form carefully, make your selections, and return the required registration form before 4:00 P.M., Thursday, April 8. Registration applications that are not returned before this deadline or do not include three track choices for each child being registered will be assigned a track after initial registration is completed.

Please be aware of the following guidelines needing your consideration as you select the year-round track for your family.

1. Kindergarten will be offered on all four tracks for the 1993/94 school year.
2. Teacher assignments will not take place until registration is completed. Teachers will not be assigned tracks until May, with additional changes taking place up to and including the start of the school year.
3. Balanced tracks and individual teacher class loads will be a high priority in track placement.
4. Please list a first, second and third choice of track preference on the registration form (three DIFFERENT choices) in the appropriate space. Registration forms that do not include three different tracks choices for each child being registered will be assigned an available track after initial registration is completed.
5. Registration is not a first come, first serve basis. The school will notify you, by mail, as to the track placement of your children. Please do not call the school to receive track placement. Notification will be mailed the first week of May.

Every effort has been made to provide you with options to make the year-round schedule comfortable for your family. We remind you, the registration application is due before 4:00 P.M., Thursday, April 8.

Sincerely,

G. Larry Fryer, Ph.D.
Principal

YEAR-ROUND EDUCATION REGISTRATION 1993-94

Dear Park Lane Parents,

Attached is Park Lane's Year-Round Registration Form and Calendar for the 1993-94 school year. Please study each item carefully, complete the registration form, select your track option, and return to Park Lane by THURSDAY, April 8. Please keep the copy of the calendar brochure for your future reference. If the registration form is not returned by the deadline date, your track will be assigned automatically. You will be notified in writing of your children's track assignments as soon as the information can be processed. Every effort has been made to provide you with options to make the year-round schedule as comfortable as possible for your family.

REGISTRATION INFORMATION

1. Complete the attached form. (ONE PER FAMILY) Include the following:
 - family information (address, home and work phone numbers)
 - information concerning each child
 - four choices of tracks for each child - All students in your family will be assigned the same track unless otherwise specified. (You may, however, put each of your children on a different track.)
 - check ONE of the Registration Priority categories if needed

PRIORITY CATEGORIES:

- Kindergarten...AM or PM session of kindergarten
 - NEIGHBORHOODS...keep my neighborhood together. List the families that have agreed to the same four choices. (Staple registration materials together for all the neighborhood families. These must be returned stapled together to be considered as a neighborhood.) *Please note that there is limited space on any given track. By increasing the number of children requiring the same track, the likelihood of having sufficient space on that track decreases. Placement on a second, third, or fourth choice may be necessary to accommodate the group.
2. Registration will be done by random selection by a computer program. IT IS NOT ON A FIRST COME, FIRST SERVE BASIS. Selection of track assignments for your students will be based upon the maximum number of students that can receive their first track priority. However, please realize that ALL tracks must be equally populated. Also, our class sizes in each grade level must be equally balanced. These rules must be given priority so that overcrowding can be eliminated and quality maintained. To be equally fair, we must have four choices of track indicated. WE WILL RETURN THE REGISTRATION FORM IF THIS AREA IS INCOMPLETE.

If you are MOVING OR WILL NOT BE ATTENDING PARK LANE DURING THE 1993-94 SCHOOL YEAR, please call 944-2973 or put your name on the registration form with "WILL NOT BE ATTENDING PARK LANE". This will greatly facilitate the enrollment procedure.

Thank you for taking the time and effort in helping complete and return this information.

Sincerely,

Denney L. Berrett
Principal

**Sample
Registration Letter**

Jordan School District
ELEMENTARY YEAR-ROUND SCHOOL REGISTRATION

The information you provide on this form will assist the school to facilitate scheduling for the coming year. Please fill out all appropriate spaces.

Please Print

Parent/Guardian:

Last Name	First Name	Initial	Phone

Address:

Street

City	State	Zip

Track Choices

A=A Track C=C Track
 B=B Track D=D Track
 N=No Preference
 X = Companion School

Student Information:

Student Last Name	Student First Name	Initial	Grade next year	Sex	Birthdate	First Choice	Second Choice	Third Choice

Registration Priorities

Check any of the following priorities you want considered during the registration process.

- Family** – please keep each of my children on the same track.

Special Need – (brief explanation)

- Special Carpool/Neighbor Needs** – The attached registration forms are to be processed as one. Each of us has agreed on the same three track choices.
- No priority or Track Preference**

FOR OFFICE USE: Rev'd: _____ Entered: _____ Initial _____
--

*Sample
Registration Form*

YEAR-ROUND EDUCATION REGISTRATION FORM

Parent's or Guardian's Name: _____
Last First

Address: _____
Street City/Zip Code

Telephone Number: _____
Home Mother's Work Father's Work

REGISTRATION INFORMATION

1. TRACK CHOICE: (See attached brochure for TRACK CALENDAR)

Please indicate below your 1st, 2nd, 3rd, and 4th choices of tracks. Write either track A, B, C, or D in the choice boxes. If you have no track preference, please indicate. **MAKE CERTAIN THAT YOU MARK ALL FOUR CHOICES.**

No Track Preference 1st Choice 2nd Choice 3rd Choice 4th Choice

2. CHILDREN TO REGISTER:

Grade Level Next Year	Last Name	First Name	Birthdate	Sex

Sample
Registration Form

3. PRIORITY CATEGORIES: By checking these boxes, it reduces your chance of receiving your higher track choices. (Please check only one choice)

KINDERGARTEN ____A.M. ____P.M.

In kindergarten there will be at least two AM and two PM sessions. If you mark this priority, we will do our best to honor it, but it may require that you do not get one of your first choices of track.

NEIGHBORHOOD...please keep my neighborhood together. My neighborhood consists of the families listed below and each of us has agreed on the SAME three choices. (STAPLE REGISTRATION MATERIALS TOGETHER FOR ALL NEIGHBORHOOD FAMILIES.)

Please complete and return this official registration form by Thursday, April 8.

JORDAN RIDGE ELEMENTARY

2636 West 9800 South
South Jordan, Utah 84065
Jordan School District

February 19, 1993

Dear Parents,

The Jordan Ridge School Community Group and PTA have approved the following track schedule for the 1993-94 school year: **AABCDD – Grades 1-6.**

With the exception of new families to our school, we will not re-register for the 1993-94 school year. Instead, we will give each family an opportunity to apply for a track change.

If you would like to be considered for a track change for the 1993-94 school year, please stop by the school office and fill out a Track Change Request form. Request forms will be available at the school office through March, 26. We will do all we can to honor track change requests, however please understand they can be permitted only as space permits.

This request does not guarantee a change of track assignment. Changes in track assignments will be made only as space is available. Please note the following:

1. Track change requests will be considered on a first come first serve basis.
2. Track change requests will not be taken by telephone.
3. You will be notified in writing if we can make the track change.
4. If this track change cannot be accommodated at the present time, you will be placed on a waiting list until July 26.

If you do not apply for a track change for the 93/94 school year, your student(s) will remain on the same track as 92/93.

Thank you for your support and cooperation.

Sincerely,

Kreig Kelley
Principal

KK/jb

Enclosure

*Sample
Track Change Request
Letter*

REQUEST FOR TRACK CHANGE
ROSAMOND ELEMENTARY SCHOOL

*Sample
Track Change Request
Form*

* Date Received _____ Time _____

** LIST TRACK YOU ARE ASSIGNED FOR NEXT YEAR _____

Parent's (Guardian's) Name _____
Last First

Address: _____
Street City Zip

Phone: _____
Home Work

CHILDREN TO REGISTER

Next Year Grade Level	First Name	Last Name	Birthdate

CHOICE OF TRACKS

First	Second	Third

Criteria for Track Change

1. Track Change Requests will be considered on a first come, first serve basis.
2. All requests must be in writing, preferably on this form.
3. Requests will be dated as they are received in the office.
4. When an opening occurs in the requested track, we will notify you of the change.
5. Track balances and keeping family members on the same track will be our first consideration.
6. Track change requests **WILL NOT BE TAKEN FROM PHONE CALLS.**

** Please fill this form out with information for the coming year not the current year.

[Attendance & Transfers]

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.

Jordan School District
GUIDELINES
CHANGING FROM A YEAR-ROUND TO A TRADITIONAL CALENDAR

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, up to two 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. At least eight months 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 assistant superintendent to review:
 - a. The number of teaching stations available
 - b. Enrollment projections
 - c. Other school and district needs
2. The area assistant superintendent 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 assistant superintendent will meet with the principal to review the recommendation and to develop a proposed timeline for the calendar change.
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

Due to decline in enrollments or other conditions, 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 (returned to a traditional calendar)

*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.