

2023-24 Secondary Student Registration

All of the information in this packet is important.
Please read the entire packet and then acknowledge the
required forms and print any forms you wish to return to the school.



Jordan School District
2023–24 Middle School Registration Packet

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Teacher Contracts Begin	Monday, August 14, 2023
New Teacher Induction	TBD
District-directed Professional Development Day	Tuesday, August 15, 2023
Check-out Day for Teachers	Monday, June 3, 2024

Labor Day Recess	Monday, September 4, 2023
Fall Recess	Tuesday, October 24 – Friday, October 27, 2023
Thanksgiving Recess	Wednesday, November 22 – Friday, November 24, 2023
Winter Recess	Friday, December 22, 2023 – Monday, January 1, 2024
Martin Luther King, Jr. Day Recess	Monday, January 15, 2024
Washington & Lincoln Day Recess	Monday, February 19, 2024
Spring Recess	Tuesday, March 26 – Friday, March 29, 2024
Memorial Day Recess	Monday, May 27, 2024

Professional Development Day (No Students Attend)..... Friday, September 22, 2023; Tuesday, January 2, 2024; Friday, April 12, 2024

Health & Wellness Virtual Day

Grade Transmittal Days (No Students Attend).....Monday, October 23, 2023; Tuesday, January 16, 2024; Monday, March 25, 2024

Elementary Schools	Q1: Aug. 21 – Oct. 20 (44)	Q2: Oct. 30 – Jan. 12 (45)	Q3: Jan. 17 – Mar. 22 (47)	Q4: Apr. 1 – May 31 (44)
Beginning of Classwork (Grades 1-6)	Tuesday, August 22, 2023			
Kindergarten Testing (No Kindergarten Students)	Tuesday, August 22 – Tuesday, August 29, 2023			
Kindergarten Classwork Begins	Wednesday, August 30, 2023			
Fall Parent-Teacher Conferences	Wednesday, October 4 – Thursday, October 5, 2023			
Teacher Compensatory Day – No School.....	Friday, October 6, 2023			
Spring Parent-Teacher Conferences	Wednesday, February 21 – Thursday, February 22, 2024			
Teacher Compensatory Day – No School.....	Friday, February 23, 2024			
Kindergarten Testing (No Kindergarten Students)	Friday, May 17 – Friday, May 24, 2024			
End of Classwork for Students	Friday, May 31, 2024			

Middle Schools	Q1: Aug. 21 – Oct. 20 (44)	Q2: Oct. 30 – Jan. 12 (45)	Q3: Jan. 17 – Mar. 22 (47)	Q4: Apr. 1 – May 31 (44)
7 th Grade Orientation	Monday, August 21, 2023			
Beginning of Classwork (Grades 8-9)	Tuesday, August 22, 2023			
Fall Parent-Teacher Conferences	Wednesday, September 27 – Thursday, September 28, 2023			
Teacher Compensatory Day – No School.....	Friday, September 29, 2023			
Spring Parent-Teacher Conferences	Tuesday, February 13 & Thursday, February 15, 2024			
Teacher Compensatory Day – No School.....	Friday, February 16, 2024			
End of Classwork for 7 th Grade	Thursday, May 30, 2024			
End of Classwork for 8 th & 9 th Grade	Friday, May 31, 2024			

High Schools	Q1: Aug. 21 – Oct. 20 (44)	Q2: Oct. 30 – Jan. 12 (45)	Q3: Jan. 17 – Mar. 22 (47)	Q4: Apr. 1 – May 31 (44)
Beginning of Classwork	Monday, August 21, 2023			
Fall Parent-Teacher Conferences.....	Wednesday, September 27 – Thursday, September 28, 2023			
Teacher Compensatory Day – No School.....	Friday, September 29, 2023			
10 th Pre-ACT Test & 12 th College Prep Half Day (subject to change)	Tuesday, November 7, 2023			
(10 th & 12 th Grades AM Only – 11 th Grade No School – Teacher Professional Development in PM)				
Spring Parent-Teacher Conferences	Tuesday, February 13 & Thursday, February 15, 2024			
Teacher Compensatory Day – No School.....	Friday, February 16, 2024			
ACT Testing (date set by USBE, subject to change)	Tuesday, March 5, 2024			
(11 th Grade AM Only – 10 th & 12 th Grades No School – Teacher Professional Development in PM)				
High School Graduation	Thursday, May 30, 2024			
End of Classwork	Friday, May 31, 2024			

Per District Policy D207 – Calendar Development: Emergency closure make-up days will be recommended by the Administration and approved by the Board.

Student & Family Residency Questionnaire

Your child may be eligible for additional educational services through Title I-Part A, Title I-Part C-Migrant and/or the Federal McKinney-Vento Homeless Assistance Act (42 U.S.C. 11435).

As defined in law, the term “homeless” means **an individual who lacks a fixed, regular, and adequate nighttime residence**. Please answer the questions below to determine if your student meets this definition and is eligible for additional services. Submission of false information is a violation of the law and may void enrollment and end access to additional services.

1. Presently, are you and/or your family living in any of the following situations? (Check all that apply)

- ☐ (1) Student is sharing housing with one or more families due to loss of housing, economic hardship, or similar reason.
- ☐ (2) Student is temporarily living in a motel or hotel due to loss of housing, economic hardship, or similar reason.
- ☐ (3) Student is living in a shelter (family shelter, domestic violence shelter, youth shelter, or transitional housing).
- ☐ (4) Student is living in a car park, campground, abandoned building, or public place.
- ☐ (5) Student is living in a place without adequate facilities (not designed for heat, electricity, water services, etc.).
- ☐ (6) Student is seeking enrollment without accompanying parent (unaccompanied youth).

If any of the above conditions were checked, please return this completed form to your student’s school.

2. Please list ALL children currently living with you that are attending any elementary, middle, or high school in Jordan School District. Please also list preschool age children who will be 3 or 4 years old by September 1st of the current year.

First Middle Last	Student ID or Lunch Number	M/F	Birthdate	Grade	School Name

Presenting a false record or falsifying records is an offense under Section 73.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition of other costs. TEC Sec. 25.003(3)(d). The McKinney Vento Homeless Education Assistance Act ensures rights for students who are homeless.

3. Form completed by: ☐ Parent ☐ Guardian ☐ Student ☐ Other

☐ School Employee (Name/Date/Method)

Parent(s) / Guardian(s) / Student:

- Please notify the school if your living status changes.
- If your children qualify for services under the McKinney-Vento Homeless Act, they have the right to additional services and support which could include school placement, school supplies, intervention, etc.
- Please call the Jordan School District Homeless Liaison at 801-567-8308 if you have questions.

Name of Parent(s)/Guardian(s)

Signature

Date

Address

City/Zip

Phone

School Personnel:

- Please return this form for Skyward identification purposes to the Jordan School District Homeless Liaison at Student Support Services in the Student Services Department or call 801-567-8308 for questions.



(To be completed by Parent/Guardian and Trained Designated School Personnel)

School: _____ Student ID#: _____

Student's Last Name: _____

Student's First Name: _____

The Home Language Survey (HLS)

- Identifies a student whose home language is not English; and,
- Identifies a student who will be tested on the skills of listening, speaking, reading and writing in English because another language other than English is spoken at home.

This information cannot be used for immigration matters or reported to immigration authorities.

Parents/Guardians/Family Members:

- The English proficiency test determines if your student needs a language support services program along with the regular education program.
 - Your child is entitled to these language support services as a civil right.
1. If the student was not born in the United States, what date was the student enrolled in a U.S. school?
_____/_____/_____
 2. What was the first language the student learned to speak? _____
 3. Which language does your child most frequently speak at home? _____
 4. Which language do adults in your home most frequently use when speaking with your child?

 5. Which language(s) does your child currently understand or speak? (Please do not include Dual Language Immersion Programs) _____
 6. Does your family come from a refugee background? _____
 7. What language do you prefer for school-to-home information? _____
 8. Has this student fled from another country to resettle due to political, religious and/or social persecution?

 9. Do you, as a parent, work in agriculture, forestry, meat processing plants, dairy or fisheries, AND have moved to find temporary or seasonal work? _____

School Responsibilities:

1. At registration, Utah uses a standard form of the Home Language Survey (HLS) that identifies a student with a language other than English, or who comes from an environment where a non-English language is dominant.
2. Students must be tested for services within 30 days of registration or within two weeks of entry into school, if during the year.



Parent/Guardian Permission for Comprehensive School Counseling Program Activities

The Comprehensive School Counseling Program is dedicated to providing effective College and Career Readiness planning, dropout prevention with social/emotional supports, and collaborative classroom instruction for your student and the school community. In order to accomplish this objective, counselors conduct activities and participate in state-run programs throughout the year. These activities may require the assessment and sharing of student information to education-related entities outside of the Jordan School District.

Specifically, information is communicated to the Utah State Board of Education (USBE), the Utah State Office of Higher Education (USHE), and the Utah Education Network (UEN). The activities and programs include Keys to Success and YouScience college and career planning website activities, activities through USHE, and the Comprehensive School Counseling Program needs assessment.

Parent and student input is absolutely essential to running an effective comprehensive counseling program that will best meet the needs of students and we are requesting your permission to allow your student to participate in these activities. If you agree to allow your student to participate in these activities, please select the activities you approve for participation and sign the consent below.

If you would like more information regarding the programs and activities that students will be engaged in, we invite you to visit the following resources:

- **Comprehensive School Counseling Program needs assessment questions:** ctesurveys.com
For specific questions regarding your individual school survey, please contact Stacey Worthen at stacey.worthen@jordandistrict.org or 801-567-8309.
- **Keys to Success website:** ktsutha.org
- **YouScience:** youscience.com
- **Utah College Application Week (UCAW):** ushe.edu/utah-college-application-week
- **Utah System of Higher Education Opportunities:** ushe.edu

PERMISSION AND CONSENT

I, as parent/legal guardian, give consent for my student to participate in the following Comprehensive School Counseling Program activities (please select approved activities by checking the box):

- ☐ Keys to Success college and career planning website activities
- ☐ YouScience college and career planning website activities
- ☐ Comprehensive School Counseling Program needs assessment

I further agree that permission is valid for the 2023–2024 school year unless a written withdrawal of authorization is submitted to the school principal by the authorizing parent or guardian. The Utah Family Education Rights and Privacy Act provides that this authorization is valid only for the activity for which it was granted unless otherwise agreed to by the parent or guardian.

Student Name _____

Your Name _____

Your Relationship to the Student _____

Your Signature _____ Date _____

SUBJECT: STUDENT INFORMATION NETWORK ACCEPTABLE USE POLICY

I. Board Policy

The Board recognizes the need for a policy governing the use of the electronic information resources by students as outlined in [Utah State Code §53G-7-1002](#). Responsibility is delegated to the District administration for implementing the policy according to established guidelines.

II. Administration Policy

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines:

A. Scope

This policy references the use of electronic information resources made available to students by Jordan School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to students. Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Jordan School District. While access to all materials on a worldwide network cannot be controlled, Internet access in Jordan School District is filtered and monitored on an ongoing basis.

B. Terms and Conditions of This Policy

1. Acceptable Network Use

- Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- Students who formally publish school or District related information on the Internet must have proper approvals and abide by District publishing guidelines and procedures (as per D212—District and School Web Sites).
- Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

2. Unacceptable Network Use

- Students may not intentionally transmit or receive material in violation of law or District policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. A student may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- Students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations and policies of Jordan School District.
- Students may not use the network for product advertisement or political lobbying.
- Students may not reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the District is prohibited.

SUBJECT: STUDENT INFORMATION NETWORK ACCEPTABLE USE POLICY

- e. Students may not intentionally harm or destroy District data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the District network to illegally access other systems.
- 3. Expectation of Privacy
 - a. Student files, disks, documents, etc., which have been used or created with District electronic information resources are not considered private.
 - b. Electronic mail transmissions are not private.
- 4. Discussion/Submission
 - a. Students will participate in a discussion with a parent or legal guardian District policy AA445— Student Information Network Acceptable Use Policy, which includes proper behavior and use of the network.
 - b. Students will receive training regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
 - c. Students will be required to submit a new [Student Signature of Agreement Form](#) each year or upon special request.
- 5. Disciplinary Action
 - a. The combined signatures indicates that the student and parent/legal guardian has carefully read, understands and agrees to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.
 - b. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.
- 6. Service Disclaimer

Jordan School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, student errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the student's own risk. Jordan School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

Recodification May 2018

Chromebook User Agreement

Rationale

Technology is an integral part of online learning at Jordan School District. School-issued Chromebooks will allow for continued student learning opportunities. The purpose of the Chromebook is to help students at home and school to complete academic tasks, collaborate more effectively, and further their education.

The Chromebook is the property of Jordan School District. Student use of the Chromebook is dependent on the following:

General Procedures and Guidelines (Do's and Don'ts of Chromebook use):

- Students will follow Jordan School District Policy AA445 – Student Information Network Acceptable Use Policy ([Student Information Network Acceptable Use Policy – AA445](#)).
- At the beginning of the school year, students will be assigned a Chromebook.
- Students and parents will indicate through the online registration process that they have read the Chromebook agreement and are liable for any damages.
- Chromebooks should be used to complete academic tasks and further education.
- Students are responsible to bring their Chromebook to school charged and ready for use each day.
- Students must keep passwords and usernames secure and never share them with others.
- Keep the Chromebook away from extreme temperatures.
- Always close the lid before transporting the Chromebook, and do not carry it by the screen. The screen and keyboard are susceptible to damage through misuse.
- Students will not modify user settings on their Chromebook.
- Students are not permitted to download any content onto their Chromebook, other than class assignments, without permission from the school.
- Students will not use the Chromebook webcam to photograph any other student, teacher, or person unless for academic purposes, and only with the person's consent.
- Students will not use the Chromebook microphone to record any other student, teacher, or person unless for academic purposes, and only with the person's consent.
- Students should not have food or drinks (including gum) near the Chromebook.
- During instruction, students will not stream any music or video (Pandora, Spotify, YouTube, etc.) or play any games on the Chromebook.
- Sound should be muted while using Chromebook during live lessons unless given alternative directions from the teacher.
- Students must use only the Chromebook assigned to them and never leave their Chromebook unattended or allow others to use their Chromebook.
- Students should not remove any district and/or school-identifying labels.
- If a student withdraws during the school year, they will return the Chromebook to school or be fined for the cost of the Chromebook.
- Students must bring their Chromebook back to the school at the end of the school year. However, based on the school's preference, some schools may allow students to keep the Chromebook over the summer.
- If the Chromebook is not returned when requested, the student and parents/guardians will be responsible for the replacement cost.
- Fines will be assessed for any damage to the Chromebook. See your school's website for costs associated with loss or damages.

Expectations of Privacy

Chromebooks are the property of JSD, and are not subject to the same privacy expectations as private property. For this reason, there is no expectation of privacy with the Chromebooks.

- All internet activity on the Chromebook, at or away from school, will be filtered by Jordan School District content filters.
- JSD may repossess and search the Chromebook at any time. This includes any violation of school or district policies ([Student Information Network Acceptable Use Policy-AA445](#)).
- Certain apps and websites may require location services data to function. Only District-approved apps may be installed on Chromebooks, and these apps may be authorized to access location services data to perform education-related tasks. Websites may prompt users to allow access to location services data, which may be required for education-related tasks and may be allowed by the user in other instances. Regardless of use case, the location services data provided is an approximate geographic location. Street-level location data is not provided by the Chromebook and is not accessible unless provided voluntarily by the user.

Proper Care of the Chromebook

- Students and parents accept responsibility for safeguarding the Chromebook.
- Students should never attempt to repair the Chromebook.
- If the Chromebook becomes damaged or broken due to negligence, the student and parents will be held liable for the repair or replacement of the Chromebook.
- If the student loses the Chromebook, or it is stolen, they are responsible for the replacement fee. For stolen Chromebooks, a police report must be filed.
- Contact the school for the repair and replacement costs.

Acknowledgement of the Chromebook User Agreement

Please sign below indicating you agree with the guidelines and expectations outlined in this Agreement and you understand that violation of the Chromebook Use Agreement and/or Jordan School District Policy AA445 Student Information Network Acceptable Use Policy will result in disciplinary action, the revoking of all Chromebook and network privileges, and the replacement of the damaged device (if applicable).

✓ Student Signature _____ Date _____

✓ Parent Signature _____ Date _____



Compulsory Education Information Letter

Dear Parent/Guardian,

At Jordan School District, our goal is to provide a quality education for all students. Attendance is very important to a student's success. Students fall behind when they miss school for excused or unexcused reasons. Help your child succeed by having them attend school regularly.

You can play a big role in your child's attendance this year and we appreciate your help. You can help your student be at school and on time each day. If you need support or advice about attendance, our teachers and administrators want to help you.

Regular attendance is vital to your child's education because:

- Students need to be in class to learn.
- The teaching-learning process builds on lessons previously taught.
- Lessons often involve hands-on activities, which cannot be repeated with paper and pencil assignments outside of class.
- Students who miss a day of school suffer because the in-class teaching cannot be made up.
- Students will develop the habits of good attendance and punctuality for future careers.
- Students will develop positive peer relationships and feel connected with friends and school.

Parents/legal guardians are required by the Utah Compulsory Education Law (53G-6-202) to enroll and see to the regular attendance of all school-aged minors ages 6-18 in an educational program. Under this legislation, Jordan School District is required to monitor student attendance and communicate with the parent(s)/legal guardian(s) when a student's attendance pattern is not in compliance with the law. It is important for you to contact the school every time your student is absent from school.

Jordan School District educators and administrators look forward to working with you and your children in the coming year.

This letter constitutes Administrative Notification # 1 (*REGISTRATION PACKET*)
Cc: Student permanent file



Student Name _____ Student ID# _____ Grade _____ Date of Birth _____

PARENT/STUDENT SIGNATURES OF AGREEMENT

Please read and sign each section

Compulsory Education Information Letter

Dear Parent/Guardian:

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. Jordan School District requires that all students achieve mastery in the basic skills identified for reading, language arts and mathematics. Absence from school interferes with the student's opportunity to master these skills.

According to the Utah Compulsory Attendance Laws (53G-6-2), every school-age child from six to eighteen years of age must be in school. The parents are responsible for their student's regular school attendance. It is a misdemeanor if you fail to have your student in regular attendance.

Occasionally, a student must be absent from school for reasons which are unavoidable. Please notify the school every time your student is absent explaining the reason for the absence. Your cooperation is needed to help us give your student a quality education.

Please sign below indicating you have read the Compulsory Education Information letter of Jordan School District.

✓ Student Signature _____ Date _____

✓ Parent Signature _____ Date _____

Agreement to Information Network Acceptable Use Policy

I have read District [Policy AA445](#) – Student Information Network Acceptable Use Policy and agree to abide by its terms and conditions. I understand that violation of the use provisions stated in the policy may result in limitation, suspension or revocation of network privileges and/or other disciplinary action by the school, Jordan School District, or by legal authorities.

✓ Student Signature _____ Date _____

As a parent or legal guardian of this student, I have read and discussed with my child District [Policy AA445](#) – Student Information Network Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the District responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.

✓ Parent Signature _____ Date _____

Name and Picture Release

The faculty and administration at your child's school, as well as the JSD Office of Communications, like to recognize students in academics, arts, athletics and student government, along with other school and community related events. This recognition may be posted on the school or District websites and on social media such as Facebook, Instagram and Twitter. The posts may include individual, group or team pictures, videos and audio.

No personal contact information, such as address, phone number, e-mail address or other personal information will be posted.

I give the school and District permission to use my child's name, photo and/or to have my child featured in a video:

☐ Yes

☐ No

Suicide Prevention Program

Dear Parent/Guardian:

The Utah State Legislature, in an effort to address teen suicide, requires that secondary schools offer a suicide prevention program. As part of Jordan District's suicide prevention program, a presentation on warning signs for suicide, risk and protective factors, as well as resources available for help will be given in one of your student's classes during his/her regular school schedule. Information on this presentation can be found at wellness.jordandistrict.org. We anticipate that by the end of the 2023-2024 school year, every child of secondary age will have had an opportunity to receive this important information.

If you would prefer **NOT** to have your child participate, please check the box and sign below. Thank you for your cooperation.

☐ I do **NOT** want my child to receive this important information regarding suicide prevention.

✓ Parent Signature _____ Date _____

PTA/PTSA/PTO Membership

Dear Parent/Guardian:

The Jordan School District PTA/PTSA organization works with our schools each year to gather membership dues. In order to distribute membership cards and other information, they are requesting that schools be allowed to share names, addresses and phone numbers of those parents/guardians who join PTA/PTSA with the local PTA/PTSA board for that school only.

If you would prefer **NOT** to have this information shared with your local PTA/PTSA, please check the box and sign below. Thank you for your cooperation.

☐ I do **NOT** want my school to share contact information with my local PTA/PTSA for membership information only.

✓ Parent Signature _____ Date _____



Attendance and Enrollment Guidelines

Attendance

An integral component supporting a student's consistent academic and life skills success is regular daily school attendance. Utah law (§53G-6-2) requires parents to have their student(s) attend school on a regular basis. Utah law also requires schools to monitor student attendance and communicate with parent(s)/legal guardian(s) when a non-attendance pattern develops (§53G-6-203). Jordan School District requests that parents communicate with the school regarding their student's attendance issues and when a student will be absent from school. Students should not be allowed to stay home from school unless it is a verified excused absence, such as illness, mental or behavioral health, family event, family death or approved school activity (§53G-6-201). The beginning of the school day establishes the learning climate; thus, parents are encouraged to have their student(s) arrive at school on time. The cooperative efforts of the school and parent will support the child's regular school attendance.

Home School and Reduced Enrollment

Per Utah law (§53G-6-204-2), parents may excuse a school-age child from compulsory school attendance by filing a notarized affidavit with the District indicating that the child will attend a home school and that the parent will assume sole responsibility for the education of the child. Students excused to home school may attend no more than the lesser of three hours or 49% of the school day and still be considered primarily a home school student. Students enrolled for 50% of the day or more are considered primarily a part-time student in regular enrollment.

Parents of students may choose to enroll the student in less than 100% of the school day. This reduction of enrollment can be facilitated through the school principal (at the elementary level) or a school counselor (at the secondary level). When a student is enrolled for less than 100% of the school day, the parent assumes responsibility for the portion of the curriculum that is missed. Additionally, students in grades 9-12 who are enrolled for less than 100% of the school day may not be able to earn sufficient credits to qualify for graduation.

The District and local schools are unable to provide supervision for students who have had their enrollment reduced during the periods when the student is not in the classroom. When enrollment has been reduced, the parent is responsible for promptly transporting the student to and from the school campus.

Charter Schools (§53G-6-503)

Charter schools are public schools. A student who is enrolled in a charter school, including online public charter schools such as Utah Connections Academy, Utah Virtual Academy, or K-12 Online, may not dual enroll in the boundary school. There are two (2) exceptions: (1) Students in grades 9-12 may register for credits online in the Statewide Online Education Program through their school counselor (§53F-4-503 Statewide Online Education Program (SOEP) Utah), and (2) Students may enroll in a co-curricular course provided the course is not offered at the charter school and the course has space available. Students enrolling in a co-curricular course must meet the conditions of State Board Rule R277-494-4. A student enrolled in SOEP course(s) may earn no more credits in a year than the number of credits a student may earn by taking a full course load during the regular school day in the student's primary school of enrollment (State Board Rule R277-726-4).

A parent may withdraw the student from the charter school for enrollment in the student's school of residence for the following school year provided an application of admission is submitted to the school of residency on or before June 30 (§53G-6-503). After June 30, applications for admission will be subject to the same criteria and conditions as late enrollment permits (§53G-6-401). If the school of residence does not have space available, the District may assist parents to find another school in the District that has adequate capacity for their student to attend.

Please visit planning.jordandistrict.org for more enrollment information.

Acceleration and Retention

By default, students are enrolled in Jordan School District in the grade appropriate for their age. When students have been accelerated or retained by another school or district in Utah or the United States, the District will honor said acceleration or retention upon receipt of documentation from the previous school.

Parents wishing to accelerate or retain their students should communicate with the school principal. School principals and parents work with individuals who have knowledge of the student and use relevant data to make appropriate placement decisions.

The District will reasonably accommodate parent requests for retention in grades K-8. Students in grade 9-12 will only be retained in circumstances of significant and documented need. Acceleration requests will be approved at the discretion of the school principal and must be supported by data indicating a high likelihood of success in the new placement.

Truancy and chronic absenteeism are complicated issues that have widespread impacts on students, families and the community. Pledge with Jordan District to combat these issues.

I Attend. I Learn. I Succeed.

CONTACT US

(801) 567 8205
7387 S, Campus View Dr.,
West Jordan, UT 84084
michelle.reyes@jordandistrict.org



www.jordandistrict.org

**I ATTEND.
I LEARN.
I SUCCEED.**
ATTENDANCE MATTERS

JORDAN 
SCHOOL DISTRICT



WHY ATTENDANCE MATTERS...

Education can be a great equalizer in our society if students are present in school to learn, grow and get the supports they need to succeed.

Attendance has a huge impact on students' social and academic success from kindergarten and continuing through high school. Increasing school attendance is vital to improving academic performance.

Every school day counts.
Be present every day.

80% of SUCCESS is SHOWING UP.

WHAT FAMILIES CAN DO TO SUPPORT GOOD ATTENDANCE...

1. **Form routines** for the morning and the evening.
2. **Set an alarm** to help your child wake up with enough time to get ready, eat breakfast and arrive at school 10 minutes early.
3. **Choose** clothing and prepare backpacks, including homework, the night before.
4. **Create** a backup plan when transportation issues arise.
5. **Encourage** your student to attend unless they are truly ill.
6. **Make** doctor, dental or orthodontic appointments after school or during school holidays.
7. **Schedule** family trips during the summer or school holidays.
8. **Monitor** your child/teen's attendance on Skyward.
9. **Notify** the school every time your student is absent.



Student Conduct, Dress, and Appearance Guidelines

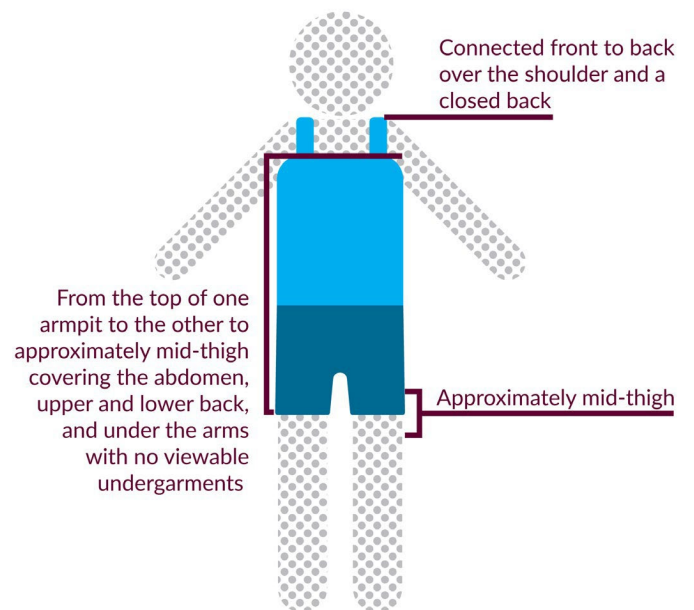
School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in District Policy [AA419-Student Conduct, Dress, and Appearance](#) and these guidelines. The legal concept of “reasonableness” shall be the guiding principle in the application and discipline of student conduct, dress, and appearance. Adherence to the conduct, dress, and appearance standards and these guidelines will be the responsibility of the student and their parent(s)/guardian(s). School administrators will have final judgement on all matters concerning interpretation of student conduct, dress, and appearance.

The following specific guidelines have been established to aid students, parents, staff, and administration in the implementation and enforcement of policy [AA419 – Student Conduct, Dress, and Appearance](#):

Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
 - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
 - b. Any headwear that does not allow the student’s face to be visible is not allowed.
3. Clothing (see illustration):
 - a. Must cover from the top of the armpit to approximately mid-thigh with no viewable undergarments (waistbands and bra straps excluded).
 - b. Must be from the top of one armpit to another and connected from the front to back over the shoulder, have fabric in the front (covering the abdomen), on the sides (under the arms), and have a closed back (covering the upper and lower back).
 - c. Provide coverage of the buttocks, genitals, and chest with a fabric that is not see-through.
4. Clothing, appearance, jewelry, accessory, footwear, or personal item shall be free of any writing, images, symbols, or any other insignias that:
 - a. Is lewd, vulgar, profane, obscene, or sexually suggestive.
 - b. Advocates, represents, or promotes racism, discrimination, violence, or hate in any form.
 - c. Signifies or depicts gangs and/or illegal or criminal activities. (Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
 - d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
5. Except as a part of an approved school activity or medical reasons, sunglasses may not be worn in school during the school day.
6. Footwear, appropriate for the day’s activities, shall be worn at all times.
7. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.

Student Dress & Appearance Illustration



With the approval of District administration and the School Community Council, schools may make minor changes and/or adaptations to the dress and appearance standards in order to address local needs. Schools should seek input from various stakeholder groups.



NOTICE TO PARENTS:

SUMMARY OF POLICY AS67 – DISCIPLINE OF STUDENTS

Contact the school administration or visit policy.jordandistrict.org for a complete copy of the policy.

Acts of violence, use or possession of weapons or facsimile, criminal behavior, and gang-related activity are not tolerated in schools, on school property, or at any school activity regardless of where it is held.

The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school dispatched vehicles.

1. Possessing (regardless of intent), using, selling, or attempting to possess, use, or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon, or other instrument including those which eject a projective or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening, or conspiring to cause damage to personal or real property, or causing or attempting, threatening, or conspiring to cause harm to a person through:
 - a. Possession or distribution of illegal substance (see [Policy AS90 – Illegal Substances](#));
 - b. Sexual harassment or sexual assault, or fabrication of sexual harassment or sexual assault charges;
 - c. Arson;
 - d. Burglary;
 - e. Theft/larceny/stealing;
 - f. Criminal mischief (damage in excess of \$300 to public or personal property);
 - g. Battery (touching or striking another person against his or her will);
 - h. Assault (placing another person in fear or apprehension of a harmful or offensive touching, whether or not touching is actually intended);
 - i. Hazing;
 - j. Vandalism;
 - k. Gang-related activity (wearing, displaying, or selling clothing, emblems, symbols, or names associated with gangs, using a name which is associated with or attributable to a gang, or designating turf or an area for gang activities, ownership, or occupation);
 - l. Bullying (aggressive behavior that is intentional and that involves an imbalance of power or strength; a student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students by hitting and/or punching, or by teasing, name calling, or by intimidation through gestures, social exclusion, or relational aggression);
 - m. Cyber-bullying (sending insulting, threatening, or harassing messages by phone or computer, handwritten or drawn, or electronic messaging);
 - n. Involvement in any activity which violates federal, state, or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening, or conspiring to cause other students to violate federal, state, or local law or to disrupt normal school proceedings.

CONSEQUENCES FOR VIOLATIONS INVOLVING GUNS, EXPLOSIVE MATERIALS (INCLUDING FIRECRACKERS) AND FLAMABLE MATERIALS

The student may be suspended from school for one year (180 school days) in accordance with state and federal law. Note: The student has a right to a due process hearing.

CONSEQUENCES FOR OTHER VIOLATIONS OF DISTRICT POLICY

1. The student is suspended while the incident is investigated.
2. The student is given an opportunity to tell his or her version of the incident.
3. If the incident is not immediately resolved, parents are invited to an informal conference.
4. Following the parent conference, several of the following disciplinary actions may be taken:
 - a. The student serves inter-class or in-school suspension, lunch/after-school detention;
 - b. The student may be referred to District level classes, court/law enforcement agencies, or Jordan Family Education Center;
 - c. The student is placed on a school- or District-level behavioral contract;
 - d. The student pays restitution for damages of harm;
 - e. The parent agrees to attend class with the student;
 - f. The student is suspended for up to ten (10) days; or
 - g. The student is suspended to a Safe School Hearing and may be suspended for up to 180 days.

DUE PROCESS RIGHT TO APPEAL

Parents have the right to appeal a student suspension of more than ten (10) days by contacting the office of Student Support Services at 801-567-8326.

Revised 3/2022

NOTICE TO PARENTS:

SUMMARY OF POLICY AS90–ILLEGAL SUBSTANCES

The following substances are prohibited at school:

- Illegal substances.
- Prescription medications in excess of a 12-hour dosage.
- Over-the-counter medications in excess of a 12-hour dosage.

The possession, use, or distribution by students of any illegal substances is prohibited on school district property, during school hours, and at any school-sponsored extracurricular program or activity including those held off school property.

Illegal Substance Consequences Chart

Substance	Possession, Use, or Influence			Distribution		
	1st Violation	2nd Violation	3rd or Subsequent Violation	1st Violation	2nd Violation	3rd or Subsequent Violation
Illegal Substances						
Alcoholic beverages, psychotoxic chemicals, narcotics, and/or any amount of prescription medication without a prescription.	Suspended until Online 1st Offenders Course is completed (no less than one (1) school day) or the student has missed five (5) school days.	10-day (home-based) alternative education program AND enrolled in S.A.F.E. course and assessment.	Suspended to a District Safe Schools Hearing.	10-day home based alternative education program AND enrolled in S.A.F.E. course AND assessment.	Suspended to a District Safe Schools Hearing.	
Counterfeit						
Any substance that is falsely represented to be any illegal or illegally manufactured controlled substance.	Suspended to Parent Conference.	Suspended until Online 1st Offenders Course is completed (no less than one (1) school day) or the student has missed five (5) school days.		Suspended to Parent Conference AND referred to Online 1st Offenders Course.	Suspended until Online 1st Offenders Course is completed (no less than one (1) school day) or the student has missed five (5) school days.	10-day home-based alternative education program AND enrolled in S.A.F.E. course AND assessment.
Medication						
More than a 12-hour dose of prescription medication (w/prescription) or over-the-counter medication. Prescription medication w/o a prescription falls under illegal substances above.	Suspended to Parent Conference.	Suspended to Parent Conference ANS additional interventions including (but not limited to) those listed under illegal substances.		Suspended to Parent Conference.	Suspended to Parent Conference ANS additional interventions including (but not limited to) those listed under illegal substances.	
Tobacco/Nicotine						
Tobacco, cigarettes or oral device paraphernalia or product.	Substance/item is confiscated AND possible suspension AND/OR attend tobacco cessation course whether online or in-person.					

1. Due process procedures outlined in [Policy AS67](#) – Student Discipline and School Expulsions will be followed in the administration of this policy.
2. All illegal activity covered by this policy will be reported to an appropriate law enforcement agency except as defined in Utah Code §53G-8-211. Jordan School District will enforce the disciplinary consequences outlined in this policy independent of any criminal charge or court action.
3. Violations covered by this policy while off-campus but during regular school hours shall be subject to the provisions of this policy.
4. During the time a student is on a school or home-based alternative education program, the student may not be a spectator or participant in any school-sponsored activity, including graduation exercises.
5. If the designated days of school, home-based, or virtual alternative education cannot be completed by the end of the regular school year, the school, home-based, or virtual alternative education program shall be completed prior to attending a District school the following school year.
6. Students violating this policy, may be suspended, placed on probation, leave, or removed from participation in leadership positions, candidacy for leadership positions, school organizations, academic teams and/or athletic teams.
7. Records will be maintained on all illegal substance violation by Student Support Services. A student with more than one violation in any thirty-six (36) month period will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year, grade, level, or a different Jordan District school.
8. Students found in possession of drug paraphernalia as defined in Utah Code §58-37a-3 will be subject to the Illegal Substance violations and sections of this policy.

Revised 3/2022



EMERGENCY PREPAREDNESS

Rarely, if ever, are schools closed because of emergencies. Jordan School District's policy is to maintain regular hours every school day, including days during bad weather and/or most other emergency situations. Previous studies have shown that students are generally safest at school; however, it is important that preparations be in place if an **extreme emergency** such as an earthquake or fire should make it necessary to evacuate the school.

Jordan School District is committed to providing a safe environment for students, employees and visitors. District schools have a detailed Incident Command System for responding to crisis situations, such as a bomb threat, fire, earthquake, violence, severe weather, power outages and student reunification.

Jordan District works closely with local public safety officials when it comes to responding to a crisis. The District will use a variety of resources to notify parents/guardians of an incident at school, including use of Skylert, Facebook, Twitter, local media/news and the District's Website. Parents/guardians may be notified directly by Skylert in certain situations, and will be provided information and/or instructions. It is important for parents/guardians to ensure that emergency contact information is accurate in Skyward. For more information about drills and responding to emergencies, contact your child's school.

CODE OF CONDUCT FOR RIDING THE SCHOOL BUS

Follow these rules to maintain your riding privilege:

1. I will follow the driver's instruction. The driver is in charge of the bus and may assign seats.
2. I will be courteous, respect property, and use appropriate language.
3. I will behave on the bus as expected in the classroom.
4. I will not bring objects on the bus if they create a safety hazard.
5. I will not eat or drink on the bus without the driver's permission.
6. I will keep the bus clean.
7. I will remain seated while on the bus.
8. I will keep all body parts and objects inside the bus.
9. I will arrive at my bus stop 5 minutes early and behave appropriately.
10. I will understand the buses are equipped with audio and video cameras and I may be subject to audio and video monitoring.

WARNING: It is unlawful to...

- Enter a school bus with the intent to commit a crime.
- Enter a school bus and disrupt or interfere with driver.
- Refuse to disembark after ordered to do so. (76-9-107, Utah Code)

DURING AN EMERGENCY:

- If buses are in route to the school, students will be dropped off into the care of the school.
- If buses are in route to the students' homes, the students will be dropped off at the regular stop or as near the regular stop as possible so students can walk safely home.
- If a shelter has been designated, the students will be dropped off at the shelter.
- If it is not safe to drop the students off at the above-described locations, they will be taken back to the school.

Revised April 2021

The documents on the following five pages are required annual notices of the rights of parents under federal and state law in regards to the information in a student's records and a student's privacy rights. The documents outline processes for accessing and correcting information in a student's record, circumstances when the District or school is required to obtain parent consent before releasing information from a student's record, and requirements for protecting a student's rights in regards to surveys, marketing, and certain physical exams. In some circumstances (and following the processes described in the notifications), parents and guardians have the right to opt out of the release of information from their student's files.

All rights listed in these documents as belonging to parents or guardians transfer to the student at age 18.

Questions or concerns may be directed to the school principal or to Planning & Enrollment in the Student Services Department at 801-567-8183.

Family Educational Rights and Privacy Act Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school or District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under §99.37 are met. (§99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. §1232g(b)(1)(K))

Family Educational Rights and Privacy Act - Notice for Directory Information

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Jordan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Purpose of Directory Information

The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Military Recruiters and Institutions of Higher Education

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters or institutions of higher education, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Opting Out

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your school's principal in writing by the 14th day of the school year.

What Information Is Designated Directory Information?

The District has designated the following information as directory information:

- Student's name
- Address
- Grade
- Date and place of birth
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Photograph
- Dates of attendance
- Honors and awards
- Date of graduation
- School awarding graduation credential
- Title of credential
- Most recent school attended

Protection of Pupil Rights Amendment (PPRA) Annual Notification

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before any psychological or psychiatric examination, test, treatment, survey, analysis, or evaluation concerning certain protected areas ("protected information survey") is administered to students. The protected areas are defined as information about the student's or any family member's:

- Political affiliations or political philosophies;
- Mental or psychological problems;
- Sexual behavior, orientation, or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student or family member has close family relationships;
- Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers;
- Religious affiliations or beliefs; and
- Income, except as required by law.
- Exception:
 - Risk of harming self or others. School employees may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others if the employee believes a student is at-risk of attempting suicide, physical self-harm, or harming others. Afterwards the employee must inform the student's parent.

Receive notice and an opportunity to opt a student out of:

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other

- distribution purposes; and
- Instructional material used as part of the educational curriculum.

The rights pertaining to non-emergency invasive physical exams, third-party surveys, or marketing surveys transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The rights pertaining to protected information surveys remain the rights of the parent for any K-12 student, regardless of age.

Jordan School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution (“marketing surveys”).
 - Parents will be provided reasonable notification and provided an opportunity to opt their child out.
 - Parents will also be provided an opportunity to review the survey.
- Marketing surveys scheduled for this school year.
 - No anticipated surveys this year.
- Administration of any protected information survey not funded in whole or in part by ED.
 - Parents will be notified and provided an opportunity to give written consent at least 2 weeks prior to administration of the survey. Parents will also be provided an opportunity to review the survey prior to administration.
 - Protected information surveys scheduled for this school year:
 - No surveys scheduled at this time.
- Any non-emergency, invasive physical examination or screening as described above.
 - Parents will be provided reasonable notification and provided an opportunity to opt their child out.
 - Non-emergency, invasive surveys as described above scheduled for this school year:
 - No anticipated activities or surveys.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202

Updated February 2023

Dear Parent/Guardian,

Children need healthy meals to learn. Jordan School District offers healthy breakfast and lunch meals every school day. Your children may qualify for free meals or for reduced-price meals. Reduced-price meals at elementary and secondary schools cost \$0.30 for breakfast and \$0.40 for lunch. Students who qualify for free or reduced-price lunch automatically qualify for free or reduced breakfast. If you prefer to apply online, you may go to *Skyward Family Access* and log in to *Family Access* using the parent or guardian's login (not the student's). Click *Food Service*, then click on *Application* and follow the prompts. **You must reapply for your student's eligibility every year.**

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. **Use one Free and Reduced-Price School Meals Application for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Julie Dunn, 7905 S. Redwood Rd., West Jordan, Utah 84088, phone 801-567-8765, or fax to 801-567-8768.
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from Utah Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Utah Family Employment Program (FEP) can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children whose care and placement are the responsibility of the State or formally placed by a court are eligible for free meals.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Please e-mail Julie Dunn at julie.dunn@jordandistrict.org or call 801-567-8765 to see if your children qualify, if you have not been informed that they will receive free meals.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low-cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this application.
6. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application with your income information.
7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we may also ask you to send written proof.
8. **I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year if you have a change in your income.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling: Katie Bastian, 801-567-8765.
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced-price meals.
11. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people including yourself and children living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
14. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to basic pay because of deployment, and it wasn't received before deployment; combat pay is not counted as income. Contact your school for more information.
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** Call 2-1-1, 888-826-9790, or visit <http://www.uw.org/211/>.

If you have other questions or need help, call: Julie, 801-567-8765. *Si necesita ayuda, por favor llame al telefono:* Julie, 801-567-8765. *Si vous voudriez d'aide, contactez nous au numero:* Julie, 801-567-8765.

Sincerely,
Katie Bastian
Director of Nutrition Services

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INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM UTAH SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), OR UTAH FAMILY EMPLOYMENT PROGRAM (FEP) OR THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: List the case number for any household member (including adults) receiving SNAP, FEP or FDPIR benefits.

Part 3 & 4: Skip these parts.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR FEP BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the homeless coordinator. Their name and number are listed on the cover letter sent with this application.

Part 4: Complete only if a child in your household isn't eligible under Part 3. See instructions for All Other Households.

Part 5: Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 4.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name for each child. Check the box indicating the child is a foster child.

Part 2, 3, & 4: Skip these parts.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

If some of the children in the household are foster children:

Part 1: List all household members and the name of school for each child. Check the box if the child is a foster child.

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and the homeless coordinator. Their name and number are listed on the cover letter sent with this application. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income, or write "zero" if you have no income.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, the amount earned *before* taxes and other deductions. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the **self employed**, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the **Military Privatized Housing** Initiative or get combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List children and the name of school for each child. For any person, including children, with no income, you *must* write "zero."

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call the homeless coordinator. Their number is listed on the cover letter sent with this application. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all other household members. Check the "No Income" box if they receive no income.
- **Box 2—Gross Income and How Often It Was Received:** See Part 4, box 2 above for more information.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

PART 1. CHILDREN				PART 2. BENEFITS
Names of all children (First, Middle Initial, Last)	School	Student ID or Grade	Check if Foster Child	<i>Indicate which program the case belongs to:</i>
			<input type="checkbox"/>	SNAP (food stamps)
			<input type="checkbox"/>	Case # _____
			<input type="checkbox"/>	FEP _____
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	FDPIR _____

PART 3. If any child you are applying for is **HOMELESS, MIGRANT, or a RUNAWAY**, check the appropriate box.

☐ McKinney-Vento Homeless ☐ Migrant ☐ Runaway

PART 4. TOTAL HOUSEHOLD GROSS INCOME (List all other family members, including children with income)

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child income

\$

How often?

Weekly	Bi-Weekly	2x Month	Monthly
--------	-----------	----------	---------

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. **If they do not receive income from any source, write '0'.** If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?					Public Assistance/ Child Support/Alimony	How often?					Pensions/Retirement/ All Other Income	How often?					
		Weekly	Bi-Weekly	2x Month	Monthly	Annual		Weekly	Bi-Weekly	2x Month	Monthly	Annual		Weekly	Bi-Weekly	2x Month	Monthly	Annual	
	\$						\$						\$						
	\$						\$						\$						
	\$						\$						\$						
	\$						\$						\$						
	\$						\$						\$						

**Last Four Digits of Social Security Number (SSN) of
Primary Wage Earner or Other Adult Household Member**

X X X - X X - **Check if no SSN** ☐

PART 5. SIGNATURE (ADULT MUST SIGN) and LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

An adult household member must sign the application. **The adult signing the form also must list the last four digits of their Social Security Number or mark the "Check if no SSN" box in Part 4.** (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information my children may lose meal benefits and I may be prosecuted.

Sign here: _____

Print name: _____

Date: _____

Address: _____

Phone number: _____

City: _____

State: _____

Zip code: _____

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Choose one or more (regardless of ethnicity): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or other Pacific Islander
--	--

DO NOT FILL OUT THIS PART. THIS SECTION IS FOR SCHOOL USE ONLY.

Annual income conversion: Weekly × 52 | Every 2 Weeks × 26 | Twice a Month × 24 | Monthly × 12 | Annual × 1

Household Size: _____ Total Income: _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice a Month, ☐ Month, ☐ Annual

Categorical Eligibility: _____ Eligibility: ☐ Free, ☐ Reduced, ☐ Denied - Reason: _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Sources of Income for Children		Sources of Income for Adults		
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses	- Unemployment benefits	- Social Security (including railroad retirement and black lung benefits)
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits	- Net income from self-employment (farm or business)	- Worker's compensation	- Supplemental Security Income (SSI)
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money	- Cash assistance from State or local government	- Alimony payments	- Private pensions or disability benefits
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Child support payments	- Regular income from trusts or estates
			- Veteran's benefits	- Annuities
			- Strike benefits	- Investment income
				- Earned interest
				- Rental income
				- Regular cash payments from outside household

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child; when you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program, or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child; or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs; with auditors for program reviews; and with law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). This institution is an equal opportunity provider."

Until your application is processed, you will need to provide your child(ren) with money to purchase school meals. If your child(ren) received free or reduced price meals last year in Jordan School District, they will continue to receive last year's eligibility for 30 days into the new school year.

Jordan School District participates in Direct Certification:

If you receive notification that your child has been directly certified to receive free meals for the school year, you DO NOT need to apply for meal benefits. If you do not receive information, you must apply for meal benefits by completing a meal application.



FEE SCHEDULE AND FEE WAIVER GUIDELINES

Jordan School District's 2023-24 Fee Schedule and Fee Waiver Guidelines are provided for your information. The fees are established annually by the Jordan School District Board of Education in accordance with the rules and regulations set forth by the Utah State Legislature and the Utah State Board of Education.

School principals have been designated as the administrators of the school fees and fee waivers. Consequently, you should direct questions regarding fees or fee waivers to your principal.

Fees, as identified by the Jordan District Board of Education, will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2023 to June 30, 2024; and, that case-by-case determinations are made for those who do not qualify under one of the foregoing standards, but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced-price school lunch does not constitute public assistance as defined above.)

State law requires a school district to provide alternatives in lieu of fee waivers (except for textbooks), "to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school," consistent with local board policies and/or guidelines. Your student will have several options from which to choose in completing the community service requirement.

Those options include:

- Community service at the school, such as tutorial assistance to other students, or service outside of regular school hours as a student aide to school staff;
- Community service in community; or
- When special needs require, community service in the home.

Students may not provide community service to their own employers, nor may they fulfill a community service requirement by working for a commercial establishment other than a facility such as a nursing home or hospital where volunteer services are commonly provided.

If a request of a fee waiver is denied, the student or parent may appeal the decision to the Jordan School District Administration. If the administration upholds the decision to deny the fee waiver, the student or parent may appeal to the Jordan School District Board of Education.

Revised April 2021



Current Fee Schedule

Jordan School District, in coordination with schools, recommends fees to the Board of Education for authorization in order to run programs and activities for students. The school district sets certain fees in order to maintain a level of consistency and equity across the District. However, other fees can vary depending on school need. Individual school fees may be viewed by clicking the links below.

2023-24 Middle School Fee Schedule:

<https://fees.jordandistrict.org/schedule/middle/>

2023-24 High School Fee Schedule:

<https://fees.jordandistrict.org/schedule/high/>

***In accordance with USBE Rule - R277-407-2, the identified charges are non-waivable.**

Pursuant to Utah Code 53G-6-702 through section 705 and Utah Admin. Code R277-494, students who attend a charter school, private school, or home school and participate in extracurricular and/or co-curricular activities are subject to the following:

Extracurricular/Co-Curricular Activities:

1. Charter and Online School Students

- a. Charter/Online school pays a one-time annual school participation fee of \$55.00 for middle school and \$75.00 for high school per student
- b. Student shall pay all required student activity specific fees
- c. Charter/Online school pays any waived fees

2. Private or Home School Students

- a. Student shall pay the basic registration fee and any required student activity specific fees

Any mandatory payment for student participation in a class, program, or activity is a fee and is subject to the fee waiver requirements.

All fees listed are the maximum amounts charged per student for each class or school sponsored or supported activity. Actual amount charged may be less.

School Fees Notice for Families of Students in Grades 7-12



Utah law permits schools to charge fees in grades seven through twelve.

A student may be charged fees for participation in school classes, activities and programs. A student cannot be requested or required to pay any fee unless that request or requirement has been approved by the local Board of Education and included in the school or district fee schedule.

Utah law requires schools that charge fees to ensure that a fee waiver or other provisions in lieu of a fee waiver is available to any student whose families are unable to pay a fee.

Fee Definition

A fee is defined as something of monetary value that is requested or required by a school for a student to be able to participate in an activity, class, or program that is provided, sponsored, or supported by a school, charter school, or district. This request or requirement can also be implied. Meaning that if something is not required for participation, but there is still an expectation for the student to have that item, it becomes a school fee. Below are some examples of fees:

- | | | |
|----------------------|---|-----------------------------|
| • Registration fees | • Costs of class or team trips (including room, board, and meals) | • After-school program fees |
| • Truancy fines | • Entrance fees for school concerts or games | • Instrument rentals |
| • Participation fees | • Football summer clinic costs | |

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Students may be required to pay fees for concurrent enrollment courses or advanced placement exams. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. However, the College Board offers a reduction in these costs for those who are eligible.

Fee Waivers

A student is eligible for a waiver if:

- their family receives TANF funding or SNAP (food stamps or state Family Employment Program, Supplemental Nutrition Assistance Program);
- the student receives SSI (Supplemental Security Income);
- the student is designated McKinney-Vento;
- the student is in foster care;
- the student is in state custody; or
- the student is eligible based on family/household income (the levels match those of free lunch eligibility).

A fee waiver is a full release from the requirement to pay a fee. If a student is eligible for fee waivers, **all fees must be waived**. If it is not specifically addressed in state law, a school must waive all fees, including anywhere a student's participation is optional. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

** A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*



Fee Waivers *continued*

If a student wishes to apply for fee waivers, they will be asked to provide documentation of fee waiver eligibility as part of the application process.

To apply for a fee waiver, a student may submit the "Fee Waiver Application (Grades 7-12)". A copy of the application is included with this notice and additional copies may be obtained from the school office, or the state school fees website listed at the end of this document.

Once the documents have been submitted to the school, the fee requirement will be suspended until a final decision has been reached about the student's eligibility for fee waivers.

If the application is denied, the school will send a "Decision and Appeal Form". The form will explain why the application was denied and how to appeal the decision.

Remember to always keep a copy. If an appeal for a denial of fee waivers is submitted, all fees will not need to be paid until the appeal is decided.

Donations, Confidentiality, and Enforcement of Fees

School funds are limited, and a school may need help in addition to fees. As a result, the school may ask for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations.

A student's name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information, regardless of whether a student has paid fees, donations, and contributions or not, or has applied for, received, or been denied waivers. The school may, however, with the consent of the donor, give appropriate recognition to any person or organization making a major donation or contribution to the school.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, class schedules, credit, report cards, transcripts, or diplomas to enforce the payment of fees.

For further information, contact:

Local school:

Name: _____ Phone: _____

Email: _____ Website: _____

District/Charter School Fees Contact:

Name: _____ Phone: _____

Email: _____ Website: _____

Utah State Board of Education School Fees website: <https://schools.utah.gov/schoolfees>

Utah State Board of Education School Fees Team

Revised March 2022

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Fee Waiver Application

Grades 7-12



- Please read the School Fees Notice (Grades 7-12) before completing this Application!
- If a school receives verification that a student is eligible for fee waiver, all fees must be waived for that student.
- All information on this application will be kept confidential.

Student Information:

Name of student: _____ Student #: _____

Address: _____

School: _____ Grade level: _____

Name of parent: _____ Phone number: _____

Basis for Fee Waiver:

Please check the eligibility that applies: (only 1 is needed)		Verification to submit: *
<input type="checkbox"/>	1. Family receives TANF/FEP/SNAP (Temporary Assistance For Needy Families or Family Employment Program)(Financial Assistance or Food Stamps) (Supplemental Nutrition Assistance Program)	• benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
<input type="checkbox"/>	2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES)	• benefit verification documents from the Social Security Administration.
<input type="checkbox"/>	3. Student qualifies for McKinney-Vento.	• verified through the district or charters McKinney-Vento Liaison.
<input type="checkbox"/>	4. Student is in Foster Care (under Utah or local governmental supervision)	• the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
<input type="checkbox"/>	5. Student is in State Custody	
<input type="checkbox"/>	6. Student is eligible based on family/household income verification. Total Household Members: _____ Total Household Income: \$ _____	• family income verification in the form of income statements, pay stubs, or tax returns. (Please complete page 2.)

*Please note: The school may require you to provide verification of eligibility. Please attach your verification documentation to this form when you give this application to your school. The only exception is eligibility for McKinney-Vento.

If none of the above apply but you wish to apply for fee waivers because of other extenuating circumstances, please state the reason(s) for the request: _____

(Please attach an additional page if needed.)

Please give this application to the Principal/School Director or School Fee Administrator when it is complete. All fee payments will be suspended until the school has decided if your student is eligible for fee waivers. You will then be given notice of the decision. If your student is eligible for a waiver, the school cannot require you to complete service, agree to an installment payment plan, or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND ATTACHED DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: _____ PARENT'S SIGNATURE: _____



COMPLETE THIS PAGE ONLY IF OPTION #6 WAS SELECTED UNDER THE BASIS FOR FEE WAIVER SECTION

INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:

(Required for students who do not qualify based on a special category.)

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities and food.

List all income before deductions in the appropriate column(s).

Name:	Earnings from Work (before deductions)	Pension/Retirement Social Security	Welfare, Alimony, Child Support, Other Income	Total Per Person
Last First Middle Initial	Monthly Income	Monthly Income	Monthly Income	Total Monthly Income
1	\$	\$	\$	\$
2	\$	\$	\$	\$
3	\$	\$	\$	\$
4	\$	\$	\$	\$

EXAMPLES OF INCOME:

Earnings from Work	Pension/Retirement, Social Security	Welfare, Alimony, Child Support	Other Income
Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm	Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)	*TANF payments*, welfare payments, alimony, and child support payments	Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

Receipt of TANF assistance automatically qualifies one for fee waiver eligibility. No further proof of income is needed. Please review Basis for Fee Waiver section and submit application under TANF eligibility.

INCOME ELIGIBILITY GUIDELINES

For School Year:

July 1, 2023 - June 30, 2024

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	18,954	1,580	790	729	365
2	25,636	2,137	1,069	986	493
3	32,318	2,694	1,347	1,243	622
4	39,000	3,250	1,625	1,500	750
5	45,682	3,807	1,904	1,757	879
6	52,364	4,364	2,182	2,014	1,007
7	59,046	4,921	2,461	2,271	1,136
8	65,728	5,478	2,739	2,528	1,264
For each additional family member, add:	6,682	557	279	257	129

Fee Waiver Decision and Appeal Form



To the parent of: _____

Your application for fee waiver has been:

_____ Approved - ALL fees will be waived for the _____ school year.

_____ Denied - for the following reason:

_____ Your child does not qualify under any of the eligible categories.

_____ You have not provided the documentation necessary to determine if your child qualifies for fee waivers.

_____ Other: _____

Signed: _____ Date: _____

(Signature of school employee)

Parental Appeal Rights:

IF YOU DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL. To appeal, send a letter (or the Notice of Appeal form printed at the bottom of this page) to the principal/charter school director, explaining why you disagree with this decision. Include your name, your child's name, and the date. **YOU MUST MAIL OR HAND-DELIVER YOUR APPEAL WITHIN TEN SCHOOL DAYS OF RECEIVING THIS NOTICE.** *Keep a copy of the appeal for your records.* A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the districts'/charter schools' Fee Waiver Appeals Policy containing a complete statement of policies and procedures for appeals.

ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.

Notice of Appeal:

I, _____ wish to appeal the decision regarding my application for school fee waivers for the following reasons: _____

My child's name is: _____

Please schedule a meeting to discuss this appeal. I understand that all fees will be suspended until a final decision has been reached, and that my child will be able to participate fully in all school activities during that time on the same basis as if the fees had been paid.

_____ Date: _____

(Signature of person submitting the appeal)

School Contact: _____ Phone Number: _____



Service Agreement, Verification and Appeal Form



Utah law states that an LEA may provide alternatives in lieu of fee waivers sufficient “to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.” If offered, a student may choose to perform service in lieu of a fee waiver but **a school district cannot require a student to perform service in lieu of a fee waiver**. If your student chooses to perform service, there are options from which to choose to complete the service. Service options may include:

- Service at the school, such as tutorial assistance to other students, or service outside of regular school hours as a student aide to school staff;
- Service in the community such as at a nursing home or hospital; or
- When special needs require, service in the home.

_____ agrees to complete _____ hours of service _____
(Student's name) (brief description)

To be completed before: _____ This will satisfy the student's fee obligation of \$ _____.
(Date)

All services will be credited at the rate of \$ _____ per hour. Once completed, the student's school fees will be waived.

SIGNATURES:

Student: _____ Date: _____

Parent: _____ Date: _____

School Administrator: _____ Date: _____

The school district must ensure that a service assignment is appropriate to the age of the student, physical condition of the student, and maturity of the student. The assignment must also be consistent with state and federal laws, including the Federal Fair Labor Standards Act. This requires that the service must be performed 1) within a reasonable period of time, 2) each hour of service is credited at an amount at least equal to the current minimum wage, and 3) service hours worked per day and week are limited according to the student's age.

For example, if a fee-waiver eligible student is assessed \$100 for school fees and the school policy is based upon a \$10 per hour service credit, then the student may be asked to perform up to 10 hours of service.

Service assignments must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation, and must not provide direct private benefit to school employees or their families. In addition, service assignments must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities.



Verification of Service

If circumstances arise which make it too difficult for a student to complete a service assignment, notify the school principal immediately to determine what adjustments should be made.

Service students will not be considered to be employees of those for whom they provide the service, and no money will be paid to the students or to the school in return for service. Regular employees who work in places where students perform services may not be replaced, nor may their hours be reduced, as a result of the students' service activities. Service is intended to supplement existing services, not replace that which is already being done by others.

Verification of Service:

Service Location: _____ Service Performed: _____

Supervisor: _____ Hours: _____

Starting Date: _____ Ending Date: _____

Service Location: _____ Service Performed: _____

Supervisor: _____ Hours: _____

Starting Date: _____ Ending Date: _____

_____ has completed all service hours as stated above, and fulfilled all agreed upon
(Student's name)
service hours to the fullest extent reasonably possible according to individual circumstances of both the student and the school.

Parent: _____ Date: _____

Supervisor: _____ Date: _____

I have reviewed the service provided and verified with the Supervisor that all service was completed as stated above to the fullest extent reasonably possible according to individual circumstances of both the student and the school. Therefore, as agreed, all student fees have been waived.

School Administrator: _____ Date: _____

Parental Appeal Rights:

PLEASE BE SURE TO READ THE SCHOOL FEES NOTICE AND THIS FORM BEFORE DECIDING TO APPEAL THE SERVICE AGREEMENT.

If you disagree with this agreement, you have the right to appeal. To appeal, send a letter to the school principal explaining why you disagree with the service agreement. Include your name, your child's name, and the date. If you prefer, the school has provided an appeal form on the following page that you can fill out and send instead of a letter.

You must mail or hand-deliver your appeal within ten school days of receiving this notice. *Keep a copy of the appeal for your records.* A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the school district's School Fees Appeals Policy containing a complete statement of policies and procedures for appeals.

ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.



Appeal of Service Agreement

Student's name: _____

School: _____ Grade: _____

I, _____, wish to appeal the agreement regarding the service assignment established for my child for the following reasons:

_____ Type of Service: _____

_____ Time Period: _____

_____ Pay Rate credited: _____

_____ Other: _____

Please schedule a meeting to discuss this appeal. I understand that all fees will be suspended until a final decision has been reached, and that my child will be able to participate fully in all school activities during that time on the same basis as if the fees had been paid.

Signed: _____ Date: _____

For more information contact the school:

Name: _____ Phone: _____

Email: _____ Website: _____

Contact the district/charter's School Fees Contact:

Name: _____ Phone: _____

Email: _____ Website: _____

Visit the state school fees website: <https://schools.utah.gov/schoolfees>





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