

# 2025-26 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.



## 2025–26 Secondary Registration Packet

<u>Page(s)</u>	<u>Table of Contents</u>
1-2	School Year Calendar
3	Student & Family Residency Questionnaire
4	The Home Language Survey
5	Special Education
6-7	Policy AA445 (Student Information Network Acceptable Use Policy)
8	Agreement to Information Network Acceptable Use Policy
9-10	Chromebook User Agreement
11	Safe and Civil School Environment
12	Name and Picture Release
13	Suicide Prevention Program
14	Parent/Guardian Permission for Comprehensive School Counseling Program Activities
15	Student Feedback Survey Participation
16	Student Participation in Jordan School District's Stakeholder Input Survey
17	Compulsory Education Information Letter
18	Agreement for Compulsory Education Information Letter
19-20	Policy AA453 (Use of Personal Electronic and Communication Devices)
21	Parent/Guardian Notification Request for Waiver
22	Attendance Essentials Flyer
23	Attendance and Enrollment Guidelines
24	Student Conduct, Dress & Appearance Guidelines
25-26	Summary of Policy AS67 - Discipline of Students
27-28	Summary of Policy AS90 - Illegal Substances
29	Emergency Preparedness
30-31	Standard Response Protocol
32	Rules and Regulations for Students Riding Jordan School District Buses
33	PTSA
34	e-Funds Step-by-Step Guide for Parents
35-38	Nutrition Services Information and Free and Reduced Meals Application
39	Current Fee Schedule
40	Fee Schedule and Fee Waiver Guidelines
41-47	School Fees Notice for Families of Students in Grades 7-12
48-51	FERPA Annual Notification/FERPA Notice for Directory Information/PPRA Notification
52	Board of Education

Teacher Contracts Begin.....	Monday, August 11, 2025
New Educator Induction .....	TBD
District-directed Professional Development Day.....	Tuesday, August 12, 2025
Check-out Day for Teachers .....	Monday, June 5, 2026

Labor Day Recess .....	Monday, September 1, 2025
Grade Transmittal Day (No School for Students).....	Monday, October 20, 2025
Fall Recess.....	Tuesday, October 21 – Friday, October 24, 2025
Thanksgiving Recess .....	Wednesday, November 26 – Friday, November 28, 2025
Winter Recess .....	Monday, December 22, 2025 – Friday, January 2, 2026
Martin Luther King, Jr. Day Recess.....	Monday, January 19, 2026
Grade Transmittal Day (No School for Students).....	Tuesday, January 20, 2026
Washington & Lincoln Day Recess .....	Monday, February 16, 2026
Professional Development Day (No School for Students) .....	Friday, March 6, 2026
Grade Transmittal Day (No Students Attend).....	Monday, March 30, 2026
Spring Recess.....	Tuesday, March 31 – Friday, April 3, 2026
Professional Development Day (No School for Students) .....	Friday, April 17, 2026
Memorial Day Recess .....	Monday, May 25, 2026

Elementary Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
Beginning of Classwork (Grades K-6).....	Wednesday, August 20, 2025			
Professional Development Day – No School.....	Friday, September 26, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, October 1 – Thursday, October 2, 2025			
Teacher Compensatory Day – No School .....	Friday, October 3, 2025			
Health & Wellness Virtual Day .....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School .....	Friday, February 13, 2026			
End of Classwork .....	Thursday, June 4, 2026			

Middle Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
7 <sup>th</sup> Grade Orientation .....	Tuesday, August 19, 2025			
Beginning of Classwork (Grades 8-9) .....	Wednesday, August 20, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, September 24 – Thursday, September 25, 2025			
Teacher Compensatory Day – No School .....	Friday, September 26, 2025			
Professional Development Day – No School.....	Friday, October 3, 2025			
Health & Wellness Virtual Day .....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School .....	Friday, February 13, 2026			
End of Classwork for 7 <sup>th</sup> Grade .....	Wednesday, June 3, 2026			
End of Classwork for 8 <sup>th</sup> & 9 <sup>th</sup> Grade .....	Thursday, June 4, 2026			

High Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
Beginning of Classwork.....	Tuesday, August 19, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, September 24 – Thursday, September 25, 2025			
Teacher Compensatory Day – No School .....	Friday, September 26, 2025			
Professional Development Day – No School.....	Friday, October 3, 2025			
10 <sup>th</sup> Pre-ACT Test & 12 <sup>th</sup> College Prep Half Day (date subject to change).....	Wednesday, November 12, 2025 <i>(10<sup>th</sup> &amp; 12<sup>th</sup> Grades AM Only – 11<sup>th</sup> Grade No School – Teacher Professional Development in PM)</i>			
Health & Wellness Virtual Day .....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School .....	Friday, February 13, 2026			
ACT Testing (date subject to change).....	Tuesday, March 10, 2026 <i>(11<sup>th</sup> Grade AM Only – 10<sup>th</sup> &amp; 12<sup>th</sup> Grades No School – Teacher Professional Development in PM)</i>			
High School Graduation .....	Tuesday, June 2 – Wednesday, June 3, 2026			
End of Classwork .....	Thursday, June 4, 2026			

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

Updated 5/20/2025

M	T	W	T	F
				1
4	5	6	7	8
			A	B
			21	22
A	B	A	B	A
25	26	27	28	29

11-18: Teacher Contract Days  
 19: First Day - High School  
 19: Seventh Grade Orientation  
 20: First Day - Elementary School, Grades 8 & 9

M	T	W	T	F
	B	A	B	A
	2	3	4	5
B	A	B	A	B
8	9	10	11	12
A	B	A	B	A
15	16	17	18	19
B	A			
22	23			
B	A			
29	30			

1: Labor Day Recess - No School  
 24-25: Secondary Parent Conferences  
 26: Secondary Teacher Compensatory Day  
 No School for Middle and High School  
 26: Elementary Teacher Professional Day  
 No School for Elementary School

M	T	W	T	F
B	A	B	A	B
6	7	8	9	10
A	B	A	B	
13	14	15	16	
B	A	B	A	B
27	28	29	30	31

1-2: Elementary Parent Conferences  
 3: Elementary Teacher Compensatory Day  
 No School for Elementary School  
 3: Secondary Teacher Professional Day  
 No School for Middle and High School  
 17: Last Day of Quarter 1  
 20: Grade Transmittal Day - No School  
 21-24: Fall Recess - No School

M	T	W	T	F
A	B	A	B	A
3	4	5	6	7
B	A		B	A
10	11		13	14
B	A	B	A	B
17	18	19	20	21
A	B			
24	25			

12: TENTATIVE Pre-ACT & HS College Prep 1/2 Day  
 No School for 11th Grade  
 26-28: Thanksgiving Recess - No School

M	T	W	T	F
A	B	A	B	A
1	2	3	4	5
B	A	B	A	B
8	9	10	11	12
A	B	A	B	A
15	16	17	18	19

22-31: Winter Recess - No School

M	T	W	T	F
B	A	B	A	B
5	6	7	8	9
A	B	A	B	
12	13	14	15	
B	A	B	A	B
26	27	28	29	30

1-2: Winter Recess - No School  
 16: Last Day of Quarter 2  
 19: Martin Luther King, Jr. Day Recess - No School  
 20: Grade Transmittal Day - No School

M	T	W	T	F
B	A	B	A	
2	3	4	5	
B	A			
9	10			
	B	A	B	A
	17	18	19	20
B	A	B	A	B
23	24	25	26	27

6: Health & Wellness Virtual Day  
 11-12: Parent Conferences - ALL LEVELS  
 13: Teacher Compensatory Day - ALL LEVELS  
 No School for Students  
 16: Washington & Lincoln Day Recess - No School

M	T	W	T	F
A	B	A	B	
2	3	4	5	
A		B	A	B
9		11	12	13
A	B	A	B	A
16	17	18	19	20
B	A	B	A	
23	24	25	26	

6: Teacher Professional Day - No School  
 10: TENTATIVE ACT Test for 11th Grade  
 No School for 10th & 12th Grade  
 27: Last Day of Quarter 3  
 30: Grade Transmittal Day - No School  
 31: Spring Recess - No School

M	T	W	T	F
A	B	A	B	A
6	7	8	9	10
B	A	B	A	
13	14	15	16	
B	A	B	A	B
20	21	22	23	24
A	B	A	B	
27	28	29	30	

1-3: Spring Recess - No School  
 17: Teacher Professional Day - No School

M	T	W	T	F
				A
				1
B	A	B	A	B
4	5	6	7	8
A	B	A	B	A
11	12	13	14	15
B	A	B	A	B
18	19	20	21	22
	A	B	A	B
	26	27	28	29

25: Memorial Day Recess - No School

M	T	W	T	F
A	B	A		
1	2	3		
8	9	10	11	12
15	16	17	18	19
24	25	26	27	28
29	30			

2-3: High School Graduations  
 3: Last Day for 7th Grade  
 4: Last Day of Quarter 4  
 5: Teacher Check-Out / Emergency Closure Make Up Day

	Quarter Start/End
	Grade Transmittal Day <i>Students do not attend.</i>
	School Recess <i>Students do not attend.</i>
	Teacher Professional Day <i>Students do not attend.</i>
	Parent Conferences <i>Schools will provide details on times and formats.</i>
	Exception Day <i>Some grades or school levels may have an alternate schedule.</i>
	Health & Wellness Day <i>Students do not attend in person.</i>

Last Updated: May 10, 2024



(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.**

### Parent(s) / Guardian(s) / Family Member(s):

- 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.
  - You have the right for assistance to communicate in your language.
  - Translation and interpretation shall be provided for, when appropriate and reasonable. Please see [Jordan District Policy AS99](#).
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.
3. Provide an interpreter or translator, when appropriate and reasonable per [District Policy AS99](#).

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Special Education

Jordan School District is committed to providing an appropriate education for every student. To meet this challenge, a wide range of services, program options, and curriculum alternatives are available to students whose education requires specialized instruction through a special education program. These services, program options, and curriculum alternatives are outlined in an Individualized Education Plan (IEP).

**Does your child have an Individualized Education Plan (IEP)?**    Yes     No

Jordan School District is committed to providing students with disabilities, who attend our schools, with the opportunity to participate in and benefit from our educational system, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

**Does your child have a 504 Plan?**    Yes     No

---

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

- a. Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- b. 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).
- c. 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

- a. 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.
- b. 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.
- c. Students may not use the network for product advertisement or political lobbying.
- d. 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*



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## 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/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## 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/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Safe and Civil School Environment

Jordan School District is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. As such, it is prohibited for students and/or employees to engage in bullying, cyberbullying, retaliation, hazing, harassment, discrimination, or other abusive conduct. A violation of this policy may result in disciplinary action. Appropriate action will be taken to protect and support students and staff affected as a target, aggressor, or witness to bullying behavior.

Please review [Jordan School District policy AS98 - Bullying, Cyberbullying, and Hazing](#).

As a reminder, all students and families can submit anonymous tips related to incidents of bullying, suicide risk, or threats of violence through the [SafeUT](#) app (available in the App Store) and online dashboard, [SafeUT](#) for more information. False reports will not be tolerated.

Additional resources related to bullying can be found at [wellness.jordandistrict.org/bullying](http://wellness.jordandistrict.org/bullying).

Information on prevention resources and Jordan School District Prevention Plan can be reviewed at [Prevention Plan](#) and each school's prevention plan is posted on the school's website.

I am aware of [District Policy AS98 - Bullying, Cyberbullying and Hazing](#) and agree to abide by its terms and conditions.

✓ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent or legal guardian of this student, I have reviewed and discussed [District Policy AS98 - Bullying, Cyberbullying and Hazing](#) with my child.

✓ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

### Name and Picture Release

The faculty and administration at your child's school, as well as the JSD Office of Communications and news/media organizations, 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, multimedia, social media, and on local news outlets. The posts may include individual, group or team pictures, individual names, 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, Jordan School District, and media outlets permission to use my child's name, photo and/or to have my child featured in a video:

Yes       No

✓ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## 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](http://wellness.jordandistrict.org). We anticipate that by the end of the 2025-2026 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/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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 (USB E), 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 Systemic Needs Assessment.

Parent/guardian and student input are absolutely essential to running an effective comprehensive counseling program that will best meet the needs of students. 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 Systemic Needs Assessment questions:** [ctesurveys.com](https://ctesurveys.com)  
For specific questions regarding your individual school survey, please contact Stacey Worthen at [stacee.worthen@jordandistrict.org](mailto:stacee.worthen@jordandistrict.org) or 801-567-8309.

**Comprehensive School Counseling Program Systemic Needs Assessment questions:** [ctesurveys.com](https://ctesurveys.com)

**Keys to Success website:** [ktsutha.org](https://ktsutha.org) is a statewide College and Career Readiness tool that provides resources for individuals on their own personal path to success.

**YouScience:** [youscience.com](https://youscience.com) is an aptitude and career discovery tool that will help your student learn, by discovering their natural abilities and interest, through fun [science-based brain games](#). Their unique aptitudes are then matched with careers to help guide them with course and career planning.

**Utah College Application Week (UCAW):** [ushe.edu/utah-college-application-week](https://ushe.edu/utah-college-application-week)

**Utah System of Higher Education (USHE) Opportunities:** [ushe.edu](https://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):

- Career Information Delivery Systems (i.e., Keys to Success, YouScience, etc.)
- Comprehensive School Counseling Program Systemic Needs Assessment

I further agree that permission is valid for the 2025–2026 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 (Please Print) \_\_\_\_\_

Your Name (Please Print) \_\_\_\_\_

Relationship to the student (Please Print) \_\_\_\_\_

✓ Your Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Student Feedback Survey Participation

Schools in Utah are required to use an early warning system (§53F-4-207) that provides information for early intervention in the areas of academics, attendance, discipline, and behavior. The early warning system used by the district is Panorama.

Included in the early warning system (Panorama) is a student feedback survey that elevates student voice on school climate, teaching and learning, relationships, and belonging. The feedback survey is administered up to three (3) times a year (Fall, Winter, Spring) in grades 3–12. Participation in the survey is always optional and is never a part of any academic grade or participation requirement. All data within the early warning system complies with all student data protection laws and the Family Education Rights and Privacy Act (FERPA).

Additional information about the early warning system including student feedback survey windows and survey questions can be found [here](#).

My student may participate in the 2025–26 survey(s):  Yes  No



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Student Participation in Jordan School District's Stakeholder Input Survey

As part of the educator evaluation, schools in Utah are asked to seek input from various stakeholders, including students in grades K–12, about the educational environment in schools and individual classrooms ([53G-11-507](#)).

The survey asks students for their perspective about student engagement, academic support, school and classroom safety, and the school and classroom learning environment. The survey is confidential and subject to the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g. It is administered in November of every year. Survey data are reported to district and school leadership as well as individual licensed educators as group responses. No individual responses are reported. Participation in the survey is always optional and is never a part of any academic grade or participation requirement. There is no penalty for participation or lack of participation in the survey.

The Jordan School District Assessment, Research & Accountability Department uses Qualtrics to collect and house the survey data. The Assessment, Research & Accountability Department will analyze the results and disseminate aggregated reports to school and district leadership.

Parents may view the survey question items using the links below.

- [K-3 Survey](#)
- [4-6 Survey](#)
- [7-12 Survey](#)

My student may participate in the 2025–26 survey:    Yes             No



## 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 regardless of the reason.**

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 \_\_\_\_\_

## Agreement for 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. The 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. 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/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

---

SUBJECT: Use of Personal Electronic and Communication Devices

---

**I. Board Directive**

The Jordan District Board of Education recognizes the importance of an educational environment that is conducive to high-quality teaching and learning. The Board also recognizes that personal electronic and communication devices are commonly used by students and although they can be valuable education and communication tools for students, they are also a source of distraction and disruption to the learning environment.

**II. Administrative Policy**

**A. Elementary – Grades K–6**

Student use of personal electronic and communication devices, including cellphones, laptops, tablet computers, smart watches, listening devices, wearable technology, and other similar personal electronic devices is not permitted **during the school day**. In extraordinary circumstances, exceptions may be approved by the school principal in consultation with their Administrator of Schools. Devices must be silenced and remain out of sight during the school day.

**B. Secondary – Grades 7–12**

Student use of personal electronic and communication devices, including cellphones, laptops, tablet computers, smart watches, listening devices, wearable technology, and other similar personal electronic devices is not permitted **during class time**. Exceptions may be granted with the approval of the school principal in consultation with their Administrator of Schools. Devices must be silenced and remain out of sight during class time.

**C. Consequences for Electronic Device Policy Violation**

1. Elementary

- a. 1st Offense: Verbal reminder/warning and notification to parent/guardian.
- b. 2nd Offense: Device held in the office for pick-up at the end of the day by student and notification to parent/guardian.
- c. 3rd+ Offense: Device held in the office for pick-up at the end of the day by parent or guardian.
- d. Schools may implement additional consequences.

2. Secondary

- a. 1st Offense: Device is stored securely in the main office for pick-up at the end of the day by student.
- b. 2nd+ Offense: Device is placed in a secure container and stored in the main office for pick-up at the end of the day by parent/guardian.
- c. Schools may implement additional consequences.

**D.** Use of personal electronic and communication devices that violate state or federal law, any [District policies](#) or regulations, or the [Jordan School District Acceptable Use Policy](#) is prohibited.

**E.** Students may use personal electronic and communication devices during school-sponsored activities outside of the school day at District school campuses and while on District buses.

---

SUBJECT: Use of Personal Electronic and Communication Devices

---

- F. Schools may enact additional restrictions with support of the School Community Council, in consultation with their Administrator of Schools, and notification of the Board.



## Parent Notification Request for Waiver

According to Utah law (53G-10-205), a student may opt out from participating in any aspect of school (such as curriculum or activity) that violates a religious belief or right of conscience of the student or their parent/legal guardian.

If a student opts out, the school will notify the parent and the school may offer an alternative assignment that does not violate the student's or the parent/guardian's religious belief or right of conscience. The student will not be academically penalized or otherwise forced to explain their objection or to engage in the violative practice. Please contact your school principal with any questions.



# Attendance Essentials

## Things You Should Know



### 01



### Did you know?

Starting in kindergarten, students **should not miss more than 9 days** of school per year to stay on track for graduation. This means missing **no more than one day per month!**

### Excused Absences include:

- Illness
- Medical appointments
- Dental appointments
- Doctor-recommended quarantine
- Funerals
- Religious holidays
- Legal appointments
- Jury duty (if over 18 years old)

### Unexcused Absences may include:

- Vacations and trips
- Missing the bus
- Oversleeping
- Working
- Babysitting

\*If the absences have not been excused by a parent or guardian.

### 02



### Excused vs. Unexcused



#### Send Me to School if:

- I have a **runny nose** or just a little cough, no other symptoms.
- I have **NOT had a fever overnight & have NOT taken fever reducing medicine** during that time.
- I have **not thrown up overnight** and can drink liquids without throwing up.
- I have a **mild rash** but **no other symptoms**.

#### Keep Me at Home if:

- I have a **temperature higher than 100.4 F.**
- I have **thrown up two or more times** in the past **24 hours**.
- My **stool is very watery** and I may not make it to the restroom in time.

**If your child will be absent please call the school each time.**

### Too sick to come to school?

### 03



### We are here to help!

- Transportation
  - Housing
  - Mental Health
  - And more...
- Resources and services are available to help your child get to school. Contact the front office of your student's school for assistance.



### Don't let absences add up!

Visit **Skyward** to check your student's attendance monthly. **If you need help with Skyward access ask the front office for help.**

### 04

### Having trouble getting to school?



Table of Contents

## 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 in Grades 1-12 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.

At present, the District is not a provider under the Utah Fits All (UFA) scholarship. As such, we are unable to offer enrollment to students seeking to pay for courses using UFA scholarship funds.

### 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](http://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.

# Student Conduct, Dress & Appearance Guidelines

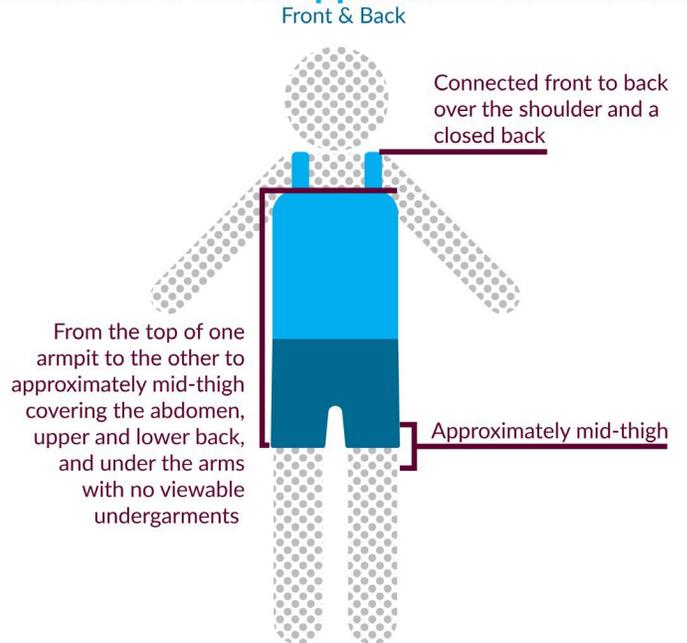
School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in District policy [AA419-Student Conduct, Dress, and Appearance](#) and these guidelines. The legal concept of “reasonableness” shall be the guiding principle in 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 figure):
  - 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. Are 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/GUARDIANS:**

**Summary of Policy AS67 – Discipline of Students**

Contact the school administration or visit [policy.jordandistrict.org](http://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 a touching is actually intended);
  - i. Hazing;
  - j. Vandalism;
  - k. Gang-related activity (wearing, displaying or selling clothing, emblems, symbols or names associate 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.  
Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, handwritten or drawn, or electronic messaging);
  - m. 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 or 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 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 (10) days by contacting the office of Student Support Services at 801-567-8326.

*Revised 3/2022*

## NOTICE TO PARENTS/GUARDIANS:

### 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
<b>Illegal Substances</b>						
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 <b>AND</b> enrolled in S.A.F.E. course and assessment.	Suspended to a District Safe Schools Hearing.	10-day home based alternative education program <b>AND</b> enrolled in S.A.F.E. course <b>AND</b> assessment.	Suspended to a District Safe Schools Hearing.	
<b>Counterfeit</b>						
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 <b>AND</b> 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 <b>AND</b> enrolled in S.A.F.E. course <b>AND</b> assessment.	
	Suspended to Parent Conference.	Suspended to Parent Conference <b>ANS</b> additional interventions including (but not limited to) those listed under illegal substances.	Suspended to Parent Conference.	Suspended to Parent Conference <b>ANS</b> additional interventions including (but not limited to) those listed under illegal substances.		
<b>Tobacco/Nicotine</b>						
Tobacco, cigarettes or oral device paraphernalia or product.	Substance/item is confiscated <b>AND</b> possible suspension <b>AND/OR</b> 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. Each school within the district is prepared with an Incident Command System utilizing the Standard Response Protocols. Prevention and response procedures to a wide array of crisis situations such as fires, earthquake, severe weather, violence and student reunification are found in detail in the safety manual. Jordan School District works closely with local public safety officials when it comes to responding to a crisis.

The district will notify parents/guardians of an incident at school through the use of Skylert, social media, local media/news, and the district's website. It is important for parents/guardians to ensure contact information is accurate in Skyward. The safety manual and emergency preparedness information can be found at <https://schoolsafety.jordandistrict.org/>

*Updated March 2024*



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

“In Your Classroom or Area”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

“To a Location”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



## Rules And Regulations for Students Riding Jordan School District Buses

The Board of Education recognizes the need for school bus discipline in order to assure the safety and well-being of school bus passengers, drivers, and others. Therefore, the Board delegates to the District Administration responsibility for establishing policy for school bus discipline. The privilege of riding the bus is conditional upon compliance with this policy ([DA170 – School Bus Discipline](#)).

### 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.

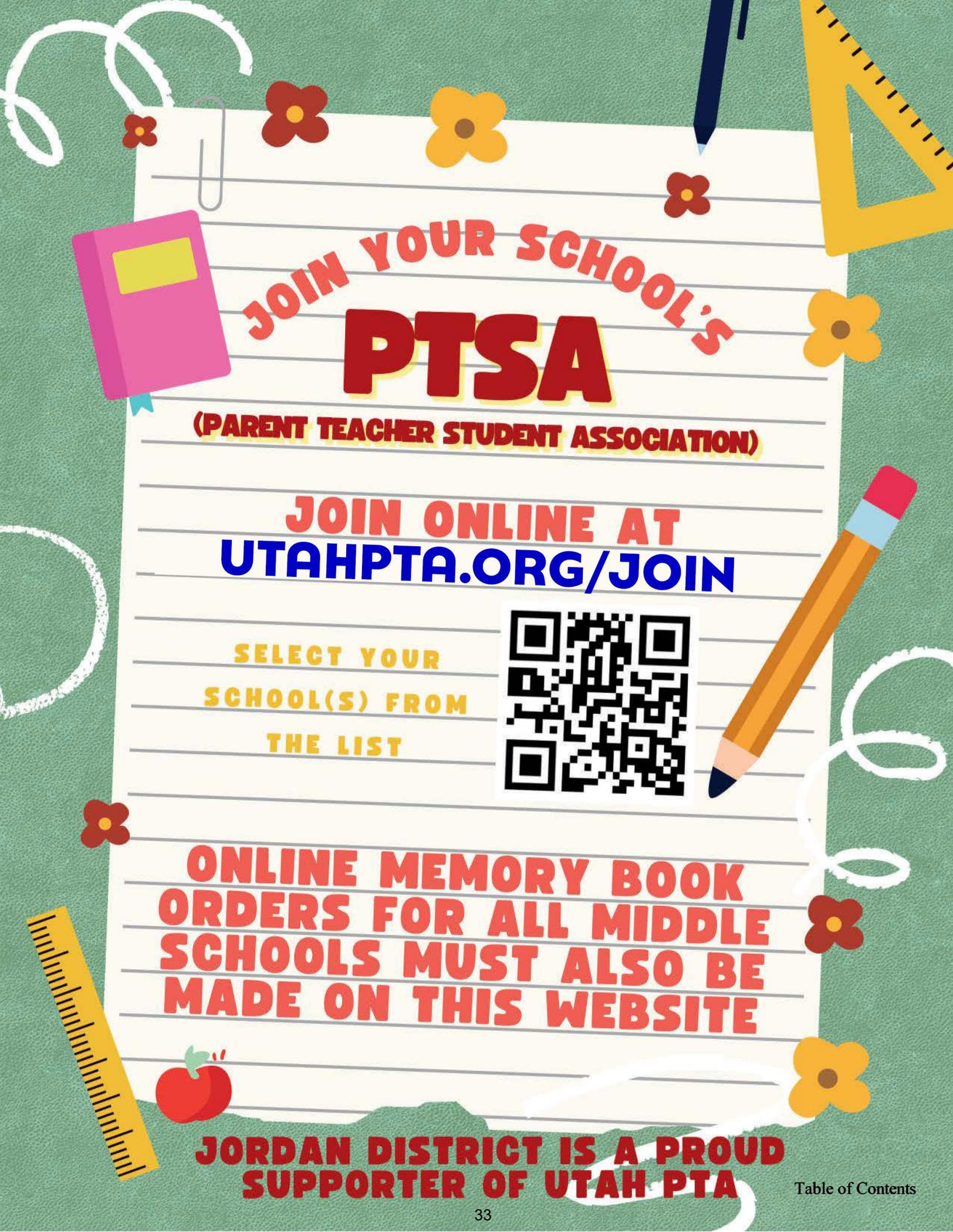
#### WARNING: It is unlawful to...

- 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 March 2025*



**JOIN YOUR SCHOOL'S**  
**PTSA**

**(PARENT TEACHER STUDENT ASSOCIATION)**

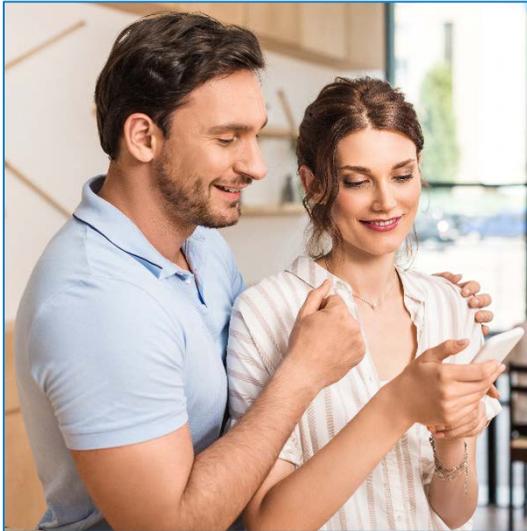
**JOIN ONLINE AT**  
**UTAHPTA.ORG/JOIN**

**SELECT YOUR**  
**SCHOOL(S) FROM**  
**THE LIST**



**ONLINE MEMORY BOOK**  
**ORDERS FOR ALL MIDDLE**  
**SCHOOLS MUST ALSO BE**  
**MADE ON THIS WEBSITE**

**JORDAN DISTRICT IS A PROUD**  
**SUPPORTER OF UTAH PTA**



Access e~Funds through the web site or use the QR code below.

<https://payments.efundsforschools.com/v3/districts/55554/>

### LOGIN TO YOUR EXISTING EFUNDS ACCOUNT OR

#### Create an account in e~Funds for School

1. Visit the website that was provided to you by your school district.
2. Click on **Create an Account**.
3. Provide Requested Information.
4. Click **Create Account**.

### ACCOUNT MANAGEMENT – YOUR STUDENTS

1. Log into your account with your existing e~Funds login.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



### ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

### MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.



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](mailto: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

---

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

**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
<input style="width: 100%;" type="text"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>												
<input style="width: 100%;" type="text"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>												
<input style="width: 100%;" type="text"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>												
<input style="width: 100%;" type="text"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input type="radio"/>												

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)**

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

**APPLICATION CONTINUED ON NEXT PAGE** ↔

**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 - Net income from self-employment (farm or business)	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates
- 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	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	- Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money			
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust			

No! I DO NOT want information from my Free and Reduced Price School and Family Meals Application shared with the Department of Workforce Services and Utah State Board of Education to issue Summer EBT benefits. I understand if my information is not shared, I will need to apply with the Department of Workforce Services to determine Summer EBT eligibility.

**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.



## 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.

- 2025–26 Middle School Fee Schedule: <https://fees.jordandistrict.org/schedule/middle/>
- 2025–26 High School Fee Schedule: <https://fees.jordandistrict.org/schedule/high/>

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 \$75.00 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.



## Fee Schedule and Fee Waiver Guidelines

Jordan School District's 2025-26 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, 2025 to June 30, 2026; 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*

# 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:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Truancy fines</li><li>• Participation fees</li><li>• Remedial programs</li></ul> | <ul style="list-style-type: none"><li>• Costs of class or team trips (including room, board, and meals)</li><li>• Entrance fees for school concerts or games</li><li>• Football summer clinic costs</li></ul> | <ul style="list-style-type: none"><li>• After-school program fees</li><li>• Instrument rentals</li></ul> |
|--|---|--|

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: \_\_\_\_\_

# School Fee Waiver Application

- NO Fees may be charged for activities during the regular school day in grades K-6. Fees for activities held outside of the regular school day are subject to fee waivers.
- Fees shall be suspended while the fee waiver is under consideration and during the appeal of a denial of a fee waiver is in process.
- Upon approval, all school fees shall be waived. Parent/student cannot be required to complete service, agree to an installment payment plan, or sign an IOU in place of a waiver.
- For additional information read "School Fees Notice Grades 7-12" or "School Fee Notice Grades K-6".

## 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: *
1. Family receives - Temporary Assistance for Needy Families (TANF), Family Employment Program (FEP), or Supplemental Nutrition Assistance Program (SNAP)	• 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.
2. Student receives Supplemental Security Income (SSI) for a qualified disability (fees waived for student with disability only)	• benefit verification documents from the Social Security Administration.
3. Student qualifies for McKinney-Vento.	• verified through the district or charters McKinney-Vento Liaison.
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.
5. Student is in State Custody	
6. Student is eligible based on family/household income verification. Provide summary of income on page 2.	• family income verification in the form of pay stubs or tax returns.

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 in the box below:

Submit completed application and verification documents\* to the school's Principal/School Director or School Fee Administrator .

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:

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. Definition of a household: 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 **MONTHLY** income before deductions in the appropriate column(s).

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

Household size:

Total Household Monthly Income: \$

### EXAMPLES OF INCOME:

Earnings from Work	Pension/Retirement, Social Security	Assistance, Alimony, Child Support	Other Income
Wages, salaries and tips, unemployment comp., workers' comp, net income from self-owned business or farm	Pensions, Social Security income, retirement payments, Social Security Income (including SSI a child receives)	SNAP, FEP, TANF payments, welfare payments, alimony, and child support payments	Disability benefits; 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

### INCOME ELIGIBILITY GUIDELINES

For School Year:

July 1, 2025 - June 30, 2026

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,345	1,696	848	783	392
2	27,495	2,292	1,146	1,058	529
3	34,645	2,888	1,444	1,333	667
4	41,795	3,483	1,742	1,608	804
5	48,945	4,079	2,040	1,883	942
6	56,095	4,675	2,338	2,158	1,079
7	63,245	5,271	2,636	2,433	1,217
8	70,395	5,867	2,934	2,708	1,354
For each additional family member, add:	7,150	596	298	275	138

# Fee Waiver Decision and Appeal Form

To the parent or legal guardian 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 Form

Utah law states that an LEA may allow a student to perform service in lieu of a fee “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 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/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The school 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 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.

**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/Guardian: \_\_\_\_\_ 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: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

The following four 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. Please read the information carefully and direct all questions or concerns to your respective school principal or to the Office of General Counsel at 801-567-8110.

All rights listed in these documents as belonging to parents or guardians transfer to the student at age 18 or when they matriculate to post-secondary education at any age. Dual enrollment students own their student educational record created at the post-secondary institution.

---

## 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.** The school or district has 45 days after the day it 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. If the request is for the entire education record, it should be directed to the District's Office of Planning and Enrollment. The receiving party 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, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the denial. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Grades may not be amended through this process.
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 here in the Annual Notification. 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 institution-al 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 regulations. FERPA requires the school maintain records of disclosure requests, 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. 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). Principally applicable in post-secondary.
- 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)). Principally applicable in post-secondary.
- 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)). Principally applicable in post-secondary.
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)). Principally applicable in post- secondary.
- 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), permits (but does not require) a school to disclose personally identifiable information from your child's education record without parental consent, when such information would not generally be considered harmful or an invasion of privacy if disclosed. 34 CFR § 99.3.

### 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 may also be released without parental consent to organizations outside of the school and school district. 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 information designated above or 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 completing the FERPA privacy block form. Directory information may have already been shared if an opt-out request is received after the 14th day of the school year. Opting out of directory information disclosure means your child’s name will not appear in ANY of the outlined publications identified in this notification. The opt-out is “all or nothing,” which means you cannot select the type of directory information that can be released or the specific releases that are acceptable.

## 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:

1. **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.

2. **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.
3. **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.)
4. **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: The District will participate in the SHARP Survey (the Student Health and Risk Prevention Statewide Survey), a survey given every two years to Utah students. The survey will be administered to students in grades 6, 8, 9, 10, 11, and 12. The current anticipated window for administering the survey is February to April 2026 with specific times varying by school.
- 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



## BOARD OF EDUCATION

Niki George, President

Bryce Dunford, First Vice President

Brian W. Barnett, Second Vice President

Erin Barrow

Lisa Dean

Darrell Robinson

Suzanne Wood

Anthony Godfrey, Ed.D.  
Superintendent of Schools

John Larsen, CPA  
Business Administrator

LEAD • EDUCATE • INSPIRE®