Parents,

All of the information in this packet is important. Please read the entire packet, acknowledge the required forms and print any forms you wish to return to the school.
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**2020-21 Traditional School Year Calendar**

**Teacher Contracts Begin** ......................................................................................................................................... Monday, August 10, 2020
**New Teacher Induction** ........................................................................................................................................... Monday, August 10, 2020
**District-wide Licensed Professional Development** ............................................................................................... Tuesday, August 11, 2020
**Check-out Day for Teachers** ........................................................................................................................................... Monday, June 7, 2021

**Labor Day Recess** ......................................................................................................................................................... Monday, September 7, 2020
**Fall Recess** ..................................................................................................................................................................... Monday, October 19 – Friday, October 23, 2020
**Thanksgiving Recess** ......................................................................................................................................................... Wednesday, November 25 – Friday, November 27, 2020
**Winter Recess** .................................................................................................................................................................. Monday, December 21, 2020 – Friday, January 1, 2021
**Martin Luther King, Jr. Day Recess** ............................................................................................................................... Monday, January 18, 2021
**Washington & Lincoln Day Recess** ............................................................................................................................... Monday, February 15, 2021
**Spring Recess** .................................................................................................................................................................. Monday, March 29 – Friday, April 2, 2021
**Memorial Day Recess** ....................................................................................................................................................... Monday, May 31, 2021

**Elementary Schools**

|--------------------------------|--------------------------------|-------------------------------|
| Beginning of Classwork (Grades 1-6) ........................................................................................................................... Tuesday, August 18, 2020
| Kindergarten Testing (No Kindergarten Students) .......................................................................................................... Tuesday, August 18 – Tuesday, August 25, 2020
| Kindergarten Classwork Begins ........................................................................................................................................... Wednesday, August 26, 2020
| Grade Transmittal Day (All Levels – No Students Attend) .................................................................................................. Monday, October 26, 2020
| Fall Parent-Teacher Conferences ......................................................................................................................................... Wednesday, November 11 – Thursday, November 12, 2020
| Teacher Compensatory Recess ............................................................................................................................................... Friday, November 13, 2020
| Elementary Professional Development Day – No School .................................................................................................. Tuesday, January 19, 2021
| Grade Transmittal Day (Elementary Only – No Students Attend) ....................................................................................... Friday, March 19, 2021
| Spring Parent-Teacher Conferences ..................................................................................................................................... Wednesday, March 24 – Thursday, March 25, 2021
| Teacher Compensatory Recess ............................................................................................................................................... Friday, March 26, 2021
| Kindergarten Testing (No Kindergarten Students) .......................................................................................................... Friday, May 21 – Friday, May 28, 2021
| End of Classwork for Students .............................................................................................................................................. Friday, June 4, 2021

**Middle Schools**

|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 7th Grade Orientation ......................................................................................................................................................... Monday, August 17, 2020
| Beginning of Classwork (Grades 8-9) ............................................................................................................................. Monday, August 17, 2020
| Fall Parent-Teacher Conferences ....................................................................................................................................... Wednesday, September 23 – Thursday, September 24, 2020
| Teacher Compensatory Recess .............................................................................................................................................. Friday, September 25, 2020
| Grade Transmittal Day (All Levels – No Students Attend) .............................................................................................. Monday, October 26, 2020
| Secondary Grade Transmittal Day (No Students Attend) ..................................................................................................... Tuesday, January 19, 2021
| Spring Parent-Teacher Conferences .................................................................................................................................. Wednesday, February 10 – Thursday, February 11, 2021
| Teacher Compensatory Recess .............................................................................................................................................. Friday, February 12, 2021
| Grade Transmittal Day (Secondary Only – No Students Attend) ....................................................................................... Friday, March 26, 2021
| End of Classwork for 7th Grade .......................................................................................................................................... Thursday, June 3, 2021
| End of Classwork for 8th & 9th Grade ................................................................................................................................... Friday, June 4, 2021

**High Schools**

|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Beginning of Classwork ....................................................................................................................................................... Monday, August 17, 2020
| Fall Parent-Teacher Conferences (No Students Attend) ................................................................................................. Wednesday, September 23, 2020
| Grade Transmittal Day (All Levels – No Students Attend) .............................................................................................. Monday, October 26, 2020
| College Preparation Day ..................................................................................................................................................... Wednesday, November 11, 2020
| (10th & 12th Grades AM Only – 11th Grade No School – Teacher Professional Development in PM) ........................................... Tuesday, January 19, 2021
| Spring Parent-Teacher Conferences (No Students Attend) ............................................................................................... Wednesday, February 10, 2021
| ACT Testing .......................................................................................................................................................................... Tuesday, March 9, 2021
| (11th Grade AM Only – 10th & 12th Grades No School – Teacher Professional Development in PM) ........................................ Friday, March 26, 2021
| Grade Transmittal Day (Secondary Only – No Students Attend) ....................................................................................... Thursday, June 3, 2021
| High School Graduation ..................................................................................................................................................... Thursday, June 3, 2021
| End of Classwork ............................................................................................................................................................... Friday, June 4, 2021

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

Jordan School District’s 2020-21 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, 2020 to June 30, 2021; 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 extend 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.
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.

2020-21 Middle School Fee Schedule:
https://fees.jordandistrict.org/schedule/middle/

2020-21 High School Fee Schedule:
https://fees.jordandistrict.org/schedule/high/

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

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

Extracurricular/Co-Curricular Activities:
1. Charter and Online School Students
   a. Charter/Online school pays a one-time annual school participation fee of $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.
School Fees Notice for Families of Students in Grades 7-12

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

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

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

Fee Definition

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

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

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 (food stamps or state Family Employment Program);
- the student receives SSI (Supplemental Security Income);
- 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 any where 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.
School Fees Notice for 7-12 cont’d

Fee Waivers cont’d
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.

To find out more information:
Contact the school:
Name: ___________________________ Phone: ___________________________
Email: ___________________________ Website: ___________________________

Contact the district’s School Fees Contact:
Name: ___________________________ Phone: ___________________________
Email: ___________________________ Website: ___________________________

Visit the state school fees website: https://schools.utah.gov/schoolfees
FEE WAIVER APPLICATION (Grades 7-12)

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

STUDENT INFORMATION:
Name of student: ___________________________ Student #: ___________________________
Address: ________________________________________________________________
School: ___________________________ Grade level: ___________________________
Name of parent or guardian: ___________________________ Phone number: ________________

BASIS FOR FEE WAIVER:

<table>
<thead>
<tr>
<th>Please check the eligibility that applies: (only 1 is needed)*</th>
<th>Verification to submit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Family receives TANF/FEP (Temporary Assistance for Needy Families or Family Employment Program) (financial assistance or food stamps)</td>
<td>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.</td>
</tr>
<tr>
<td>2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES)</td>
<td>benefit verification documents from the Social Security Administration.</td>
</tr>
<tr>
<td>3. Student is in Foster Care (under Utah or local governmental supervision)</td>
<td>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.</td>
</tr>
<tr>
<td>4. Student is in State Custody</td>
<td></td>
</tr>
<tr>
<td>5. Student is eligible based on family/household income verification</td>
<td>family income verification in the form of income statements, pay stubs, or tax returns. (See page 2.)</td>
</tr>
</tbody>
</table>

*Please note: The school will require you to provide verification of eligibility. Please attach your verification documentation to this form when you give this application to your school.

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

(Please attach an additional page if needed.)

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

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

DATE: ____________ PARENT’S OR GUARDIAN’S SIGNATURE: ____________________________

https://schools.utah.gov/schoolfees

Created by USBE School Fees Team
ADA Compliance 3/25/2020 Revised 3/25/2020
Complete this page ONLY if option #5 was selected under the Basis for Fee Waiver section.

**INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:** (Required for students who do not qualify based on a special category.) Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities and food.

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Earnings from Work (before deductions) Monthly Income</th>
<th>Pension/Retirement Social Security Monthly Income</th>
<th>Welfare, Alimony, Child Support, Other Income Monthly Income</th>
<th>Total Per Person Total Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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<td>$</td>
<td>$</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**EXAMPLES OF INCOME:**

- **Earnings from Work**
  - Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm

- **Pension/Retirement, Social Security**
  - Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)

- **Welfare, Alimony, Child Support**
  - *TANF payments*, welfare payments, alimony, and child support payments

- **Other Income**
  - Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

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

**INCOME ELIGIBILITY GUIDELINES**

**For School Year:**
**July 1, 2020 - June 30, 2021**

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Twice Per Month</th>
<th>Every Two Weeks</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16,588</td>
<td>1,383</td>
<td>692</td>
<td>638</td>
<td>319</td>
</tr>
<tr>
<td>2</td>
<td>22,412</td>
<td>1,868</td>
<td>934</td>
<td>862</td>
<td>431</td>
</tr>
<tr>
<td>3</td>
<td>28,236</td>
<td>2,353</td>
<td>1,177</td>
<td>1,086</td>
<td>543</td>
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<tr>
<td>4</td>
<td>34,060</td>
<td>2,839</td>
<td>1,420</td>
<td>1,310</td>
<td>655</td>
</tr>
<tr>
<td>5</td>
<td>39,884</td>
<td>3,324</td>
<td>1,662</td>
<td>1,534</td>
<td>767</td>
</tr>
<tr>
<td>6</td>
<td>45,708</td>
<td>3,809</td>
<td>1,905</td>
<td>1,758</td>
<td>879</td>
</tr>
<tr>
<td>7</td>
<td>51,532</td>
<td>4,295</td>
<td>2,148</td>
<td>1,982</td>
<td>991</td>
</tr>
<tr>
<td>8</td>
<td>57,356</td>
<td>4,780</td>
<td>2,390</td>
<td>2,206</td>
<td>1,103</td>
</tr>
<tr>
<td>For each additional family member, add:</td>
<td>5,824</td>
<td>486</td>
<td>243</td>
<td>224</td>
<td>112</td>
</tr>
</tbody>
</table>
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:__________________

Created by USBE School Fees Team

ADA Compliant 2/6/2020 Revised 2/6/2020
Service Agreement, Verification and Appeal Form

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

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

_____________________________ agrees to complete ____ hours of service _______________________________
(Student’s name) (brief description)

_____________________________
To be completed before: _______________This will satisfy the student’s fee obligation of $________
(Date)

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

SIGNATURES:

Student: ____________________________ Date: _________________

Parent/Guardian: ____________________________ Date: _________________

School Administrator: ____________________________ Date: _________________

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

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

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

<table>
<thead>
<tr>
<th>Service Location:</th>
<th>Service Performed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Hours:</td>
</tr>
<tr>
<td>Starting Date:</td>
<td>Ending Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Location:</th>
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<tbody>
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<td>Supervisor:</td>
<td>Hours:</td>
</tr>
<tr>
<td>Starting Date:</td>
<td>Ending Date:</td>
</tr>
</tbody>
</table>

_______________, has completed all service hours as stated above, and fulfilled all agreed upon 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: ___________________________

**PARENTAL APPEAL RIGHTS**

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

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

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

**ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.**
Student’s name: _____________________________________________________________
School: ____________________________________________ Grade: _______________________

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

___ Type of Service: ____________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___ Time Period: _____________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___ Pay Rate credited: ______________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___ Other: _________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Signed: ____________________________________________ Date: ____________________

For more information contact the school:
Name: __________________________ Phone: __________________________
Email: __________________________ Website: _________________________

Contact the district’s School Fees Contact:
Name: __________________________ Phone: __________________________
Email: __________________________ Website: _________________________

Visit the state school fees website: https://schools.utah.gov/schoolfees
Dear Parent/Guardian

Children need healthy meals to learn. Jordan School District offers healthy meals every school day.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No, please use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete including the last 4 digits of your social security number, so be sure to fill out all required information. You may apply online by *going to your school’s website and logging into Skyward. (If you don’t know your Skyward log-in, please contact your school.) *Click on the Food Service link. *Click on the “application” tab. (The application will prompt you through completion.) *Click “submit”

2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some states Temporary Assistance for Needy (TANF), and some Medicaid recipients may receive free meals according to your income. All children in the household should be extended those benefits. If a child was left off, please call the number below to have a student added. Also, your children can receive 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 that are under the legal responsibility of a foster care agency or court are eligibility for free meals. The foster family may include foster children as a member of the household when applying for benefits for their own children.

4. **CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS?** Children who meet the definition of homeless or runaway may qualify for free meals. Migrant children will need to meet the income guidelines to be on free. If you haven’t been told your children will get free meals, please e-mail Julie Dunn at Julie.dunn@jordandistrict.org or call 801-567-8765 to see if they qualify.

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 Income Guidelines or if you qualify for Medicaid by your income.

6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE OR REDUCED MEALS?** Please read the letter carefully and follow the instructions. Call the district at 801-567-8765 if you have children that need to be added or you have questions.

7. **MY CHILD’S APPLICATION WAS APPROVED LAST YEAR, DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child’s application is only good for that school year and for the first 30 days into the new school year. You must send in a new application unless the district sent a letter that you were directly certified. When the carry-over period ends, unless the household is approved, the children must pay full price for school meals. 30 day reminder notices will be sent out to help you submit new applications.

8. **I GET WIC, CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. **WILL THE INFORMATION I GIVE BE CHECK?** Yes, and we may also ask you to provide written proof.

10. **IF I DON’T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limits.

11. **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 or writing to: Jana Cruz, Jordan School District Auxiliary Services Building, Nutrition Services, 7905 S. Redwood Road, West Jordan, Utah, 84088 801-567-8765

12. **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.

13. **MAY I FILL OUT A HARD COPY APPLICATION?** Yes, applications are available from the main office at your school or from Jordan School District office 7905 S. Redwood Road. Hard copy applications should be submitted to your school’s cafeteria office or to Jordan School District Nutrition Services (7905 S. Redwood Road)

If you have other questions or need help, call 801-567-8765

Si necesita ayuda, por favor llame el teléfono 801-567-8765

Si vous voudriez d’aide, contactez nous au number 801-567-8765

Sincerely,

Jana Cruz Nutrition Services Director
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.

As part of emergency preparedness for all Jordan District schools, we are requesting the help of parents and guardians to communicate the following plans with your child(ren):

1. If it becomes impossible for your child to stay at the school or to go home, please discuss a location within walking distance of the school building where you would like your child to go. Select a friend or acquaintance who could speedily shelter your child during an extreme emergency.
2. Communicate these decisions with your child(ren), and the designated friend or acquaintance.

While a major disaster is not anticipated, maintaining the safety of school children is more assured if an emergency plan is in place. In addition, individual schools will communicate specific safety guidelines and procedures for emergency situations. Thank you for your help in keeping students safe.

CODE OF CONDUCT FOR RIDING THE SCHOOL BUS

Follow these rules to maintain your riding privilege

1. I will follow the driver’s instructions. 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 that 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.
NOTICE TO PARENT/GUARDIAN:

Jordan School District students and employees are entitled to a learning/working environment which is free from unlawful and violent acts; therefore, the Board of Education and Jordan School District Administration shall not tolerate acts of violence, use or possession of weapons, criminal behavior, or gang activity in schools, on school property, or in the proximity of schools or school activities. Students whose actions pose a threat to the health and/or safety of students or staff members shall be suspended from school.

CAUSES FOR SUSPENSION FROM SCHOOL INCLUDE:

- Possessing (regardless of intent), using, selling, or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical weapon, martial arts weapon, or other dangerous object which, when used as a weapon, can inflict bodily harm;

- Causing or attempting to cause damage to either personal or school property through arson, burglary, stealing/larceny, or criminal mischief; or

- Unlawfully and intentionally touching or striking a Jordan School District student or employee with intent to cause bodily harm.

- Other infractions of Jordan School District’s Safe School Policy AS67 Discipline of Students

- Violation of Policy AS90 Drugs and Alcohol

The Jordan School District Administration is required to enforce this policy to protect the rights of those who respect the institutions of education and to ensure that a safe learning environment is provided in every school. (Contact the school principal or visit [http://policy.jordandistrict.org/](http://policy.jordandistrict.org/) for a complete copy of AS67 Discipline of Students).
NOTICE TO PARENTS:

Summary of Policy AS67 - Discipline of Students
4-26-17

(Contact the school principal or visit www.jordandistrict.org/policy manual for a complete copy of this 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 projectile 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 drugs or alcoholic beverages. (See Policy AS90, Drugs and Alcohol);
   b. sexual harassment or sexual assault, or fabrication of sexual harassment or sexual assault charges;
   c. arson;
   d. burglary;
   e. theft/larceny/theft;
   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 (See Policy AS95);
   j. vandalism;
   k. gang-related activity (wearing, displaying or selling clothing, emblems, symbols or names associated with gangs, using a name which is associated with or attributable to a gang or designating turf or an area for gang activities, ownership, or occupation);
   l. bullying (aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students by hitting and/or punching, or by teasing, name calling, or by intimidation through gestures, social exclusion or relational aggression. 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, one of the following disciplinary actions may be taken:
   a. the student may be referred to anger management classes, court/law enforcement agencies, Jordan Family Education Center, or other programs;
   b. the student is placed on a behavioral contract;
   c. the student serves inter-class or in-school suspension/lunch or after school detention;
   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 District-level hearing and may be suspended for 180 days.

DUE PROCESS RIGHT TO APPEAL

Parents have the right to appeal a student suspension of more than ten (10) days by contacting the office of Student Intervention Services at 801-567-8325.
NOTICE TO PARENTS:

Summary of Policy AS90 – Drugs and Alcohol
4-24-19

(Contact school principals for a complete copy of this policy)

The following substances are prohibited at school:

- Illegal drugs
- Alcoholic beverages
- Illegal psycho toxic chemicals (inhalants)
- Prescription medications in excess of an 8-hour dosage
- Over-the-counter medications in excess of an 8-hour dosage
- Counterfeit Substances

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

DISCIPLINARY CONSEQUENCES FOR DRUG AND ALCOHOL VIOLATIONS

<table>
<thead>
<tr>
<th>Substance &amp; Classification</th>
<th>1st Possession or Use</th>
<th>2nd Possession or Use</th>
<th>3rd Possession or Use</th>
<th>1st Distribution</th>
<th>2nd Distribution</th>
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<tbody>
<tr>
<td>Illegal Drugs:</td>
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<tr>
<td>Alcoholic Beverages,</td>
<td>10-Day (Home-Based)</td>
<td>45-Day (Home-Based)</td>
<td>180-Day (Home-Based)</td>
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<tr>
<td>Psychotropic Substances,</td>
<td>Alternative Education</td>
<td>Alternative Education</td>
<td>Alternative Education</td>
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<tr>
<td>Other Illegal Substances</td>
<td>Program OR</td>
<td>Program AND</td>
<td>Program AND</td>
<td></td>
<td></td>
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<tr>
<td>Prescription Medications</td>
<td>1st Offenders Class</td>
<td>Assessment</td>
<td>Assessment</td>
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<tr>
<td>(containing any quantity of controlled substances listed in Utah Code 53-37-4)</td>
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<tr>
<td>Prescription Medications</td>
<td>Suspend to Parent</td>
<td>10-Day (Home-Based)</td>
<td>45-Day (Home-Based)</td>
<td>180-Day (Home-Based)</td>
<td></td>
</tr>
<tr>
<td>(Does NOT include any quantity of controlled substances listed in Utah Code 53-37-4, these substances are new ILLEGAL DRUGS, unless student's prescription and not in excess of eight-hour dose. See Illegal Drugs above.)</td>
<td>Conference</td>
<td>Alternative Education Program OR</td>
<td>Alternative Education Program AND</td>
<td>Alternative Education Program AND</td>
<td>Assessment</td>
</tr>
<tr>
<td>Over-The-Counter Medications</td>
<td>Suspend to Parent Conference</td>
<td>10-Day (Home-Based) Alternative Education Program OR</td>
<td>45-Day (Home-Based) Alternative Education Program AND</td>
<td>180-Day (Home-Based) Alternative Education Program AND</td>
<td>Assessment</td>
</tr>
</tbody>
</table>

GUIDELINES
1. Due process procedures outlined in policy AS67–Student Discipline and School Expulsions will be followed in the administration of policy AS90.
2. Students apprehended by school district employees or law enforcement officials for illegal violations while off-campus during regular school hours are subject to the guidelines of policy AS90.
3. Paraphernalia violations will be dealt with according to the “possession or use” guidelines of policy AS90.
4. During the time a student is on the home-based alternative education program, the student may not be a spectator or participant in any school-sponsored extra-curricular program or activity including those held off the school property.
5. If the designated days of home-based alternative education cannot be completed by the end of the regular school year, the home-based alternative education program must be completed at the beginning of the following school year.
6. If a senior is placed on the home-based alternative education program and that placement coincides with the end of the school year, the student will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative education program and all other graduation requirements.
7. In addition to the disciplinary consequences outlined in this policy, a student will be suspended or removed from participation in leadership positions, candidacy for leadership positions, school organizations, and athletic teams upon violations of the guidelines covered in this policy.
8. Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year or a different Jordan District School.
Jordan School District  
Policy AA419 – Student Conduct and Dress  
1-27-2015

The Board recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation and safety conditions. Because experience has demonstrated that the learning atmosphere is improved when students both look and act appropriately, the Board hereby authorizes establishment of standards of student conduct, dress, and grooming. Schools can develop additional dress code requirements with input from Student Government, School Community Council, and PTA Groups.

1. Items that disrupt the education mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.

2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.

3. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.

4. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.

5. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, miniskirts, bare midriffs, halter-top, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.

6. Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10, USC §771-772, and Army Regulations 670 1 §29-4).

7. Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.

8. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.

9. Gang-related clothing, colors and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.

10. Shoes shall be worn at all times that insure personal safety and hygiene.
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 §53A-3-422. 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.
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.
Jordan School District (JSD) Policy AA441 Privacy Rights – Students and Family, as well as the Protection of Pupil Rights Amendment (PPRA), 20 USC § 1232h, require Jordan School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

For surveys and activities during the school year, Jordan School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

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

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

Enrollment Guidelines

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 http://planning.jordandistrict.org/ for more enrollment information.

Attendance/Punctuality

An integral component supporting a student’s consistent academic and life skills success is regular daily school attendance. Utah State 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). The 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 (illness, family death, approved school activity, etc.)(§53G-6-201). There may be circumstances where the school may request medical documentation to excuse an absence.

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.
Dear Parent(s)/Legal Guardian(s);

The Jordan School District is committed to providing a quality education and requires students to achieve proficiency in the basic skills identified for reading, language arts, mathematics and science. Therefore, there is concern when a student is absent or tardy from school.

Utah Compulsory Education Law (53G-6-2) requires parent(s)/legal guardian(s) to enroll and ensure regular attendance of all school-aged minors ages 6-18 in an educational program. Under this same statute the 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.

Occasionally, a student must be absent from school for reasons which the law recognizes as valid. When your student is absent please notify the school and explain the reason for your student’s absence. Whenever possible, appointments with health care providers should be scheduled before or after school hours. Unless otherwise indicated by the medical provider, the student will be excused for the appointment as well as travel time to and from the appointment. Please be aware the school may require written medical documentation for excessive absences.

The school and Jordan School District look forward to a collaborative effort in support of your child’s educational needs.
Student/Family Residency Questionnaire

Your child may be eligible for additional educational services through Title I-Part A, Title I-Part C-Migrant and/or the Federal McKinney-Vento Assistance Act (42 U.S.C. 11435). Please complete this form and return it to your child’s school.

1. Presently, are you and/or your family living in any of the following situations? Check all that apply.
   - ❏ (1) Student is sharing the housing with one or more families due to loss of housing, economic hardship, or similar reason.
   - ❏ (2) Student is temporarily living in a motel or hotel due to loss of housing, economic hardship, or similar reason.
   - ❏ (3) Student is living in a shelter (family shelter, domestic violence shelter, youth shelter, or transitional housing.)
   - ❏ (4) Student is living in a car, park, campground, abandoned building, or public place.
   - ❏ (5) Student is living in a place without adequate facilities (not designed for heat, electricity, water services, etc.)
   - ❏ (6) Student is seeking enrollment without an accompanying parent (unaccompanied youth).

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

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

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Student Number/ Lunch Number</th>
<th>M/F</th>
<th>Birthdate</th>
<th>Grade</th>
<th>School Name</th>
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Presenting a false record or falsifying records is an offense under Section 73.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition of other costs. TEC Sec. 25.003(3)(d). The McKinney Vento Homeless Education Assistance Act ensures rights for students who are homeless.

3. ___________________________________________  ____________________________  ____________________________
   Name of parent(s)/legal guardian(s)  Signature  Date

   ___________________________________________  ____________________________  ____________________________
   Address  City/Zip  Phone

   Person completing this form: ❏ Parent  ❏ Guardian  ❏ Student  ❏ Other (please specify)  ❏ School Personnel (Date/Method): (Phone conversation, personal knowledge, etc.)

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

School Personnel:
✓ Please return this form for SKYWARD identification purposes to the Jordan School District Homeless Liaison at Equity and Compliance in the Jordan School District Office Building or call 801-567-8308 for questions.
Home Language Survey and Eligibility for Services

Student Name ____________________________________  Student Number ____________________________________  
School _________________________________________  

Home Language Survey

1. What was the first language the student learned to speak? _____________________________________  
2. Which language is used most by your student? ______________________________________________  
3. Which language is spoken most often in the student’s home? ___________________________________  
4. What language do you prefer for school to home communication? _________________________________  

Questions 5-8a are optional; however, if the answer is yes, your student may be eligible for additional services.

Refugee Students

A refugee is defined as a student who has fled to another country to be resettled due to political, religious or social persecution.

5. Is this student a refugee student? (Students CAN be both refugee and immigrant.) ☐ Yes ☐ No  
   a. If Yes, which country? ___________________________  

6. Does your family come from a refugee background? ☐ Yes ☐ No  

Immigrant Children and Youth

Title III definition of ‘immigrant children and youth’ means students who:

- Are aged 3 through 21  
- Were not born in any one of the 50 United States; and  
- Have not been attending one or more schools in any of the 50 United States for more than 3 full academic years;  
- The term “State” means one of the 50 United States, the District of Columbia, and the Commonwealth of Puerto Rico.

7. Is this student an immigrant student? (Students CAN be both refugee and immigrant.) ☐ Yes ☐ No  

Migrant Students

A migrant student has a parent who works in agriculture, forestry, meat processing plants, dairy or fisheries, and, in the last 3 years, has moved from one school district to another in order to work (temporary or seasonal) in agricultural activities.

8. Is your child a migrant student? ☐ Yes ☐ No  
   a. If yes, what is the date that you moved to this area? (mm/dd/yy) ______________________________
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 acceptable to the school as well as the court. Please notify the school every time your student is absent explaining the reason. The school and the court usually require a statement from a doctor regarding extended absences for illness. Your cooperation is needed to help us give your student a quality education.

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

✓ Student Signature__________________________________Date______________________

✓ Parent Signature___________________________________Date______________________

This letter constitutes Administrative Notification #1 (Registration Packet)

Agreement to Information Network Acceptable Use Policy

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

✓ Student Signature__________________________________Date______________________

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

✓ Parent Signature___________________________________Date______________________

Web Site Release Form

The faculty and administration at your child’s school like to recognize students that have excelled in academics, arts, athletics, student government, or other school or community related events. A portion of this recognition may be posted on the school’s web site. This includes individual, group or team pictures. Names will only be placed on the web site when a student receives an award. No personal contact information, such as address, phone number, e-mail address or other personal information will be posted on the web site.

I give the school permission to use my child’s name and picture on the official school web site.

✓ Parent Signature___________________________________Date______________________

Helpful Resources to Students

We are making every effort to provide helpful resources to students pursuing higher education after high school. Please indicate your highest level of education.

What is the highest level of school completed by parent/guardian 1:
Middle School_____________ High School_____________ College or beyond______________ Other/unknown______________

What is the highest level of school completed by parent/guardian 2:
Middle School_____________ High School_____________ College or beyond______________ Other/unknown______________

5-28-2018
***** PARENTS/GUARDIANS – PLEASE READ AND SIGN *****

**Suicide Prevention Program**

Dear Parent/Guardian:
The Utah State Legislature, in an effort to address teen suicide, requires that secondary schools offer a suicide prevention program. As part of Jordan District’s suicide prevention program, a presentation on warning signs for suicide, risk and protective factors, as well as resources available for help will be given in one of your student’s classes during his/her regular school schedule. Information on this presentation can be found at wellness.jordandistrict.org. We anticipate that by the end of the 2020-2021 school year, every child of secondary age will have had an opportunity to receive this important information.

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

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

✓ Parent Signature______________________________________ Date____________________

**PTA/PTSA/PTO Membership**

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

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

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

✓ Parent Signature______________________________________ Date____________________

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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 Jordan School District.

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

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

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

**UtahFutures website:** [https://www.ptsutah.com/](https://www.ptsutah.com/)

**Comprehensive School Counseling Program needs assessment questions:**
[https://docs.google.com/document/d/1ZJgkfDWv9pM5hd48eR_3H8ZKt2ZD7TJ0VBjrX1X60570/edit?copiedFromTrash](https://docs.google.com/document/d/1ZJgkfDWv9pM5hd48eR_3H8ZKt2ZD7TJ0VBjrX1X60570/edit?copiedFromTrash)


**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):

- Utah Scholars program
- UtahFutures college and career planning website activities
- Comprehensive School Counseling Program needs assessment.

I further agree that permission is valid for the 2020-2021 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 ______________________________________________________________________________
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include:
   a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   b. If a student poses an articulable and significant threat to the health or safety of the student or other individuals, the educational agency may disclose to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School and/or District may disclose education records without consent to requesting school districts, officials of another school system or institution of postsecondary education where the student seeks or intends to enroll. Local, state and federal agencies may redisclose personally identifiable information in accordance with the same requirements, and must make available to Jordan School District a record of any further disclosures.

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 is:

   Family Policy Compliance Office, U.S. Department of Education
   400 Maryland Avenue, SW, Washington, DC 20202-4605

DIRECTORY INFORMATION NOTICE

The Family Education Rights and Privacy Act (FERPA) requires that Jordan School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child’s records. However, Jordan School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.

Directory information may be used to publish school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, companies that manufacture class rings, publish yearbooks or take school pictures. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings of high school juniors and seniors – unless parents have advised the local school that they do not want their student’s information disclosed without their prior written consent.

Jordan School district has designated the following information as “directory information:” student’s name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, 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, and most recent school attended.

If you do not want your child’s local school or Jordan School District to disclose directory information from your child’s education records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.

If you do not want your child’s local school or Jordan School District to provide directory information from your child’s education records to military recruiters without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.

Revised March 2020
This is the end of the English Information.