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Jordan School District
TRADITIONAL SCHOOL YEAR CALENDAR
ELEMENTARY & MIDDLE SCHOOLS
2018-2019

Induction Meetings for Elementary Teachers New to the District ............... Tuesday, August 14, 2018
Induction Meetings for Secondary Teachers New to the District ............... Monday, August 13, 2018
Teacher Contracts Begin* ................................................................. Wednesday, August 15, 2018
7th Grade Orientation ........................................................................... Tuesday, August 21, 2018
Beginning of Classwork for Students (Grades 1-9) ................................ Wednesday, August 22, 2018
Kindergarten (only) testing ................................................................. Wednesday, August 22 – Wednesday, August 29, 2018
Kindergarten Classwork Begins ............................................................. Thursday, August 30, 2018
Close of Classwork for Students .......................................................... Friday, May 31, 2018
Check-out Day for Teachers ................................................................ Monday, June 3, 2019

HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED
Labor Day Recess ................................................................................ Monday, September 3, 2018
Fall Recess ......................................................................................... Friday, October 5, 2018
All Grade Transmittal Day (Students do not attend) .......................... Thursday, Friday, October 18-19, 2018
Compensatory Recess for Elementary Parent-Teacher Conferences** .... Friday, November 9, 2018
Dr. Martin Luther King, Jr. Day Recess ............................................. Monday, January 21, 2019
Compensatory Recess for Middle Parent-Teacher Conferences** ...... Friday, February 15, 2019
Washington/Lincoln Day Recess ...................................................... Monday, February 18, 2019
Compensatory Recess for Elementary Parent-Teacher Conferences** .... Friday, March 8, 2019
Secondary Grade Transmittal Day (Students do not attend) .......... Friday, March 22, 2019
Spring Recess ..................................................................................... Monday, April 15, 2019
Memorial Day Recess ........................................................................ Monday, May 27, 2019

FALL PARENT-TEACHER CONFERENCE SCHEDULE
Middle School ..................................................................................... Wednesday, October 3, 2018, Thursday, October 4, 2018
Elementary School ............................................................................. Wednesday, November 7, 2018, Thursday, November 8, 2018

SPRING PARENT-TEACHER CONFERENCE SCHEDULE
Middle School ..................................................................................... Tuesday, February 12, 2019, Wednesday, February 13, 2019
Elementary School ............................................................................. Wednesday, March 6, 2019, Thursday, March 7, 2019

END OF QUARTERS
1st Quarter—Thursday, October 25, 2018 (44 Days) 2nd Quarter—Friday, January 11, 2019 (45 Days)
3rd Quarter—Thursday, March 21, 2019 (46 Days) 4th Quarter—Friday, May 31, 2019 (44 Days)

*184 Contract Days (students attend 179 days – One (1) Professional Development Day is included in the first 5 days of school)
**Counted as Days in School

Emergency closures in traditional schools will be made up first on Washington and Lincoln Day, then on Spring Recess.
Induction Meetings for Elementary Teachers New to the District ....................................... Tuesday, July 17, 2018
Teacher Contracts Begin
Tracks A, B and C ........................................................................................................... Wednesday July 18, 2018
Track D ......................................................................................................................... Tuesday, August 7, 2018
Beginning of Classwork for Students
Tracks A, B and C Begin (2 Hour Late Start) ................................................................. Wednesday, July 25, 2018
Kindergarten (only) Testing (A, B, C Tracks) .............................................................. Wednesday, July 25 – Wednesday, August 1, 2018
Kindergarten Begins (A, B and C) ................................................................................ Thursday, August 2, 2018
Track D Begins ............................................................................................................. Monday, August 13, 2018
Kindergarten (only) Testing (D Track) ................................................................. Monday, August 13 – Monday, August 20, 2018
Kindergarten Begins (D Track) ............................................................................... Tuesday, August 21, 2018
Professional Development Day for teachers (students do not attend) ....................... Monday, January 14, 2019
Kindergarten (only) testing Track A ........................................................................ Friday – Friday, May 17 – May 24, 2019
Kindergarten (only) testing Tracks B, C and D ..................................................... Friday – Friday, June 14 – June 21, 2019
Close of Classwork for Students (Summer Break)
Track A ......................................................................................................................... Wednesday, June 5, 2019
Tracks B, C and D ........................................................................................................ Tuesday, July 2, 2019
Check-out Day for Teachers
Track A ......................................................................................................................... Thursday, June 6, 2019
Tracks B, C and D ........................................................................................................ Wednesday, July 3, 2019
HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED
Labor Day Recess ........................................................................................................... Monday, September 3, 2018
Fall Recess ..................................................................................................................... Thursday, Friday, October 18-19, 2018
Thanksgiving Recess ................................................................................................. Thursday, Friday, November 22-23, 2018
Winter Recess Begins .................................................................................................. Monday, December 24, 2018 – Tuesday, January 1, 2019
School resumes B/C/D Tracks Wednesday, January 2, 2019
Dr. Martin Luther King Jr. Recess ..................................................................................... Monday, January 21, 2019
Washington/Lincoln Day Recess ......................................................................................... Monday, February 18, 2019
Spring Recess ............................................................................................................. Wednesday April 17, 2019 – Friday, April 19, 2019
School resumes A/B/C Tracks Monday, April 22, 2019
Memorial Day Recess ..................................................................................................... Monday, May 27, 2019
PARENT-TEACHER CONFERENCE SCHEDULE

<table>
<thead>
<tr>
<th>Track</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>October 22-26, 2018</td>
<td>February 4-8, 2019</td>
</tr>
<tr>
<td>B</td>
<td>October 22-26, 2018</td>
<td>February 4-8, 2019</td>
</tr>
<tr>
<td>C</td>
<td>October 22-26, 2018</td>
<td>March 11-15, 2019</td>
</tr>
<tr>
<td>D</td>
<td>November 12-16 2018</td>
<td>March 11-15, 2019</td>
</tr>
</tbody>
</table>

GRADE POSTING DEADLINES

<table>
<thead>
<tr>
<th>Track</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>November 2, 2018</td>
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<tr>
<td>B</td>
<td>November 2, 2018</td>
<td>February 15, 2019</td>
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<tr>
<td>C</td>
<td>November 2, 2018</td>
<td>March 22, 2019</td>
</tr>
<tr>
<td>D</td>
<td>November 30, 2018</td>
<td>March 22, 2019</td>
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</tbody>
</table>

TRACK CHANGE DAYS FOR TEACHERS
Students Do Not Attend

<table>
<thead>
<tr>
<th>Track</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>October 12, 2018</td>
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<td></td>
<td>January 11, 2019</td>
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<td>April 5, 2019</td>
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<tr>
<td>B</td>
<td>September 21, 2018</td>
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<tr>
<td></td>
<td>December 21, 2018</td>
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<tr>
<td></td>
<td>March 15, 2019</td>
</tr>
<tr>
<td></td>
<td>June 6, 2019</td>
</tr>
<tr>
<td>C</td>
<td>August 31, 2018</td>
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<tr>
<td></td>
<td>November 30, 2018</td>
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<tr>
<td></td>
<td>February 22, 2019</td>
</tr>
<tr>
<td></td>
<td>May 17, 2019</td>
</tr>
<tr>
<td>D</td>
<td>November 2, 2018</td>
</tr>
<tr>
<td></td>
<td>February 1, 2019</td>
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<tr>
<td></td>
<td>May 3, 2019</td>
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Teacher Contract Days (For the Modified 45/15 Four Track Schedule)
- 169 days of Instruction
- Two (2) days Parent-Teacher Conferences
- Four (4) days Preparation
- One (1) Professional Development Day
- One (1) day Teacher Check-out

Emergency closures in year-round schools will be made-up first on Washington and Lincoln Day, then on Spring Recess.
Elementary Schools

PARENT INFORMATION

MISSION STATEMENT
The mission of Jordan School District elementary schools is to help children become responsible, contributing members of society through the cooperative efforts of parents, teachers, and students as they work together to foster skills in academics, citizenship and self-worth.

R277-419 Ten-day Membership Rule requires the school to withdraw a student after ten (10) consecutive school days of unexcused absences.

CLASS ASSIGNMENTS
All assignments are important. When assignments are missed as a result of an illness or an excused absence, the teacher will provide an opportunity for a student to make up the work. Generally, the amount of time available to complete make-up work is the same as the number of days the student has been absent.

CODE of CONDUCT
Respect is the key word in Jordan District Schools - respect for self, others, and property. All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, on the way to-and-from school and at all school activities. Disruptions and abusive behaviors that interfere with the learning and safety of other students will not be tolerated. In instances where behaviors violate the school code of conduct, parental help and support will be requested.

Each school has developed a code of conduct. This code outlines the rules that govern student behavior. Frequent or serious violations of this code will be investigated and, if necessary, a parent conference held. Violations may result in suspension from school.

FOOD AND TREATS AT SCHOOL
Please check with the teachers or office concerning classroom treats before bringing or sending any treats to school. The Salt Lake County Health Department has advised us that foods prepared at home for classroom treats are illegal and unwise. If you want to send a class treat, the following foods are acceptable.

1. Commercially prepared, non-hazardous foods such as cookies, cupcakes or candy in sealed packages.
2. Popcorn, fruits and vegetables.

HOME AND HOSPITAL INSTRUCTION
Students who are absent, or expect to be absent, for ten (10) consecutive school days or more because of an illness or injury are eligible for home and hospital instruction from the local school. A request for home and hospital instruction must be made to the principal by the parent with verification from a physician. Instruction (maximum two (2) hours per week) will take place after school hours in the student's home or at the hospital. An adult must be present during the time of instruction.

HOMEWORK
Homework is a valuable part of learning. All students can expect to have some homework to complete in order to fulfill class requirements. The amount will vary according to the age of the student, the subject, the type of task, the amount of study time allowed at school, and the way the child uses the study time provided.

MEDICINE AT SCHOOL
Utah Law (53G-9-502) requires that schools can only administer prescription and non-prescription medications under the following guidelines:
School personnel may administer prescription medication or nonprescription (over-the-counter) medication to a student during the regular school day only when the medication has been prescribed by the student's licensed health care provider and is allowable for administration by school personnel under Utah State Law. The school principal should receive the following before medication can be administered at the school:

1. A current Medical Authorization Form signed by the student's parent or legal guardian, and,
2. A current Medication Authorization Form completed by the health care provider that includes the following:
   a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
   b. A statement that describes the route, dosage, time schedule for administration, name of medication, name of student, diagnosis, side effects, and duration of the treatment.
3. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult.
4. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the health care provider, the name of the medication, the dosage, the time the medication is administered, and the route. All the medication on the label must be identical to the information specified on the Medication Authorization Form signed by the health care provider.
5. Nonprescription (over-the-counter) medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified on the Medication Authorization Form signed by the health care provider.

NON-DISCRIMINATION
It is the policy of Jordan School District not to discriminate on the basis of race, color, national origin, sex, religion, or handicap in any educational program or activity.

PERSONAL PROPERTY
Jordan School District is not responsible for any personal property which is lost, stolen, or vandalized. There is no provision which allows payment for any personal item which is taken from Jordan District Schools.

REPORTING PUPIL PROGRESS
A report of pupil progress will be made three (3) times each year. Progress reporting in the elementary school is based upon each student's capability in relationship to performance. The intent is that the progress report reflects the individual growth of the child rather than making a comparison with the achievements of other members of the class.

TRAVEL AND VACATIONS
A student may be allowed up to a maximum of ten (10) days (with no minimum requirement) for travel/vacation, if prior arrangements have been made with the school for the student to make up his/her homework. However, activities, discussions, simulations, and presentations take place every day and cannot be duplicated, even by after-school instruction or make-up work. Therefore, grades may be adversely affected by taking a leave, even though written assignments are turned in as required. This absence, although continued on school records, will be considered “excused.” It is the student’s responsibility to complete the make-up work as assigned per each individual teacher’s disclosure statement or the school’s code of conduct. Students will not qualify for receipt of any awards associated with attendance (e.g., 100% attendance award, etc.).

UNAUTHORIZED DEPARTURE FROM SCHOOL
If students leave the school area without authorization, parents will be notified. When students return to school, they must report to the principal.
June 1, 2018

Dear Parent or Guardian:

Jordan School District’s 2018-19 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.

Sincerely,

Patrice A. Johnson, Ed.D.
Superintendent of Schools

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**FEE WAIVER**

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, 2018 to June 30, 2019; 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.
SCHOOL FEES NOTICE
FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES

(IF YOU NEED HELP IN UNDERSTANDING THIS LETTER, CALL _____________)

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (unless your child is in grade six and attends a school that includes one or more 7-12 grades), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. All information which you provide in your application will be kept confidential.

State law and State Board of Education rules do not permit schools to charge fees for anything that takes place during the regular school day unless your child is in grade six and attends a school that includes one or more 7-12 grades. Fees may only be charged for programs offered before or after school, or during school vacations. If your child is eligible based on income verification or receives SSI payments (QUALIFIED CHILD WITH DISABILITIES), or if you are receiving TANF (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. If your local school board/charter school allows your school to charge fees, a Fee Waiver Application (Grades K-6) is enclosed. Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must “apply for fee waivers.” Local/charter boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district/school administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

NOTE: If your district/school does not require parents in the entire district area or parents and students in specific schools or sections of the district to “apply for fee waivers,” district administrators NEED NOT require verification of eligibility under this section.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

<table>
<thead>
<tr>
<th>School telephone no.:</th>
<th>801-567-8166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for:</td>
<td>District Fee Waiver Representative</td>
</tr>
<tr>
<td>District telephone no.:</td>
<td>801-538-7830</td>
</tr>
</tbody>
</table>

Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

USOE 4/15/13
FEE WAIVER DECISION AND APPEAL FORM

To the parent or legal guardian of __________________________________________________

_____ Your application for fee waivers has been approved.

Your application for fee waivers has been denied because:

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

_____ We don't have enough information to decide if your child qualifies for fee waivers.

Please provide us with the information requested below or call (name) _____________________
at (number) ___________________ as soon as possible so that we can complete work on your
application.

_____ Explanations or other reasons for denial: _______________________________________
______________________________________________________________________________
______________________________________________________________________________

By: ________________________________________________ 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 school principal, 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
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.

====================================================================

NOTICE OF APPEAL

I, (give your name) ________________________________________________ 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
till 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 the person submitting the appeal)

USOE 4/17/06
FEE WAIVER APPLICATION (GRADES K-6)

Please read the School Fees Notice before completing this Application!

No elementary school child may be charged for anything that takes place or is used during the regular school day. That includes textbooks, classroom equipment and supplies, musical instruments, field trips, assemblies, and snacks which are not part of the school lunch program. Fees can only be charged for programs which take place before or after school or during school vacations (or for things used in those programs). But all of those fees must be waived for eligible children. Fees may be charged to students in sixth grade only if the student attends a school that includes one or more 7-12 grades.

All information on this application will be kept confidential

SECTION A. STUDENT INFORMATION AND BASIS FOR FEE WAIVER.

Name of student: ___________________________________________ Student #: ________________________________
Address: _________________________________________________________________________________________ 
School:______________________________________________________________ Grade level: ________________
Name of parent or guardian: __________________________________________ Phone number: ____________________

Please check if applicable: (attach supporting documents for each category that applies)

- Student is eligible based on income verification. (See Section D, Page 2 of 2)
- Student receives (SSI)* Supplemental Security Income (QUALIFIED CHILD WITH DISABILITIES)
- Family receives TANF (currently qualified for financial assistance or food stamps)
- Student is in Foster Care (under Utah or local governmental supervision)
- Student is in State Custody

*Please note: Students who receive Survivor Benefits Do Not Qualify for the SSI category listed above.

Parent(s)/guardian(s) shall provide income eligibility documentation in the form of income tax returns or current pay stubs demonstrating compliance with requirements consistent with state law and school district/charter school policies and/or guidelines for all of the above qualifiers.

If none of the above apply but you wish to apply for fee waivers or other help with school fees because of serious financial problems, please state the reason(s) for the request:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

(If you need more space, please continue on the back of this page)

Please check the school fee schedule and list all fees that you wish to have waived. If your student is eligible for fee waivers, all of those fees will be waived. Costs for lost or damaged school property or for school pictures, yearbooks, and similar things are not fees and will not be waived. If you wish to have all applicable fees waived, please write "all" in the "Fee Description" column.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
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</table>

Please give this Application to the Principal/School Director or School Fee Coordinator 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. The school shall require you to prove eligibility. State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent "applies for fee waivers." Local/charter boards will have policies and/or guidelines for determining required documentation for eligibility for fee waivers. If your student is eligible for a waiver, the school cannot require you to agree to an installment payment plan or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO GIVE SCHOOL OFFICIALS PERMISSION TO USE THIS FORM AS A RELEASE TO OBTAIN INFORMATION NECESSARY FOR VERIFICATION OF ELIGIBILITY.

DATE: ______________________ 

PARENT'S OR GUARDIAN'S SIGNATURE

USBE 5/18/18
Section B: INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS (Required for students who do not qualify based on a special category.)
LIST ALL INCOME BEFORE DEDUCTIONS IN THE APPROPRIATE COLUMN(S) ON SAME LINE AS RECEIVER.
Convert to monthly income: (weekly) multiply by 4.33; (every two weeks) multiply by 26 divide by 12; (twice a month) multiply by 2; and (annually) divide by 12

The last income tax return or the last three pay stubs, or both, if available, of each household member are required to be attached to this form.

---

<table>
<thead>
<tr>
<th>NAME</th>
<th>First</th>
<th>M.I. (also known as)</th>
<th>Earnings from work (before deductions)</th>
<th>Pension/Retirement Social Security Monthly</th>
<th>Welfare, alimony child support Monthly</th>
<th>Other income 2nd job, etc. Monthly</th>
<th>Total by Adult Monthly Income</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

Total number of ALL PEOPLE living in household __________________

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Section C. EXAMPLES OF INCOME

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Pension/Retirement Social Security</th>
<th>Welfare, Alimony Child Support</th>
<th>Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm</td>
<td>Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)</td>
<td>TANF payments, welfare payments, alimony, and child support payments</td>
<td>Disability benefits; cash withdrawn from savings; interest &amp; 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</td>
</tr>
</tbody>
</table>

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Section D. INCOME ELIGIBILITY GUIDELINES July 1, 2018 to June 30, 2019

<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>15,782</td>
<td>1,316</td>
<td>658</td>
<td>607</td>
<td>304</td>
</tr>
<tr>
<td>2</td>
<td>21,398</td>
<td>1,784</td>
<td>892</td>
<td>823</td>
<td>412</td>
</tr>
<tr>
<td>3</td>
<td>27,014</td>
<td>2,252</td>
<td>1,126</td>
<td>1,039</td>
<td>520</td>
</tr>
<tr>
<td>4</td>
<td>32,630</td>
<td>2,720</td>
<td>1,360</td>
<td>1,255</td>
<td>628</td>
</tr>
<tr>
<td>5</td>
<td>38,246</td>
<td>3,188</td>
<td>1,594</td>
<td>1,471</td>
<td>736</td>
</tr>
<tr>
<td>6</td>
<td>43,862</td>
<td>3,566</td>
<td>1,828</td>
<td>1,687</td>
<td>844</td>
</tr>
<tr>
<td>7</td>
<td>49,478</td>
<td>4,124</td>
<td>2,062</td>
<td>1,903</td>
<td>952</td>
</tr>
<tr>
<td>8</td>
<td>55,094</td>
<td>4,592</td>
<td>2,296</td>
<td>2,119</td>
<td>1,060</td>
</tr>
</tbody>
</table>

For each additional family member, add: 5,616 468 234 216 108

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In lieu of income verification, attach supporting documents to this form for each special category that applies. For TANF (financial assistance or food stamps) attach a letter of decision covering the current period from Workforce Services.

For SSI (QUALIFIED CHILD WITH DISABILITIES), attach the benefit verification letter from Social Security. For State custody or foster care provide the "youth in custody required intake form" and/or "school enrollment letter" provided by the case worker from DCFS or Juvenile Justice Department. This form and all supporting documents will be destroyed after the approval process is complete.
Dear Parent/Guardian:

Children need healthy meals to learn. Jordan School District offers healthy meals every school day. Breakfast costs $0.80 for elementary and $1.00 for secondary, lunch costs $1.75 for elementary and $2.00 for secondary. Your children may qualify for free meals or for reduced price meals. Reduced price is $0.30 for breakfast and $0.40 for lunch. Adult or guest lunches are $3.30.

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 Free and Reduced 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 Families (TANF), and some Medicaid recipients may receive free meals regardless of your income. With the exception of Medicaid, free meal benefits will apply to all children in your household. If a child was left off, please call the number below to have a student added as ‘free’ eligible. 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 eligible 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, runaway, or migrant may qualify for free meals. If you haven’t been told your children will get free meals, please call or 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.

6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE 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 and the school will not send a reminder or a notice of expired eligibility.

8. GET WIC, CAN MY CHILD(REN) GET FREE MEALS? Children in household participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. WILL THE INFORMATION I GIVE BE CHECKED? 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 limit.

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(red) 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 or website. 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 al teléfono(801)567-8765
Si vous voulez d’aide, contactez nous au number (801) 567-8765

Sincerely,
Jana Cruz Nutrition Services Director

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Learning Placement for Students (ALPS) Testing Fees</td>
<td>$35.00</td>
</tr>
<tr>
<td>Elementary Band and Orchestra (Per semester for instruction offered before and after school)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Musical Instrument Rental (Per instrument per year)</td>
<td>$80.00</td>
</tr>
</tbody>
</table>
Dear Parent or Guardian,

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. Thank you for your help in keeping students safe.

Sincerely,
Jordan School District Administration

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**Jordan School District**

**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.

Revised May 2015
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://policymanual.jordandistrict.org/](http://policymanual.jordandistrict.org/) for a complete copy of AS67 Discipline of Students).
NOTICE TO PARENTS:

Summary of Policy AS67 - Discipline of Students
4-26-18

(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/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 (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
4-26-18

(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

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.
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-tops, 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.
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.
Protection of Pupil Rights Notification and Consent/Opt-Out

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 or Utah Virtual Academy, K-12 online, may not dual enroll in the boundary school. The exception is for students in grades 9-12, who may register for 6 credits online through the Statewide Online Education Program through their counselor. Statewide Online Education Program Utah Code 53F-4-503. A student enrolled in Program 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. Eligible Student/Parent Rights and Responsibilities.

By June 30: A parent may withdraw the student from the charter school for enrollment in the student’s school of residence in the following school year if an application of admission is submitted to the school district of residency by June 30.

After June 30: A parent may submit an application of admission to the school district for the following school year; however, after June 30, the district can assign the student to a school in the district that has adequate capacity.

For further enrollment information, please reference the Planning and Student Services Manual at http://planning.jordandistrict.org/.

Attendance/Punctuality

An integral component supporting a student’s consistent academic and life skills success is regular daily school attendance. Utah State law requires parents to have their student(s) attend school on a regular basis. Utah law also requires schools to monitor a student’s attendance and communicate with the parent when a non-attendance pattern develops. The Jordan School District requests that parents communicate with the school regarding their student’s attendance issues. Parents are also encouraged to notify the school when a student will be absent from school. Students should not be allowed to stay home from school unless that student is ill. 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.
Compulsory Education Information Letter
(Registration Packet - Required)

Dear Parent/Guardian:

(Insert school name) and the Jordan School District are committed to providing a quality educational experience for your child. One of the consequences of absence from the classroom is reduced academic performance. 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. Thus, there is concern when a student misses school for any reason.

According to the Utah Compulsory Education Law (§53G-6-2) every school age child from 6 to 18 years of age must be enrolled and attending an educational program. The law indicates parents are responsible for their student’s school enrollment and regular attendance. It is a Class B misdemeanor if a parent/guardian fails to have their school-age child enrolled and attending school, fails to meet with the school to discuss attendance issues and fails to cooperate with the school or district in securing regular attendance by the school-age child. Students at least 12 years old are subject to juvenile court jurisdiction if they are not enrolled in and attending school on a regular basis. The Jordan School District will comply with its obligation under the Compulsory Education law to monitor student attendance and communicate with parents if a student’s attendance pattern is not in compliance with Utah State law.

Occasionally, a student must be absent from school for reasons which the law recognizes as valid. Please notify the school every time your student is absent. Explain the reason for your student’s absence. Whenever possible, appointments with health care providers should be scheduled before or after school hours. During school hours, the student will be excused only for travel time and the appointment unless otherwise indicated by the medical provider. The school may require written documentation for excessive absences. A chronic tardy pattern may also hinder your student’s academic and attendance success.

The Jordan School District is directed by Utah State Code to refer the parent/guardian or student to court for a Compulsory Education and/or Habitual Truancy violation if attendance does not improve. Your cooperation will be a positive influence in your student’s school success. We look forward to a collaborative effort in support of your child’s educational needs.

Thank you for your cooperation.

This letter constitutes Administrative Notification # 1
(REGISTRATION PACKET)
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 July 2016
JORDAN SCHOOL DISTRICT NURSING SERVICES
SCHOOL MEDICATION AUTHORIZATION FORM

School Year: __________________

Student’s Name: ___________________________ Birth Date: __________________

School: ___________________________ Grade: ________ Teacher: __________________

TO BE COMPLETED BY HEALTHCARE PROVIDER:

This order can only be signed by Physician (MD, DO), Dentist, Nurse Practitioner (NP, FNP, PNP, APRN/PP), or Certified Physician’s Assistant. Utah Law (53a-11-501) requires that medication administered during school hours must be medically necessary.

*** ONLY ONE MEDICATION PER FORM ***

Diagnosis: ___________________________

Medication: ___________________________ Duration To Be Given: ___________________________

Dosage: ___________________________ Time: __________________ Route: __________________

Reportable Adverse Reactions/Side Effects: ___________________________

Special Instructions: ___________________________

** MEDICATION SELF-ADMINISTRATION AUTHORIZATION **

According to Utah State Law Students are only allowed to carry and self-administer epinephrine auto injectors, asthma inhalers and insulin. The above named student is under my care and has been trained in self-administration of the following medication, and is capable of carrying and self-administering the indicated medication:

[ ] Auto-Injectable Epinephrine [ ] Inhaler [ ] Insulin

Name of Healthcare Provider: ___________________________ Phone: ___________________________

Healthcare Provider Signature: ___________________________ Date: ___________________________

PARENTAL RESPONSIBILITIES:

- Parent must furnish the school with a completed School Medication Authorization Form prior to any medications being administered by school personnel.
- The medication must be delivered to the school by the parent in the original container, labeled with the child’s name, medication, time, dosage, and healthcare provider’s name.
- All medication must be delivered to the school by an adult and picked up by an adult within two (2) weeks of last dose given.
- If there is a change in the medication or medication dosage, a new School Medication Authorization Form must be completed before school personnel can administer the new medication or new medication dose.

I UNDERSTAND THAT BY SIGNING THIS FORM:

- I am giving permission to the school personnel to contact the healthcare provider regarding this medication.
- I am giving permission for this medication to be administered by someone other than a licensed nurse who has been appointed by the school administrator.
- (Except in the case of glucagon or auto-injectable epinephrine), school personnel CANNOT administer:
  - the 1st dose of a new medication, OR
  - the 1st dose of a dosage change of any medication.

Parent Signature: ___________________________ Date: ___________ Emergency Phone Number: ___________

District Nurses Signature: ___________________________
Jordan School District
Diet Prescription for Meals at School

Students Name_________________________ Age______ Grade_____ School_____________________

Date of Birth________________________ Name of Parent or Guardian________________________

Email________________________ Parent or Guardian Phone # ____________________________

Disability________________________________________

If a disability is indicated, provide a brief description of the major life activity affected by the disability:

________________________________________

Or Non-disabling medical Condition________________________________________

Diet prescription, (check all that apply):

☐ Increased Calorie ________#Kcal
☐ Decreased Calorie_______#Kcal
☐ Diabetic
☐ PKU
☐ Food Allergy______________
☐ Other____________________

Foods to omit:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

I certify that the above-named student needs special school meals prepared as described above because of the student’s disability or chronic medical condition. (If a disability is indicated a licensed medical physician must sign this form.)

______________________________________________________________________________

Physician or Recognized Medical Authority (circle one)

Doctor Office Phone Number________________________ Date of visit____________________

Lunch Manager’s Initials________________________

Date Received__________ Nutrition Services Director Approval________________________

File original at school and copy at the district office/ USDA is an equal opportunity provider and employer.

This information may be shared with the school nurse or other administrative staff to accommodate the student in all school activities.
Please describe the student’s condition and the service and/or treatment you are requesting to be administered by school personnel. Requested services must be medically necessary during school hours.

I authorize the release of the above-named student's health information (as designated below)

From (Physician): _____________________________________  To: Jordan School District Nursing Services ______________

Phone: ______________________________________________  Attention (District Nurse): _____________________________

Specific information to be released:

_____ Two-way Communication _____ Progress Notes _____ Discharge Summary ______ Other__________________

I authorize the release of the above-named student’s health information (as designated below)

From (Physician): _____________________________  To: _____________________________

Phone: _____________________________  Attention (District Nurse): _____________________________

- I hereby indicate that I am the parent or legal guardian of the above named student and that I am requesting that Jordan District personnel administer the health care services described above.
- I understand that someone other than a licensed nurse, in accordance with the Utah Nurse Practice Act, may administer health care services.
- I further understand that health care services will not be provided by Jordan School District personnel prior to the submission of a primary health care provider’s statement, if requested, and the development of a Health Care Plan by a Jordan School District nurse. I may be required to supply additional information or forms.
- I understand that the health care provider is not responsible for any further disclosures of the released information by the school/district. I also understand that the released medical records may become part of the student’s educational records and may be forwarded to another school in which the student seeks or intends to enroll. The school and district will protect this information in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Signing this release is voluntary. Refusing to sign it will not affect the school or district’s commitment to provide a quality education for the student. However, the requested records may be required in order for the school to implement an appropriate plan of education, learning accommodations/modifications, and or health care.
- I understand that if I authorize release of the above information to any individual or entity that is not legally required to keep it confidential, the information may no longer be protected by the Health Insurance Portability and Accountability Act of 1996, or any other state of federal law.
- I understand that I have a right to receive a copy of this form after signing and I may inspect the information that is disclosed. By my signature below, I authorize the release and use of the information in accordance with the rights, restrictions and understandings above.
- This authorization shall remain in effect for twelve (12) months from the date of signing. I understand that I have the right to revoke this authorization to the school and student’s physician on behalf of my minor child by providing written notice to the health care provider consistent with the health care provider’s policies. Revocation does not affect release of medical records made prior to the revocation.
- By my signature below, I authorize the release and use of the information in accordance with the rights, restrictions and understandings above.

Parent or Legal Guardian’s signature _____________________________  Date _____________________________

Witness _____________________________ (If required)  Date _____________________________

Witness _____________________________ (If required)  Date _____________________________

Copy to Parent ____________(Initial)