

Study Session

Tuesday, August 9, 2022 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.**

The Board may engage in discussion, provide administrative direction, or take other action on any of the study session agenda items listed below.

1.A. **Review of Ends Policies**

Speaker(s): Ms. Tracy Miller, Board President

2. **ROUNDTABLE WITH MAYORS – OPEN MEETING (5:30 – 6:30 p.m.)**

3. **STUDY SESSION – OPEN MEETING**

The Board may engage in discussion, provide administrative direction, or take other action on any of the study session agenda items listed below.

3.A. **Update on Unfunded Bus Routes for 2022-23**

Speaker(s): Mr. Bryce Dunford, First Vice President; and Ms. Niki George, Board Member

3.B. **House Bill 420 Required Reporting**

Speaker(s): Mr. Michael Anderson, Associate Superintendent, Mr. Brad Sorensen, Administrator of Schools; and Ms. Stacy Evans, Consultant, Equity & Compliance

3.C. **Discussion on Perspectives and Insights Gained from Truth-in-Taxation Hearing**

Speaker(s): Ms. Tracy Miller – Board President

3.D. **Discussion on Potential Revisions to Administrative Policy D200 Philosophy of Instruction**

Speaker(s): Ms. Tracy Miller, Board President; Mr. Bryce Dunford, Board First Vice President; Ms. Jen Atwood, Board Member; and Dr. Anthony Godfrey, Superintendent of Schools

3.E. **Review of Administrative Policy AA424 Literature Selection and Review**

Speaker(s): Dr. Anthony Godfrey, Superintendent of Schools; and Ms. Carolyn Gough, Administrator of Teaching & Learning

3.F. Discussion of Administrative Policy AA440
Library Media Selection and Review

Speaker(s): Dr. Anthony Godfrey, Superintendent of Schools; Ms. Carolyn Gough, Administrator of Teaching & Learning; and Mr. Norm Emerson, Consultant, Instructional Support Services

3.G. Review of Administrative Policy AA443 Student Clubs

Speaker(s): Dr. Anthony Godfrey, Superintendent of Schools

3.H. Review of Administrative Policy AA425 Printed Materials - Speech and Manners

Speaker(s): Dr. Anthony Godfrey, Superintendent of Schools

3.I. Utah School Boards Association (USBA) Legislative Priorities

Speaker(s): Ms. Tracy Miller, Board President; and Ms. Niki George, Board Member

3.J. Board and Superintendent Reports and Comments

4. Motion to go into Closed Session

5. POTENTIAL CLOSED SESSION

5.A. Character and Competence of Individuals (Personnel)

5.B. Property

5.C. Potential Litigation

5.D. Negotiations

5.E. Security

SUBJECT: PHILOSOPHY OF INSTRUCTION

I. Board Directive

Every Jordan District student is entitled to be educated in an environment facilitated by qualified teachers, who implement evidence and research-based best practices in order to provide appropriate and productive learning opportunities, promote academic excellence, and encourage the development of college and career ready individuals and contributors to our society. The Board holds that one of the fundamental purposes of education is to teach youth how to think critically and take a position when confronted with alternative choices. Therefore, schools have an obligation to allow students a forum for examination and discussion of differing perspectives which arise in connection with the teaching of the Utah Core Standards. The Board recognizes that public education is a partner with parents, who play the primary role in educating their children.

II. Administrative Policy

The accompanying administrative policy provisions shall be followed:

A. Instructional Principles

1. Every student shall be considered a worthwhile, valuable individual.
2. Every student shall be considered capable of learning which results in progress toward appropriate educational goals.
3. Every student shall be treated with respect.
4. Every student shall be expected to perform at a level commensurate with the student's ability, age, and rate of personal development.
5. Every student shall be challenged to strive for the highest level of academic performance possible.
6. Instructional environments shall encourage genuine discussion among students of varying viewpoints.

B. Instructional Environment

1. Instructional programs shall be offered in an atmosphere that is conducive to physical and emotional health and safety.
2. Instructional programs shall be offered in an environment that promotes appropriate school conduct and encourages a cooperative approach to learning and the active participation of all students.
3. Instruction shall be implemented to cultivate student interest and stimulate learning.
4. Instruction shall include multiple strategies to address the needs of all learners and incorporate both large and small group interactions, interventions, and enrichment opportunities.
5. Instruction shall take into account the mental, physical, emotional, social and cultural aspects of all students.

C. Instructional Content shall:

1. Comply with state and federal requirements and implementation of [Utah State Core Standards](#) for the class being taught.

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2. Comply with all District policies, including Jordan School District Policy [AA411 Sex Education](#) and [AA424 Literature Selection and Review](#).
3. Include training in basic skills and provide opportunities for students to learn to read, write, speak, calculate, and master other practical skills needed for success in the adult world.
4. Provide a proper understanding of American history and government, which is essential to good citizenship ([Utah Code 53G-10-302](#) and [53G-10-204](#)).
5. Focus upon helping students learn to reason and acquire course-related knowledge, skill, and understanding.
6. Comply with [State Board Rule R277-328 - Educational Equity in Schools](#) which requires that instruction may not include or endorse that:
 - a. a student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class is inherently superior or inferior to another sex, race, religion, sexual orientation, gender identity or any other protected class
 - b. a student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class determines the content of the student or educator's character including the student or educator's values, morals, or personal ethics
 - c. a student or educator bears responsibility for the past actions of individuals from the same sex, race, religion, sexual orientation, gender identity or any other protected class as the student or educator
 - d. a student or educator should be discriminated against or receive adverse treatment because of the student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class
7. Allow for personal expression of beliefs in compliance with [Utah Code 53G-10-203 Expressions of Belief – Discretionary Time](#).
8. Be subject to waivers of participation as outlined in [Utah Code 53G-10-205 Waivers of Participation](#).
9. Not include discussion of the teacher's personal political affiliations or viewpoints and maintain an impartial and unprejudiced role throughout instruction.
10. Provide opportunities for students to learn through direct personal experiences as well as through the experiences of others.
11. Provide opportunities for students to discover the world of nature and learn about and demonstrate an understanding of a variety of cultures and societies.
12. Encourage lifelong learning by providing opportunities for students to learn how to study as well as provide exercises in critical thinking and problem solving.
13. Incorporate the ideals of human liberty, equality, justice, and ethical principles.
14. Promote the values of ethical character, individual responsibility, economic sufficiency, civic usefulness, and personal health and hygiene.

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D. Instructional Responsibility

1. Foster student progress, involvement, and coverage of appropriate content by providing instruction based upon current research findings in classroom management, instructional delivery, interaction with students, instructional planning, and professional development.
2. Education is a shared responsibility. Students, parents, teachers, school administrators, and other staff as necessary shall work cooperatively for the good of each student.
3. Student growth and achievement shall be consistently monitored and communicated to parents through report cards, at parent/teacher conferences, and other occasions as necessary.
4. Instructional quality shall be monitored through a variety of performance evaluations. Curriculum guides and ongoing staff training shall be provided.
5. Instructional delivery shall provide for the development of the personal, social, academic and vocational potentials of students.
6. Teachers shall collaborate in Professional Learning Communities, and share resources and ideas as a way of improving instructional processes in order to sustain a focus on results, a focus on collaboration, and a focus on learning.
7. Teachers shall provide parents with a list of books that students are expected to read in full so that parents can be involved in helping their student select materials or request and receive an alternate assignment as outlined in [Utah Code 53G-10-205](#). Enough notice must be given so that parents can be involved in the process.
8. The teachers is responsible to:
 - a. Prepare lesson plans which include clear, concise goals for the study unit.
 - b. Provide content that is appropriate for the age of students being taught.
 - c. Provide students the option, without penalty, of an alternate assignment when requested by a parent.
 - d. Emphasize the academic aspect of the content and refrain from advocating a position.
9. Secondary teachers shall send home disclosure statements as outlined policy [AA432 – Student Attendance and Teacher Disclosure Statements](#).

E. Guest Speakers

1. Guest speakers shall agree in advance to abide by the guidelines outlined in this policy, and to refrain from discussions which go beyond the course-relevant content.
2. The teacher shall be responsible to monitor the guest presentation in its entirety and halt the presentation if course content guidelines are violated.
3. If the guest speaker is presenting only one point of view on a many-sided issue, the teacher shall be responsible to see that students also receive information on differing viewpoints.
4. If a guest speaker is to be invited, the teacher shall notify the principal with a completed Guest Speaker Request Form.

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F. Process for Reporting and Resolving Concerns

1. Parents or students with concerns regarding the implementation of this policy are encouraged to contact (in this order):
 - a. Teacher
 - b. School administration (assistant principal or principal)
 - c. District administration (Administrator of Schools or Superintendent)
 - d. Board of Education
2. Concerns can also be reported formally through the District hotline posted on jordandistrict.org (pursuant to [Utah State Board Rule R277-113](#)). Each concern will be investigated and a response will be provided to the degree possible. Policy violations will be addressed using appropriate administrative actions.
3. Parents have the right to request and receive an alternate assignment or setting for their child in place of subject matter they find objectionable as outlined in [Utah Code 53G-10-205](#).
4. Parents are encouraged to contact their child's teachers at the beginning of the year or semester with any questions or concerns about course content or with requests to opt out of content.

DRAFT: Last edit: 8/11/22 11:00 a.m.

Revision History: 11/8/94, 1/4/05, 9/8/09, 12/10/13

Recodification: 5/2018

SUBJECT: LITERATURE SELECTION AND REVIEW

I. Board Directive

The policy of the Jordan School District Board of Education is to see that all students have extensive experience with quality literature. The Board is committed to involving parents in the process of selecting appropriate literature for school use, and respects the right of parents to protect their children from literature which they personally consider damaging. Therefore, the Board delegates to the District Administration responsibility for developing and administering this policy.

II. Administrative Policy

The Literature Selection and Review policy shall be administered according to the following administrative policy provisions:

A. Standards for Required Reading

1. Literature selections which are assigned as required reading, read aloud to students in the classroom, or appear on a list from which students choose shall meet the requirements of [Utah Code 53G-10-103 Sensitive Materials in Schools](#) as well as the following criteria:
 - a. The subject matter, interest and reading level, and maturity level of the selection are appropriate for the students being taught.
 - b. The selection is appropriate for the age, emotional development, ability level, and social development of the students being taught.
 - c. The selection meets an appropriate instructional purpose.
 - d. The selection will help students better understand themselves and others.
 - e. The selection has identifiable literary or curricular merit.
 - f. The literary selection appropriately models element (character, setting, plot, conflict, etc.), style, or genre that the student is expected to learn.
 - g. The informational selection has identifiable curricular merit, text structures, and text features that support main idea, argument, or author's point of view.
2. Literature that students select themselves from school library media centers, public libraries, home libraries, or other sources shall not come under the provisions of this policy.
3. A current list of approved literature titles for secondary students may be accessed on the District website <https://secondarylanguagearts.jordandistrict.org/literature/lists/>.

B. Standards for Independent Reading

It is the responsibility of classroom teachers and their administrators to assure that reading materials available in classrooms are appropriate. Reading materials, which are stored in classrooms and available for self-selection by students and shall meet the following criteria:

1. The materials shall be appropriate regarding subject matter, reading level, and maturity level as well as appropriate for the ages and interests of the students.

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2. The literary materials appropriately model a literary element (character, setting, plot, conflict, etc.), style, or genre.
 3. The informational materials appropriately model text structures and text features.
- C. Organization of Literature Selection and Review Committees
1. Elementary Literature Selection and Review Committees
 - a. District Elementary Literature Selection and Review Committee
 - 1) The District shall organize an Elementary Literature Selection and Review Committee. Membership shall include five teachers (one from each area) from grades 4, 5 and 6, a District elementary library media specialist, and five parents (one from each area) who are selected by the corresponding Administrator of Schools. This committee shall be chaired by the District language arts consultant.
 - 2) The committee shall meet at least four times each year for the purpose of evaluating new literature selections which are being considered as suggested reading. The committee shall periodically compile recommended reading lists for grades 4, 5, and 6.
 - 3) Each elementary school may organize a Literature Selection and Review Committee, if needed, for the purpose of selecting and reviewing literature for the classroom as requested by the principal, teachers, or parents within the school. When created, this committee membership shall include the principal, who will chair the committee, two teachers appointed by the principal, the library media specialist, and three parents appointed by the School Community Council.
 2. Secondary Literature Selection and Review Committees
 - a. District Middle School and High School Literature Selection and Review Committees
 - 1) These committees shall be organized for the purpose of screening and approving the literature that is assigned as required reading in the District's secondary schools.
 - 2) The Middle School Committee membership shall include one teacher and one parent from each middle school, and one secondary media specialist. The committees shall be chaired by the District language arts consultant and meet at least twice each year to review and approve new selections.
 - 3) The High School Committee membership shall include one teacher and one parent from each high school, and one secondary media specialist. The committee shall be chaired by the District language arts consultant and shall meet at least twice during each year to review and approve new selections.
 - 4) Teachers shall not assign any literature selection that has not had prior approval for use in the classroom. Secondary teachers who wish to teach a selection that does not appear on the current District-approved list should complete a Recommendation Form and submit it and three copies of the book, to the appropriate middle or high school District committee for review and approval. Recommendation forms are available from the District Curriculum

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and Staff Development Department and on the District website at

<http://secondarylanguagearts.jordandistrict.org/>.

- 5) Each secondary school may organize a Literature Selection and Review Committee for the purpose of recommending literature selections to the corresponding District committee. Parents/guardians should assist their students in selecting literature from lists. At the request of the principal, teachers, or parents within the school, the committee shall also review literature selections whose appropriateness is challenged and/or ask for assistance from the District Literature Selection and Review Committee. When created committee membership shall include the principal, who will chair the committee, one teacher appointed by the principal, the library media specialist, and two parents appointed by the School Community Council.

3. Working in concert, the District Elementary, Middle School, and High School Committees shall articulate required literature assignments to assure that selections are offered at the appropriate age/maturity level and to see that required reading assignments are not duplicated as students move forward through the grades. The process for requesting use of a text that appears on a higher grade level list will be as follows:
 - a. Teacher shall complete the request form that can be found on the elementary and middle school level websites.
 - b. Teacher shall provide the book title, author and text level (guided reading level, lexile level, grade-level equivalent), reason/purpose for the request, and an explanation of how and with whom the book will be used.
 - c. Requests will be reviewed and determinations made by the District language arts consultant, Administrators of Schools, and the Administrator of Curriculum and Staff Development, with input from the literature selection committees.
- D. Literature Selection and Review Process
1. Elementary Committees

Literature selection for classroom material shall be conducted at the local level. The District Recommended Book List may be used to assist schools when making text selections.
 2. Middle School and High School Committees
 - a. Middle School and High School Committees shall recommend literature to the corresponding District committees for approval at least six weeks prior to a scheduled meeting.
 - b. Members of the District committees shall read selections under consideration.
 - c. The District committees shall determine by majority vote, using the criteria established under II. A. of this policy as a guide, whether or not a given selection shall be approved.

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E. Challenges to Approved Literature

1. Challenges to district-approved literature may be made by a parent/legal guardian of an active student within the District.
2. Challenges to approved literature used in the classroom shall be submitted in writing to the district committee. Forms are available at the District Office and on the [District website](#).
3. The District language arts consultant, as chair of the committee, shall call a committee meeting. At least three committee members shall receive a copy of the challenge and read the selection prior to the meeting.
4. The committee as a whole shall discuss the challenged selection, based on the administrative policy provisions outlined under Item II. A. of this policy and the written challenge.
5. The committee shall determine by majority vote whether or not the challenged material selection shall be retained for classroom instruction.
6. To review previously challenged literature, [email the Secondary Language Arts Consultant](#).

F. Parents/Guardians Rights

1. Parents/guardians may exempt their students from a required reading assignment if they personally find the literature objectionable.
2. The student shall be provided with an alternate literature selection without penalty.

Revision history: 10/18/05

SUBJECT: LIBRARY MEDIA SELECTION AND REVIEW

I. Board Directive

- A. It is the belief of the Board of Education that every student should have access to a library media center that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational needs and interests. Students shall be encouraged to use library media materials to expand their knowledge, understanding, appreciation, and enjoyment of the world in which they live.
- B. *The First Amendment of the United States Constitution* guides the Jordan School District library media centers in both selection of materials and review of challenged materials. The *First Amendment* states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press."
- C. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Utah Code 53G-10-103 Sensitive Instructional Materials, state and federal law, Board Rule R277-217, *Educator Standards and LEA Reporting*, or based on age appropriate contents.
- D. The Board delegates responsibility for developing and administering this policy to the District Administration.

II. Administrative Policy

The Library Media Selection and Review policy shall be administered according to the following administrative policy provisions:

A. Selection of Materials

- 1. The responsibility for selection rests with trained library personnel under direction of the Jordan School District Board of Education, using the following criteria:
 - a. Overall purpose and education significance
 - b. Legality
 - c. Age and developmental appropriateness
 - d. Timeliness and/or permanence
 - e. Readability and accessibility for intended audience
 - f. Artistic quality and literary style
 - g. Reputation and significance of author, producer, and/or publisher
 - h. Variety of format with efforts to incorporate emerging technologies
 - i. Quality and value commensurate with cost and/or need

B. Responsibility for Selection

- 1. The professional library media specialist assigned to the school and the school principal, working in cooperation with staff members, shall be responsible for the selection of materials for school library media centers. This includes material acquired through grants, book fairs, and other donations. Each library media specialist holds either a master's degree or an endorsement in library media science and is qualified to make selections in a responsible and professional manner.
- 2. The Instructional Support Services administrator, working in cooperation with library media specialists, teachers and staff, shall be responsible for the selection of materials for the District Instructional Media

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Center.

C. Evaluating Materials, Self-selection and Internet Access

1. The library media specialist strives to review all incoming collection items. Because of the volume of materials that are purchased each year, they are also evaluated based on credible reviews from professional publications, professional recommendations, award recipients and other professional sources. When books that have been purchased are received, additional evaluation may be appropriate.
2. Library materials are available to students on a self-selection basis. The library media specialist, library media assistants, teachers or staff members may assist students in locating needed library media materials.
 - a. Student self-selection of materials are often guided by reading lists provided by sources such as professional journals, student book clubs, public libraries and commercial companies. These lists are not formally approved by library media specialists, school administration or District personnel. Approval of selection lists used as part of a curriculum activity/assignment is addressed in Policy AA424 Literature Selection and Review.
 - b. Responsibility for the reading, listening and viewing of library media materials and accessing internet resources by children rests with parents/guardians, the library media specialist and school staff members. The parents/guardians are invited to consult with the library media specialist to find materials they feel are appropriate for their children. Parents may request a record of their student's checkout history from library personnel.
3. Electronic databases and other web-based searches and content will be filtered through Jordan District's state-required internet filter.

D. Library Materials Review Process

1. A library materials review request may only be made by:
 - a. A parent of a student that attends the school;
 - b. A student who attends the school; or
 - c. An employee of the school
2. No more than two books per year may be submitted by the same individual for a school-level review at any school the student attends during the school year.
3. The Materials Review Form is available here: Jordan District Materials Review Form
4. A library materials review may be based upon the concern that the material is a sensitive material as defined in Utah Code 53G-10-103, or upon concerns with age-appropriateness of content.
5. The identity of the requester will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.
6. The requester must provide all information requested on the form including the requestor's complaint or objection to the library material.
7. Parents may request a list of materials currently under review from library personnel.

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8. Upon receipt of a request for review, the school administrator or designee will acknowledge the receipt of the request, create a case number for the review, and convene a Review Committee within a reasonable time according to the procedure outlined below.
9. Members of the Review Committee will include:
 - a. A facilitator chosen by the school's administration;
 - b. At least one administrator or designee;
 - c. A licensed teacher at the school who is currently teaching English language arts or a subject relevant to the challenged material; and
 - d. Parents of current students at the school, that number at least one more than the LEA employees on the Committee including parents reflective of the school community as required in Utah Code 53G-10-103(3).
10. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requester of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.
11. Members of the Review Committee will receive materials to complete the review process, including the following:
 - a. Access to the complete work that includes the material being challenged
 - b. A copy of the Materials Review Request form
 - c. A copy of this policy
 - d. Relevant information about the title compiled and shared by the library staff, including the reason for initial approval of the material
12. The Review Committee will determine dates and times for meetings, and maintain minutes of each meeting.
13. The notes from each meeting will be retained by the school conducting the review along with all relevant documentation and the final determination.
14. The Review Committee will determine whether the material constitutes sensitive material consistent with Utah Code 53G-10-103, this policy, and the guidance letter provided by the Utah Attorney General's Office dated June 1, 2022.
 - a. In deciding whether the material constitutes sensitive material, the Committee must:
 - 1) consider all elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227; and
 - 2) whether the material is age appropriate due to vulgarity or violence.
 - b. In deciding whether the material is age appropriate due to vulgarity, violence, or content, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, or scientific value for minors, which may include the following objective criteria:
 - 1) reliable, expert reviews of the material or other objective sources;
 - 2) committee members' experience and background; and
 - 3) community standards.
 - c. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection b., the Committee should consider that:

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- 1) *serious* value does not mean *any* value; and
 - 2) greater protections should exist concerning content for a library in an elementary or middle school setting.
- d. The Review Committee will make a final determination of a reviewed material as follows:
- 1) Retained: The determination to maintain access in a school setting to the challenged material for all students.
 - 2) Removed: The determination to prohibit access in a school setting to the challenged material for all students.
- e. The decision of the Review Committee will be determined by majority vote.
- f. A material may not be reviewed again for three school years following the Review Committee's determination.
- g. The final determination of the Review Committee will be communicated to the requester and appropriate employees within five school days of the decision being made.

E. Appeals Process

1. The original requester or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the school principal within 15 business days of receipt of the review committee's final determination using an appeal request form. The form may be found at Appeal Request Form.
2. If an appeal is filed with the school principal, the principal will inform the Instructional Support Services Administrator, who will alert the Appeals Committee.
3. Members of the Appeals committee will include:
 - a. A facilitator chosen by the Instructional Support Services Administrator
 - b. At least one administrator or designee;
 - c. A licensed teacher who is currently teaching English language arts or a subject relevant to the challenged material; and
 - d. Parents with students in the District who number at least one more than the LEA employees on the Committee. The parents should be reflective of the school community as required in Utah Code 53G-10-103(3).
 - e. The Committee may add a parent or school administrator who did not participate in the initial Review Committee only as necessary to have an odd number of members.
4. If there is not an appeal of the Appeals Committee's recommendation, the Appeals Committee's recommendation is the final determination for the challenged material.
5. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requester of the determined timeline.
6. Members of the Appeals Committee will receive materials to complete the review process, including the following:
 - a. A copy of the material
 - b. A copy of the Materials Review Request Form

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- c. All meeting minutes
- d. The Review Committee's final recommendation and rationale for the decision
- e. Any other documents considered part of the administrative record related to the Review Committee's proceedings
7. The Appeals Committee will schedule meetings as needed, and maintain minutes of each meeting.
8. The notes from each meeting will be retained by the Appeals Committee, along with all relevant documentation and the final determination by the Appeals Committee.
9. The Appeals Committee will review the criteria listed in Section D. 14. that was used by the Review Committee and will apply it again to the challenged material.
10. The Appeals Committee will make a final determination of a reviewed material as follows:
 - a. Retained: The determination to maintain access in the original school setting to the challenged material for all students.
 - b. Removed: The determination to prohibit access in the original school setting to the challenged material for all students.
11. The decision of the Appeals Committee will be determined by majority vote.
12. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a review committee's determination.
13. The final determination of the Appeals Committee will be communicated to the requester and appropriate employees within 10 days of the determination.
14. The District will maintain a list of the determinations by the Appeals Committee.

F. Final Procedure Review

1. The original requester may petition the USBE for a procedural review of the Appeals Committee's decision.
2. The USBE will review the petition and determine if a procedural review is warranted, to determine whether the LEA correctly followed its library materials review policy referred to in USBE Rule R277-123.
3. That determination may include the USBE's decision to have the appeal considered initially by a USBE committee or a panel of USBE members.
4. If the USBE determines in their procedural review that the LEA did not correctly follow its materials review policy, it will return the appeal to the LEA with direction to repeat its review process in compliance with its library materials review policy referred to in USBE Rule R277-628.
5. The USBE will make a final written appeal decision no more than 60 school days after their determination that the appeal satisfies the criteria for USBE review.
6. This USBE review decision is final.

G. Communication

1. Jordan School District will maintain an easily accessible public website where the following information can be located:
 - a. Materials Review Request Form
 - b. Appeal Request Form

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- c. Application to serve on a Materials Review Committee
- d. This library policy
- 2. If made aware of material that may be considered sensitive material as defined in Utah Code 53G-10-103, the District will inform relevant parties regarding appropriate actions to take pursuant to this policy.

Revision history: 10/18/05, 9/8/09

SUBJECT: STUDENT CLUBS (LIMITED OPEN FORUM)

I. Board Directive

The Board of Education of the Jordan School District has determined that the educational goals of the School District are furthered by recognizing student clubs at the secondary school level which do not materially or substantially interfere with the orderly operation of the school, which are not harmful to the school's educational mission, which maintain boundaries of socially appropriate behavior, and which are consistent with order and discipline on school premises and the protection of the well-being of students and faculty. The Board delegates to the District Administration the responsibility of administering this policy.

A. LIMITED OPEN FORUM

The Jordan School District maintains a "limited open forum" for school clubs at the secondary school level. A school has a limited open forum whenever the school grants an offering to or an opportunity for one or more noncurricular clubs to meet on school premises during noninstructional time.

B. RESERVATION OF RIGHT TO CLOSE THE FORUM

The Board of Education reserves the right to create at any time a "closed forum" by refusing to allow all noncurricular clubs to use school facilities or to define or restrict the rights of all student clubs relative to access to facilities as long as such rules apply to all noncurricular clubs.

II. Administrative Policy**A. DEFINITIONS**

The following definitions apply to this policy:

1. "Administration" means the central Administration of the District.
2. "Closed forum" means allowing only curricular clubs.
3. "Club" means any student organization that meets during noninstructional time at a school.
4. "Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during noninstructional time. A secondary school curricular club means a club:
 - a. whose subject matter is actually taught or will soon be taught in a regularly offered course;
 - b. whose subject matter concerns the body of courses as a whole;
 - c. in which participation in the group is required for a particular course;
 - d. in which participation results in academic credit; or
 - e. which is a nationally sponsored group and is connected through the Career Technical Student Organization (CTSO).
5. "Discretionary time" means school-related time for students that is not instructional time.
6. "Instructional time" means time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity.
7. "Limited open forum" means allowing both curricular clubs and noncurricular clubs.
8. "Noncurricular club" is a student-initiated group that may be authorized and allowed school facilities use during noninstructional time by the local school in accordance with the provisions of

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district policy. A noncurricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by the school, or by school or district employees.

9. "Noncurricular club sponsored activity" means an event that is sponsored by a noncurricular club where clubs from other high schools are invited to participate in competitions at their local high school.
10. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including discretionary time.
11. "School facilities" means a school building, premises or playing field.
12. "School facilities use" means access to a school building, premises or playing field.
13. "Sponsor" means the faculty member assigned to curricular clubs for custodial purposes, to provide supervision and sponsorship and to ensure compliance with applicable school policies.
14. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.
15. "Supervisor" means the faculty member assigned to noncurricular clubs for custodial purposes, to provide support as necessary and to monitor meetings to ensure compliance with applicable school policies.

B. APPLICATION

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, between September 1 and October 1 or between March 1 and April 1 faculty members or students seeking authorization of a club under this policy must submit an application to the school. Each school shall administer the application process. Noncurricular clubs are required to renew their charter annually. Curricular clubs are required to have an active charter on file but an annual renewal is not required. The application process shall include requirements for the submission of the following:

1. A proposed club name;
2. A club charter;
3. A statement of the club's purpose, goals, and activities;
4. The proposed name of a faculty member to act as sponsor, or supervisor;
5. Whether the club seeks curricular or noncurricular status;
6. A statement of the club's categorization, which shall be included in the parental consent, indicating all of the following that may apply:
 - a. athletic;
 - b. business/economic;
 - c. agriculture;
 - d. art/music/performance;
 - e. science;
 - f. gaming;
 - g. religious;

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h. community service/social justice; and

i. other;

7. When the club anticipates holding its regular meetings including times, dates, and places;
8. Any materials which the club plans to use to solicit membership or to inform others of the club's existence.;
9. A budget showing the amount and source of any funding provided or to be provided to the club and its proposed use; and
10. The club fee amount when applicable. An appropriate fee may be considered and must be approved by the club advisor and the local administration. Examples of appropriate use of this fee may include but is not limited to the following: club t-shirts, supplies, recognitions, field trip experiences, etc.

C. CLUB CHARTER

Students or faculty members seeking authorization to establish a club of any type must prepare a club charter which includes:

1. The purposes of the club;
2. A description of the types of activities in which club members may be engaged;
3. A provision that the club must maintain a minimum of seven (7) student members;
4. A restriction that a student may not participate in or attend club activities unless the student has provided written permission from either a parent with legal custody or other legal guardian; and
5. A commitment that the club will comply with current Utah Codes all other applicable laws and regulations, and District and school policies and regulations.

D. AUTHORIZATION

1. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the Board authorizes the local secondary schools within the school district to review applications for authorization of clubs on a case-by-case basis. Before granting an authorization, a school may request additional information from the faculty sponsor, or from students proposing the club, if desired. No school club shall be authorized unless the school principal or principal's designee determines that its charter complies with this policy and that authorization of the club will not interfere with the school's ability to:
 - a. protect the physical, emotional, psychological or moral well-being of students and faculty;
 - b. maintain order and discipline on school premises; and
 - c. prevent a material and substantial interference with orderly conduct of the school's educational activity.
2. The school shall deny any access to any club whose program or activities would violate current Utah Codes, any other applicable law or regulation, or any District or school policy or regulation.

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E. CURRICULUM RELATED STATUS

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the local school principal or principal's designee determines curriculum relatedness by strictly and narrowly applying this policy's definition of curricular club to the club application. If the local school principal or principal's designee finds that the proposed club is not a curricular club, the administrator may:

1. return the application to the faculty member or student proposing the club for amendment; or
2. review the application as an application for authorization of a noncurricular club. l

F. GRANT, LIMITATION OR DENIAL OF CLUB AUTHORIZATION

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the school principal or principal's designee shall grant authorization to those applications which are found to meet the requirements of this policy and shall limit or deny authorization to proposed clubs which do not. When granting authorization, the school principal or principal's designee shall specify whether the club has curriculum related status or noncurriculum related status. When limiting or denying authorization, the school principal or principal's designee shall explicitly delineate in writing to the applicant the factual and legal basis for the limitation or denial.

G. CLUB NAME

Approval of a club name may take place separately from that relating to the approval of the club itself. The local school may grant access to the club but condition such access on the change of the club name to ensure that the club name:

1. reasonably reflects the actual nature, purpose and activities of the club;
2. be such that it will not result in undue disruption of school operations, subject students to harassment or persecution, imply that the club would operate in violation of applicable law, or otherwise be inconsistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration; and
3. will only contain the term "High School" if connected to curricular clubs or teams that are UHSAA sanctioned.

H. APPEAL OF DENIAL OF ACCESS

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the applications of all clubs, or complaints, shall be reviewed by the local school principal or principal's designee within a reasonable amount of time. If a club is denied access, required to change its name, or a complaint is denied, the reasons or results of an investigation must be provided in writing with the factual and legal basis for the denial and, if appropriate, suggestions for correction. The Board of Education or its designee may convene a hearing to determine whether any club was properly denied access, suspended, terminated or required to change its name. The Board of Education or its designee shall issue an opinion in writing either upholding or overturning the decision within thirty (30) days of receiving the appeal which shall be the final administrative decision.

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I. SPONSOR OR SUPERVISOR

Each club must have a faculty sponsor or supervisor who must be in attendance at every meeting or activity scheduled on school premises. No faculty sponsor or supervisor shall be in attendance at any meeting scheduled off of school premises or competition unless prior written approval has been obtained from the principal or principal's designee. Students shall cancel any meeting whenever this condition is not met. Selection and appointment of club sponsors and supervisors shall be made by the school principal or principal's designee.

J. PARENTAL CONSENT

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, written consent from either a parent with legal custody or other legal guardian for student participation in all curricular and noncurricular clubs at school is required prior to a student's attending or joining a club.

1. All completed parental consent forms shall be filed by the parent or the club's sponsor or supervisor, with the school's principal, or their designee.
2. The consent shall include an activity disclosure statement containing the following information:
 - a. the specific name of the club;
 - b. a statement of the club's purpose, goals, and activities;
 - c. a statement of the club's categorization, which shall be obtained from the application for authorization of a club (see B. Application - item 6)
 - d. a tentative schedule of the club activities with dates, times, and places specified;
 - e. personal costs associated with the club, if any;
 - f. the name of the sponsor, or supervisor who is responsible for the club; and
 - g. any additional information considered important for the students and parents to know.

K. PARTICIPATION

To participate in a club, a student must be currently registered and enrolled at the school. Persons who are not either registered, enrolled students, or school personnel shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings. All guests must be registered with the school office.

L. CLUB USE OF SCHOOL FACILITIES

1. Club meetings shall take place during noninstructional time.
2. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the principal or principal's designee in conjunction with the facility scheduling office, shall determine which school facilities may be used and when they are available. A school may set the number of hours noncurricular clubs might use the school's facilities per month, provided that all noncurricular clubs are treated equally.
3. In assigning school facilities use, priority may be given to curriculum related clubs over noncurricular clubs.
4. The school may provide financial or other support to curricular clubs.
5. A preference or priority may not be given among noncurricular clubs.

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6. A school shall only provide the space for noncurricular club meetings and may not spend public school funds for noncurricular clubs, except as required to provide meeting space and faculty oversight.
7. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the principal or principal's designee shall determine what access all student groups will be given to the school newspaper, school yearbook, bulletin boards and public address system and the time, place and manner of student group meetings, provided that all clubs of a given status shall be given equal access.
8. No student group shall be permitted to engage in or conduct group therapy, counseling or other psychological services of the type provided by licensed professionals.

M. CLUB RECOGNITION

Appropriate ways to recognize students and advertise in all club categories include the following:

1. Announcements made over the PA system;
2. Bulletin boards or other specifically designated areas used for group advertisements;
3. Trophy cases that have been designated for clubs;
4. School newspaper, newsletters, yearbooks, etc.; and
5. School marquee.

N. DISTRIBUTION OF MATERIALS

1. Materials distributed outside of classes or club meetings must be submitted to the Administration for approval six school days in advance.
2. All materials must comply with policy [AA425 Printed Materials – Speech and Manners](#).
3. Appeals may be made as outlined in [AA425 Printed Materials – Speech and Manners](#).

O. NONCURRICULAR

Provided the Board of Education maintains a limited open forum, with regard to noncurricular clubs, in addition to all other provisions of this policy, the school shall uniformly provide that:

1. The club meeting is voluntary and student-initiated;
2. There is no sponsorship (as defined in this policy) of the meeting by the District or by District employees;
3. Employees of the District are present at religious meetings only in a nonparticipatory capacity;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
5. Persons other than club members and supervisors may not direct, conduct, control or regularly attend club activities.

The establishment of a limited open forum shall not limit the authority of the school, the District, or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

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P. NONCURRICULAR CLUB SPONSORED ACTIVITY

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, noncurricular clubs wishing to sponsor an event where clubs from other high schools are invited to participate in competitions at their local high school must meet the following requirements:

1. The noncurricular club must be well established with a minimum of a one-year charter.
2. The opposing noncurricular club must also be well established with a minimum of a one-year charter and/or represented through an association.
3. The activity is for competitions only and not practices.
4. The activity must be relative to the club's purpose as stated in their charter.
5. The local sponsoring club must be the primary participants.
6. An approved rental permit must be completed with the Facility Scheduling Office in advance of the competition event to indemnify Jordan School District and warrant that the user will provide the supervision necessary for safe use of the facilities. Additionally, the opposing noncurricular club or association will be required to provide evidence of liability insurance.
7. The event must be scheduled by the Facility Scheduling Office and in communication with the local high school administration to be listed on the school's calendar.
8. Each club will be limited to facility access contingent on space availability.

Q. REVIEW OF APPROVAL

If the school principal or principal's designee determines that a club is participating in activities beyond the scope of its charter or is in violation of any law or policy, the school principal or principal's designee may do any of the following:

1. Allow the charter to be modified to include the activities if they are in compliance with the law and policies;
2. Instruct the sponsor or supervisor not to allow similar violations in the future;
3. Suspend the club's authorization or school facilities use pending further corrective action as determined by the school principal or principal's designee; or
4. Terminate the club's authorization and dissolve the club.

R. REVOCATION OF AUTHORIZATION

1. A club which is found to have been in violation of the provisions of its charter or to have been engaged in conduct which violates current Utah Codes, any other applicable law or regulation, or any District or school policy or regulation may be subject to charter suspension, revocation or other disciplinary action consistent with policies and procedures established and from time to time modified by the Administration.
2. Local secondary schools shall notify clubs of intent to pursue disciplinary action.
3. Hearings to review disciplinary action: Consistent with such procedures as established and from time to time modified by the Administration, the school principal or principal's designee shall in writing issue a determination with reasons for the disciplinary action taken with regard to a club.

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Revision history: 10/18/11, 5/22/18

DRAFT

SUBJECT: PRINTED MATERIALS - SPEECH AND MANNERS

I. Board Directive

It is the policy of the Board of Education that the principal shall work with his/her faculty and student officers to develop a wholesome environment with reference to school publications and all printed material published within the school or from any source that might be distributed in or about the school; also with reference to speech and manners of students, personnel, visitors or guests.

The Board recognizes the educational value of proper and wholesome resources in the nature of individual personalities, business and institutional publications and the many materials of local, state, and national agencies.

II. Administrative Policy

A. The property, parking lots, sidewalks, facilities of Jordan School District and the publications of Jordan School District are a closed forum, to be managed in the best interests of the students and patrons as determined by the Jordan School District Administration and local school principals.

B. School Publications and Printed Materials

The Board places the responsibility for school publications and distribution of any materials with the local school administration. Therefore, printed material of any nature shall not be distributed on the school premises without the consent of the school principal.

1. Flyers, handbills, or other printed materials which are not either approved by the principal or sponsored by the District are prohibited and may not be posted or distributed on school property or placed in mail boxes that are provided for school staff.
2. All publications shall be free of any, lewd, wanton, or lascivious writings or pictures and shall not promote illegal substance use. There shall be no publications of a nature that would ridicule, defame, belittle, or otherwise injure the character of any individual or group. Material that is reasonably anticipated to substantially interfere with the work of the school or impinge upon the rights of other students is unacceptable for general distribution.
3. Jordan School District will not accept or publish public political advertising on ballot initiatives, constitutional amendments, and candidates for election. The Board may publicize its position on initiatives and other matters sponsored by the Board or having a direct bearing on the education of students in Jordan School District.

C. Student Distribution Process

1. Any student wishing to distribute non-school sponsored material outside of classes or club meetings must first submit for approval a copy of the material to the principal or principal's designee at least six (6) working days in advance of desired distribution time, together with the date(s) and time(s) of day intended for distribution and the requested location for material to be distributed.
2. Within three (3) working days, the principal or principal's designee will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation. The request can only be denied for reasons outlined in section II.B.2. however, limitation of a request may include requiring reasonable modifications to the desired time, place or manner of distribution in order to promote or maintain the orderly and efficient operations of the school.

3. If the principal does not approve the material for distribution, the student may submit a written request for appeal to the Superintendent or designee. A decision will be made within three (3) working days of submitting the appeal.
4. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration, the school board, or the individual reviewing the material submitted.

D. Speech and Manners

1. There shall be no display of manner or speech that would be, or tend to be, lewd, vulgar, wanton, lascivious, defamatory, promote illegal substance use, or otherwise be materially disruptive to the wholesome educational environment of the school or involve substantial disorder or invasion of the rights of others.
2. The Board of Education herein adopts the full intent of [Salt Lake County Ordinance, Chapter 10.32](#) relating to "Offenses in or About Schools, Colleges, or Universities," as it may apply to printed materials or speech and manners of all individuals that may be within or about the school premises.
3. Infractions by other than students shall be reported to the proper authorities. Infractions by students may result in suspension from school.