

Study Session and Business Meeting
Tuesday, August 26, 2025 Mountain Time

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

1. **STUDY SESSION – OPEN MEETING** - 4:00 p.m.
 - 1.A. Review of Open Houses for Adoption of Fluency Materials Approval
 - 1.B. Review of Open Houses for Adoption of Wayfinder Curriculum Approval
 - 1.C. Review of New Administrative Policy DP382 *Salary Supplements for Highly Needed Educators (SHiNE)*
 - 1.D. Discussion Regarding Request for Overnight Travel Exception
 - 1.E. 2026 Summer Project Priorities
 - 1.F. Review Changes to Enrollment Considerations Document
 - 1.G. Discussion of 3DE Model
2. **GENERAL SESSION – OPEN MEETING** - 6:30 p.m.
 - 2.A. Pledge of Allegiance
 - 2.B. Reverence
 - 2.C. Resolutions of Appreciation
 - 2.D. Board Member Recognitions
 - 2.E. Superintendent's Recognitions - Jordan School District Teacher Fellows
3. **Public Comments**
4. **General Business - Motion to Approve Consent Agenda Items**
 - 4.A. Board Minutes
 - 4.B. Adoption of Fluency Materials Curriculum
 - 4.C. Authorization for Overnight Travel Exception
5. **General Business - Motion to Accept Consent Agenda**
 - 5.A. Expenditures
 - 5.B. Financial Statements
 - 5.C. Personnel – Licensed and Education Support Professionals
 - 5.D. Non-compliance Report
6. **Bids**
 - 6.A. Copper Hills High School - Teen Center Remodel
 - 6.B. Central Warehouse - White Copier Paper
 - 6.C. Teaching & Learning - UFLI-Aligned Decodable Books for Grades K-2
 - 6.D. Nutrition Services — Prime Food Service Product Distribution
 - 6.E. Nutrition Services — Assorted Food Service Products
7. **Special Business Items**
 - 7.A. Recommendation to Approve Recommended Revisions to Administrative Policy AA414 *Student Overnight Travel*
 - 7.B. Recommendation to Approve New Administrative Policy DP382 *Salary Supplement for Highly Needed Educators (SHiNE)*
 - 7.C. Recommendation to Approve Ivory Trade Agreement

8. Information Items

8.A. Superintendent's Report

9. Discussion Items

9.A. Committee Reports and Comments by Board Members

10. Motion to Adjourn to Closed Session

11. POTENTIAL CLOSED SESSION

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

11.B. Property

11.C. Potential Litigation

11.D. Negotiations

11.E. Security



June 2025

Gross Payroll		\$ 33,791,966.74
Net Pay Deposit		\$ 24,909,032.54
Deductions through Accounts Payable		\$ 1,619,168.22
Payday	Federal Tax Withheld	\$ 2,466,585.14
Payday	FICA Tax Withheld	\$ 1,989,198.27
Payday	Medicare Tax Withheld	\$ 465,216.63
	Total Accounts Payable	\$ 4,921,000.04
Deduction ACH		\$ 332,064.84
Deductions through Accounts Payable		\$ 1,619,168.22
Deductions - Insurance Journal Entry		\$ 823,856.79
Deductions - Flexible Spending money wired		\$ 140,039.57
Deductions - URS		\$ 892,390.65
Deductions - TSA		\$ 138,373.53
Month End - Federal Tax Withheld		\$ 4,052.95
Month End - FICA Tax Withheld		\$ 9,752.54
Month End - Medicare Tax Withheld		\$ 2,280.84
Garnishment Refund		427.79
403b Refund		(100.00)
Garnishment		(373.56)
Total Transfer to Payroll Account		\$ 25,241,097.38
Total Transfer to Accounts Payable		\$ 8,550,869.36
Total Deposits		\$ 33,791,966.74

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Sarah Palmer
Director, Payroll

April Gaydosh
Executive Director, Human Resources

John Larsen
Business Administrator

SUBJECT: STUDENT OVERNIGHT TRAVEL

I. Board Directive

While study of the basic curriculum shall provide the basis of the educational program, the Board recognizes that extra-curricular activities involving travel may provide worthwhile learning experiences for more mature students. Therefore, the Board delegates to the District Administration responsibility for developing policy for student travel which minimize disruptions in the basic education program, limit most overnight travel to high school students (or ninth grade students approved for high school activity/academic involvement), involve parents in planning, and safeguard students from undue pressure to participate.

II. Administrative Policy

The Student Overnight Travel policy shall be administered according to the following administrative policy provisions:

- A. Principals shall be responsible for coordinating the development of student activity and travel plans according to the following criteria:
 1. Whenever possible, student activities shall be scheduled in proximity to the local school and the need for long distance or overnight travel avoided. Using the travel proposal and request application process, the school must show why the requested activity experience cannot be obtained in proximity to the school. As a general rule, the Board of Education will not accept requests for travel outside the continental United States. There may develop, on rare occasions, the need for essential travel of this nature. If this becomes the case, the school principal may appeal to the Board by demonstrating in writing the absolute necessity of the travel and that all appropriate safety considerations have been addressed. The principal should be prepared, upon Board request, to appear before the Board for explanation and/or clarification of an appeal of this nature if necessary.
 2. Overnight travel shall not be included as part of the elementary and middle school educational programs.
 - a. An exception may be granted to an individual student or group of students that wins a competition supported by the District and who qualifies for state or national level competition, e.g. history fair, science fair, geography bee, spelling bee, etc.
 - b. Elementary and middle school students participating in approved competitions requiring overnight travel must be accompanied by a parent.
 - c. The District is not responsible for any costs, including travel, associated with local, state, or national competitions.
 - d. All travel for elementary and middle school students must comply with the provisions outlined in this policy (AA414).
 - e. Non-overnight learning experiences away from the local school shall be provided as outlined in policy [AA416—Field Trips](#).
 3. Overnight travel may be part of the educational program for high school students when the travel is for an activity sponsored by the Utah High School Activities Association, a state or nationally affiliated educational organization, or an approved high school program.

SUBJECT: STUDENT OVERNIGHT TRAVEL

4. Overnight travel may be part of the educational program for high school students when the anticipated educational benefits warrant the required expenditures, comparable experiences are not available at the local school, and the travel costs will not burden families unduly. All requestors of trips must demonstrate educational significance as to why the students are participating in the activity. The student overnight preliminary travel proposal form submitted by the principal shall require thorough responses to the following questions:
 - a. What is the purpose of the trip?
 - b. What will be the educational outcome of the experience?
 - c. Can the educational experience be obtained closer to the home school? If not, explain why.
5. Sanctioned activities shall abide by the regulations governing competitions outlined in the Utah High School Activities Association handbook.
6. Each school group or team shall be limited to one extended overnight travel experience during the academic year whether or not such travel necessitates missing days of school.
 - a. No such experience shall cause a student to miss more than two (2) days of school.
 - b. Special circumstances requiring additional days from school for valid education purposes may be appealed to the appropriate Administrator of Schools.
7. Each school group or team may also be eligible for one local trip that does not exceed 375 miles in distance from the District office located at 7387 S. Campus View Drive in West Jordan. This local trip will allow for a school group or team to stay no more than two nights and miss no more than two school days per trip.8. Student organizations shall be limited to one extended overnight travel experience and one local travel trip during the school year.
 - a. An exception may be granted for up to eight (8) elected student leaders in each Career and Technical Education (CTE) organization if in the principal's judgment it is deemed essential to the successful completion of their program. (Note: Exemptions granted for leaders in Career and Technical Education (CTE) programs need not be counted as the one overnight travel experience.)
 - b. An exception may also be granted to an individual student or group of students if winning or qualifying at the local, state, or national level results in an invitation to compete or participate in an event that is considered postseason or next level of competition.
 - 1) Such competition at the next level shall not count as the one (1) activity per organization nor the two (2) allowable days missed from school.
 - 2) If an invitation to participate in or compete does not allow a school time to comply with the stipulation to request leave 45 calendar days prior to a trip, the preliminary travel proposal must be submitted as soon as is feasible.
9. If a school group or team desires an additional trip beyond the allowed trips, the coach/advisor must submit an overnight travel request following the designated process. All additional requests must be approved by the Board of Education.
10. Supervision for student travel must be provided at a ratio of one (1) responsible adult age 21 years or older per ten (10) students. However, there must always be at least two (2) chaperones regardless of the total number of students traveling. . Each chaperone must have a completed background check

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through Jordan School District. Clearance will be verified with the Human Resources department prior to departure. Chaperones shall be primarily advisers and parents. Chaperones who are not current District employees will complete the Responsible Adult Information Form. Under no circumstance can a chaperone's responsibility be delegated to an unapproved chaperone. Students can only be released to their parent/guardian.

11. All expenses (including travel expenses for required chaperones) associated with the trip must be paid by the participants themselves, covered by fundraising, or financed by Career and Technical Education (CTE) or other state or federal monies provided expressly for the activity. School student body funds may not be used.
 - a. The cost of substitutes for required advisers who are accompanying traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.
 - b. Every traveling member will be required to purchase post-departure travel insurance through the District travel buyer.
 - c. Student body general funds may not be used to pay costs related to student travel.
 - d. All student expenditures associated with the trip must be itemized in detail by listing exact costs per student:
 - (1) transportation
 - (2) housing
 - (3) meals
 - (4) registration fees (when applicable)
 - (5) commercial insurance coverage (if not included in the package)
 - (6) individual post-departure travel insurance purchased through District travel buyer.
 - (7) other, i.e. event admissions
 - (8) chaperone/adult travel costs
 - (9) substitute costs incurred by the chaperone, when applicable
 - d. The total anticipated expenditure per student must be shown on the application form. The percentage of the total student cost that may be earned through fundraising efforts must also be listed.
 - e. When, in the sole judgment of the Administration or the Board of Education, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other considerations beyond the control of any or all involved, Jordan School District, the Board of Education, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents are aware of this condition and also require the parents to sign a statement of their understanding.

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12. Transportation shall be by commercial carrier, by Jordan District Suburbans, or by Jordan District Transportation Services for all overnight travel. No private vehicle or private aircraft may be used for student overnight travel. Ground transportation guidelines are as follows:
 - a. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
 - b. Jordan District Suburbans may be used when following [Suburban Use Guidelines](#). Suburban use for student overnight travel ~~cannot exceed 150 miles one way~~ is limited to within the state of Utah.
 - c. Jordan District buses may be used in the following circumstances:
 - 1) The trip is to take place when school is not in session.
 - 2) The travel is to be within the state.
 - 3) The request for services is submitted at least one month in advance.
 - 4) The request is approved by the Director of Transportation.
 - d. Overnight travel
 - 1) Drivers will be compensated for a minimum of eight (8) hours for each day traveling to and from the field trip destination.
 - 2) Drivers will be compensated for at least eight (8) hours for each day at the destination.
 - 3) In accordance with Federal Department of Transportation Regulations, Federal Motor Carrier Safety Administration 49 CFR Part 395, a Jordan School District bus driver may only be on duty for 15 hours, followed by a full eight (8) hours of off-duty rest time.
 - a) A driver may only drive for ten (10) of those 15 on-duty hours.
 - b) Care should be taken to make sure District drivers are well rested so they can operate the bus safely.
 - c) The schools will be responsible to provide for the expenses incurred to be in compliance with this regulation, to include a separate hotel room for each driver and any mileage or travel expenses for additional relief drivers.
 - d. Jordan School District vehicles are not authorized to operate between 1:00 A.M. and 4:00 A.M.
 - e. When students are engaged in an activity where a change of clothing is required, schools should make arrangements for a changing room for students. School buses shall not be used as a dressing room.
 - f. No private vehicles may be used in overnight travel or school-sponsored excursions. Parents or legal guardians wishing to transport their own children, with the approval of the administration and/or the team coach/adviser, will not be under the jurisdiction of Jordan School District.
 - g. Commercially rented buses or other modes of ground transportation may be used upon arrival at the destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized, unless utilizing a District-owned Suburban within the state of Utah.

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- h. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who is at least 21 years of age or older if the distance traveled is less than 150 miles one way, and the operator does not have any prior drug/alcohol related driving citations. The vehicles used for this transportation should never exceed eight passenger capacity. Fifteen passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.
 - i. Students are not allowed to drive when participating in overnight travel.
- B. A preliminary travel proposal outlining a desired overnight travel experience will be submitted to the Administrator of Schools prior to any discussion or meetings with parents and at least 45 days prior to the proposed trip. The preliminary travel proposal for Administrator of Schools and Associate Superintendent, Business Administrator or Superintendent approval shall include:
 - 1. The name of the group requesting permission to travel.
 - 2. The objectives of the trip, including valid and complete documentation of the educational outcomes.
 - 3. The proposed destination, mode of travel, and number of students involved.
 - 4. The number of school days missed. (May not exceed two).
 - 5. The estimated total student cost of the trip including percentage of fundraising used to fund the trip per student. (Section II.A.9.)
 - 6. Specific and clearly defined reasons why the educational objectives cannot be met at another location closer to home.
 - 7. The principal's signature of approval. (Cannot be a designee.)
- C. The final overnight travel request form shall be submitted to the appropriate Administrator of Schools and Associate Superintendent, Business Administrator or Superintendent seven (7) days prior to departure. In addition to the information named in B above, the request form shall also include complete documentation and summary of results of a required parent meeting as outlined in D. below.
- D. A parent/guardian meeting must be held in conjunction with student travel requests.
 - 1. This meeting with parents will be held to discuss all costs and the itinerary associated with the proposed trip for the parents of potential student participants. A parent survey may be utilized if a parent(s) is unable to attend the meeting.
 - 2. In this meeting parents will be informed, by a school administrator or the adviser in writing, of the proposed travel itinerary, anticipated expenditure per student, fundraising efforts, and the potential for non-refunds or expenditures when trips are canceled.
 - a. If 85 percent of the parents support the plan, a parent approval list will be submitted along with the application request.
 - b. If the plan is not supported by 85 percent of the parents, all proposals for the trip will be abandoned. All necessary forms will be provided and completed at this meeting.
 - 3. A notarized statement granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.

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- E. All overnight student travel participation is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the student's status in the class or organization.
- F. Advisers may not use an excessive amount of class/instructional time to plan and promote the trip. The trip may only be advertised and promoted to Jordan School District students.
- G. Jordan District schools shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.
- H. Evidence of Insurance coverage in addition to that provided by Utah State Risk Management shall be provided by the student organization from one of the following:
 - 1. The tour provider (vendor)
 - 2. A commercial group insurance carrier
 - 3. CHIPS insurance, sold to individual students through the school at a reasonable cost
 - 4. Additional coverage from Utah State Risk Management

In addition to the above insurance coverage, every traveling member will be required to purchase individual post-departure travel insurance through the District travel buyer.

These costs shall be shared by the trip participants on an equal basis. A student shall show proof of family health insurance coverage. This proof must be on file with the school adviser and provided to the school administration.

Revision history: 9/5/06, 9/8/09, 4/22/14, 3/29/16, 9/28/21

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 - a. The cost of substitutes for required advisers who are accompanying traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.
 - b. Every traveling member will be required to purchase post-departure travel insurance through the District travel buyer.
 - c. Student body general funds may not be used to pay costs related to student travel.
 - d. All student expenditures associated with the trip must be itemized in detail by listing exact costs per student:
 - (1) transportation
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 - (5) commercial insurance coverage (if not included in the package)
 - (6) individual post-departure travel insurance purchased through District travel buyer.
 - (7) other, i.e. event admissions
 - (8) chaperone/adult travel costs
 - (9) substitute costs incurred by the chaperone, when applicable
 - d. The total anticipated expenditure per student must be shown on the application form. The percentage of the total student cost that may be earned through fundraising efforts must also be listed.
 - e. When, in the sole judgment of the Administration or the Board of Education, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other considerations beyond the control of any or all involved, Jordan School District, the Board of Education, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents are aware of this condition and also require the parents to sign a statement of their understanding.

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12. Transportation shall be by commercial carrier, by Jordan District large capacity passenger vehicles (large SUVs), or by Jordan District Transportation Services for all overnight travel. No private vehicle or private aircraft may be used for student overnight travel. Ground transportation guidelines are as follows:
 - a. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
 - b. Jordan District large SUVs may be used when following [Large SUV Use Guidelines](#). Large SUV use for student overnight travel is limited to within the state of Utah
 - c. Jordan District buses may be used in the following circumstances:
 - 1) The trip is to take place when school is not in session.
 - 2) The travel is to be within the state.
 - 3) The request for services is submitted at least one month in advance.
 - 4) The request is approved by the Director of Transportation.
 - d. Overnight travel
 - 1) Drivers will be compensated for a minimum of eight (8) hours for each day traveling to and from the field trip destination.
 - 2) Drivers will be compensated for at least eight (8) hours for each day at the destination.
 - 3) In accordance with Federal Department of Transportation Regulations, [Federal Motor Carrier Safety Administration 49 CFR Part 395](#), a Jordan School District bus driver may only be on duty for 15 hours, followed by a full eight (8) hours of off-duty rest time.
 - a) A driver may only drive for ten (10) of those 15 on-duty hours.
 - b) Care should be taken to make sure District drivers are well rested so they can operate the bus safely.
 - c) The schools will be responsible to provide for the expenses incurred to be in compliance with this regulation, to include a separate hotel room for each driver and any mileage or travel expenses for additional relief drivers.
 - d. Jordan School District vehicles are not authorized to operate between 1:00 A.M. and 4:00 A.M.
 - e. When students are engaged in an activity where a change of clothing is required, schools should make arrangements for a changing room for students. School buses shall not be used as a dressing room.
 - f. No private vehicles may be used in overnight travel or school-sponsored excursions. Parents or legal guardians wishing to transport their own children, with the approval of the administration and/or the team coach/adviser, will not be under the jurisdiction of Jordan School District.
 - g. Commercially rented buses or other modes of ground transportation may be used upon arrival at the destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized, unless utilizing a District-owned large SUV within the state of Utah.

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- h. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who is at least 21 years of age or older if the distance traveled is less than 150 miles one way, and the operator does not have any prior drug/alcohol related driving citations. The vehicles used for this transportation should never exceed eight passenger capacity. Fifteen passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.
 - i. Students are not allowed to drive when participating in overnight travel.
- B. A preliminary travel proposal outlining a desired overnight travel experience will be submitted to the Administrator of Schools prior to any discussion or meetings with parents and at least 45 days prior to the proposed trip. The preliminary travel proposal for Administrator of Schools and Associate Superintendent, Business Administrator or Superintendent approval shall include:
 - 1. The name of the group requesting permission to travel.
 - 2. The objectives of the trip, including valid and complete documentation of the educational outcomes.
 - 3. The proposed destination, mode of travel, and number of students involved.
 - 4. The number of school days missed. (May not exceed two).
 - 5. The estimated total student cost of the trip including percentage of fundraising used to fund the trip per student. (Section II.A.9.)
 - 6. Specific and clearly defined reasons why the educational objectives cannot be met at another location closer to home.
 - 7. The principal's signature of approval. (Cannot be a designee.)
- C. The final overnight travel request form shall be submitted to the appropriate Administrator of Schools and Associate Superintendent, Business Administrator or Superintendent seven (7) days prior to departure. In addition to the information named in B above, the request form shall also include complete documentation and summary of results of a required parent meeting as outlined in D. below.
- D. A parent/guardian meeting must be held in conjunction with student travel requests.
 - 1. This meeting with parents will be held to discuss all costs and the itinerary associated with the proposed trip for the parents of potential student participants. A parent survey may be utilized if a parent(s) is unable to attend the meeting.
 - 2. In this meeting parents will be informed, by a school administrator or the adviser in writing, of the proposed travel itinerary, anticipated expenditure per student, fundraising efforts, and the potential for non-refunds or expenditures when trips are canceled.
 - a. If 85 percent of the parents support the plan, a parent approval list will be submitted along with the application request.
 - b. If the plan is not supported by 85 percent of the parents, all proposals for the trip will be abandoned. All necessary forms will be provided and completed at this meeting.
 - 3. A notarized statement granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.

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- E. All overnight student travel participation is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the student's status in the class or organization.
- F. Advisers may not use an excessive amount of class/instructional time to plan and promote the trip. The trip may only be advertised and promoted to Jordan School District students.
- G. Jordan District schools shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.
- H. Evidence of Insurance coverage in addition to that provided by Utah State Risk Management shall be provided by the student organization from one of the following:
 - 1. The tour provider (vendor)
 - 2. A commercial group insurance carrier
 - 3. CHIPS insurance, sold to individual students through the school at a reasonable cost
 - 4. Additional coverage from Utah State Risk Management

In addition to the above insurance coverage, every traveling member will be required to purchase individual post-departure travel insurance through the District travel buyer.

These costs shall be shared by the trip participants on an equal basis. A student shall show proof of family health insurance coverage. This proof must be on file with the school adviser and provided to the school administration.

Revision history: 9/5/06, 9/8/09, 4/22/14, 3/29/16, 9/28/21, 8/27/24

SUBJECT: Salary Supplement for Highly Needed Educators (SHiNE)

I. Board Directive

The Jordan School District Board of Education acknowledges that specific subject areas are challenging to staff due to high demand. The Board appreciates the legislature's initiative through the Salary Supplement for Highly Needed Educators (SHiNE) grant program, which aims to enhance the compensation of qualified educators in these critical areas. The Board delegates to the Administration the responsibility to ensure compliance with state law and to:

- A. Annually identify the District's high-needs areas and criteria for educator eligibility, updating the Definitions and Procedures accordingly.
- B. Communicate updates to this policy to the District's educators.
- C. Implement this policy and distribute supplemental SHiNE funds to eligible teachers with qualifying assignments in high-needs areas.

II. Administrative Policy

The Salary Supplement for Highly Needed Educators grant program policy shall be administered according to the following administrative policy provisions:

A. Definitions ([UCA 53F-2-504](#))

- 1. An "eligible teacher" means a teacher or educator who:
 - a. Has a qualifying assignment, and
 - b. Holds a current Utah Educator License in the appropriate area with necessary endorsements, and
 - c. Either:
 - i. Holds a degree in a subject area related to their qualifying assignment, or
 - ii. Has a minimum of 10 years of teaching experience in Utah in the qualifying area.
 - d. Is either:
 - i. A new employee of the District, or
 - ii. Has not received the lowest rating on any evaluation or professional growth plan in their three most recent evaluations.
- 2. The term "high-needs area" means a teaching assignment in a high-needs subject area identified annually.
- 3. The term "qualifying assignment" means a teaching assignment in a high-needs area.

B. Funding Process

The SHiNE grant program, administered by the Utah State Board of Education, will provide funding to the District to enhance the salaries of eligible teachers.

SUBJECT: Salary Supplement for Highly Needed Educators (SHiNE)

1. To qualify for the SHiNE salary supplement, educators must submit an application through Skyward Employee Access by the established due date. Qualification criteria may vary annually based on the District's assessment of high-needs areas.
2. Each year an educator's eligibility will be verified, which includes:
 - a. A qualifying assignment for the upcoming school year (including semester-long assignments).
 - b. Appropriate licensure and endorsements.
 - c. A relevant degree or sufficient years of experience.
 - d. Adequate evaluation ratings (for educators not new to the District).
3. Once eligibility has been assessed, the Administrator of Human Resources will certify this list and notify each applicant of their application status.
4. Payment amounts will be determined annually based on the number of applicants and state legislative allocations.
5. The Human Resources Department will enter SHiNE stipends into the employee's Skyward assignments for payroll processing.
6. Eligible recipients will receive equal allocations, subject to reductions for:
 - a. Less than full-time teaching schedules.
 - b. Teaching qualifying classes for only a semester.
7. The Human Resources Department will enter salary supplement amounts into the USBE CACTUS system by the deadline.
8. This policy will be reviewed annually.
9. Educators are encouraged to review this policy annually for updates regarding eligibility criteria.

C. Appeal Rights

1. Educators not deemed eligible may appeal this decision by submitting a written notice to the Administrator of Human Resources within seven (7) calendar days of denial notification. The District will:
 - a. Evaluate whether the educator's assignment closely matches a high-needs area.
 - b. Review any new transcripts or documentation submitted to determine eligibility.
 - c. Include the educator on the certified list of eligible teachers if the appeal is successful.