

**GRANITE SCHOOL DISTRICT  
BOARD OF EDUCATION**

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## Information for Secondary & Elementary Students

### *Welcome to the 2016-2017 School Year*

It is important for parents and students to know about the fees, policies, and requirements that are expected of each student in Granite School District. This document has been prepared so that you will be better informed as you register for the coming school year. You and your students are encouraged to read the information in this document and refer to it as questions arise.

Additional information about the school and district policies listed in this brochure, course descriptions and graduation requirements are available in the Junior and Senior High School Manual(s). These manuals can be accessed at Granite District's web site: [www.graniteschools.org/teachinglearning/parent-information/](http://www.graniteschools.org/teachinglearning/parent-information/) under "student manuals"

Also, included is important information regarding school fees. Please read carefully to see what fees you can expect and also whether you might qualify for fee waivers. It is our intention that no student will be left out of a quality educational experience because the family cannot afford to pay the fees. Course, class, and extracurricular fees were approved by the Granite Board of Education on January 5, 2016.

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### Need help?

If you need help or clarification, please contact the principal of the school your student(s) will attend this coming school year. You can also contact these Granite School District offices for information:

<b>Educational Equity .....</b>	<b>385-646-4205</b>
<b>School Accountability Services .....</b>	<b>385-646-4510,</b>
	<b>385-646-4535,</b>
	<b>385-646-4537</b>
<b>Prevention &amp; Student Placement.....</b>	<b>385-646-4660</b>

Additional information about the school and district policies listed in this brochure, course descriptions and graduation requirements is available in the Junior and Senior High School Manual(s).

These manuals can be accessed at  
Granite District's web site:  
[www.graniteschools.org/teachinglearning/  
parent-information](http://www.graniteschools.org/teachinglearning/parent-information)

*Una versión de este documento en Español  
se puede pedir en su escuela.*

GRANITE SCHOOL DISTRICT  
**2016 - 2017 CALENDAR**

School Begins ..... Wednesday, August 17, 2016  
School Ends ..... Friday, May 26, 2017  
Senior High School Graduation Ceremonies ..... Friday, May 26, 2017

**School Calendar Summary**

Total School Days ..... 179 Days  
Additional Teacher Contract Days (see below)..... 8 Days

Orientation Meetings for Teachers New to the District ..... TBA  
All Teachers at Local Schools (5 Contract days) ..... Wednesday, August 10 through Tuesday, August 16, 2016  
End-of-Term Days for Grading, Planning, & Professional Development (Contract days) ..... 3 Days

**Holidays and Other Days Schools Closed for Student Attendance**

Labor Day ..... Monday, September 5, 2016  
Compensatory Day for SEP & Parent/Teacher Conferences (see schedule below) .... Friday, September 23, 2016  
Fall Recess ..... Thursday & Friday, October 20 & 21, 2016  
End of Term (student recess day) (1 Teacher Contract Day)..... Friday, October 28, 2016  
Thanksgiving Recess ..... Wednesday, Thursday & Friday, November 23, 24 & 25, 2016  
Winter Recess..... Friday, December 23, 2016 through Monday, January 2, 2017  
End of Term (student recess day) (1 Teacher Contract Day)..... Friday, January 13, 2017  
Dr. Martin Luther King, Jr. Day ..... Monday, January 16, 2017  
Compensatory Day for SEP & Parent/Teacher Conferences (see schedule below) ..... Friday, February 17, 2017  
Washington & Lincoln Day ..... Monday, February 20, 2017  
Emergency Closure Make-up Day (student recess day unless needed for make-up day)..... Thursday, March 23, 2017  
If Emergency Closure is NOT needed, End of Term will be ..... Thursday, March 23, 2017  
and Spring Recess will begin ..... Friday, March 24, 2017  
If EC IS needed, End of Term (student recess day) (1 Teacher Contract Day) ..... Friday, March 24, 2017  
Spring Recess ..... Monday, March 27 through Thursday, March 30, 2017  
Legislative Instructional Exemption (student recess day) ..... Friday, March 31, 2017

**Senior High School Parent/Teacher Conference Schedule**

Fall Conference \*\*..... Monday & Tuesday, September 19 & 20, 2016  
Spring Conference..... Tuesday & Wednesday, February 14 & 15, 2017

**Junior High School Parent/Teacher Conference Schedule**

Fall Conference \*\*..... Tuesday & Wednesday, September 20 & 21, 2016  
Spring Conference..... Wednesday & Thursday, February 15 & 16, 2017

**Elementary School SEP Conference Schedule**

Fall Conference \*\*..... Wednesday & Thursday, September 21 & 22, 2016  
Spring Conference..... Monday & Tuesday, February 13 & 14, 2017

**Beginning and Ending of Terms**

1<sup>st</sup> Term: Wednesday, August 17, 2016, through Thursday, October 27, 2016 ..... 49 Days  
2<sup>nd</sup> Term: Monday, October 31, 2016, through Thursday, January 12, 2017 ..... 44 Days  
3<sup>rd</sup> Term: Tuesday, January 17, 2017, through Wednesday, March 22, 2017 ..... 46 Days  
4<sup>th</sup> Term: Monday, April 3, 2017, through Friday, May 26, 2017 ..... 40 Days

\*\* School Community Council Voting

## School Safety Policy

For the safety of students, staff and visitors to our schools, the Granite Board of Education has a strict **SCHOOL SAFETY** policy. It provides guidelines for dealing with disruptive incidents at school and at student activities. The intent of the policy is to give all students the right to attend school and school-sponsored activities without undue concern for their physical safety.

The **SCHOOL SAFETY** policy prohibits:

- Threats or acts of violence
- Possession of a real weapon, explosive, noxious or flammable material
- Actual or threatened use of look-alike weapons
- Any types of gang activity
- Criminal behavior
- Destruction or defacement of school property
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school
- Willful disobedience or persistent defiance of authority

Students who violate this policy may subject themselves to:

- Mandatory parent/guardian conference at school and/or district offices
- Suspension from school
- Law enforcement investigation
- Placement in an alternative program
- Severe consequences may be imposed for any incident involving weapons (possible one year expulsion for firearms)
- Other consequences and action steps appropriate for the specific circumstance including expulsion from school, or other action to resolve the problem.

Granite School District is also committed to providing a safe and orderly environment, in each school, where students, staff, parents and all other people are treated with courtesy and respect. **Any form of sexual harassment by staff, students or others, including any inappropriate verbal, written or physical conduct, is strictly prohibited.** Harassment should be immediately reported to an administrator, counselor or teacher.

Bullying is prohibited and this behavior is subject to discipline. Bullying means aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power, and may be repeated over time.

These policies have been adopted so that students and staff can feel safe and secure at school. If you want further details about these policies, please contact your local school. Your understanding and support is appreciated.

## Bullying & Hazing

Granite School District is committed to providing a quality education to students in a safe, supportive and welcoming environment. Incidents of bullying, cyber-bullying, hazing, and harassment can significantly disrupt a student's right to a respectful school atmosphere. Any bullying-type behavior is unacceptable, and measures are in place to address anti-social behavior when it occurs.

Instruction should occur in a school climate where there is safety, respect and dignity for each student and an opportunity to develop a sense of individual worth.

Administrators, teachers, counselors, social workers, and psychologists in every school are trained to respond to incidents of bullying, cyber-bullying, hazing, harassment or other similar anti-social behaviors.

The best resource for identifying and addressing incidents of unsafe behavior in schools is the eyes and ears of our students. Granite School District provides avenues for all students to anonymously report unsafe behavior through the use of school "Buddy Boxes" and the **District Safety Hotline**.

**If students are aware of any dangerous situation involving bullying, weapons, or unsafe behavior, they are encouraged to contact the District Safety Hotline**

**Phone: (801) 481-7199**

**Text: (801) 664-2929**

**contacts can be held in confidence**

# SCHOOL FEES NOTICE

## for Families of Children in Kindergarten through Sixth Grade

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 or 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:

**Granite School District**

School Accountability Services Office  
385-646-4510, 385-646-4535 or 385-646-4537

**Utah Legal Services, Inc.**

254 West 400 South, 2nd Floor  
Salt Lake City, Utah 84101  
328-8891 (Salt Lake area)  
or 1-800-662-4245 (other areas)

**Utah Issues Information Program, Inc.**

330 West 500 South  
Salt Lake City, Utah 84101  
521-2035 (Salt Lake area)  
or 1-800-331-5627 (other areas)

**Utah State Office of Education**

250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84111-4200  
(801) 538-7830

# Fee Waiver Application (Grades K-6)

**Parents: Please read the School Fees Notice before completing this Application!**  
**All information on this application will be kept confidential.**

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.

## SECTION A. STUDENT INFORMATION AND BASIS FOR FEE WAIVER.

Name of student: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade level: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Please check if applicable:  Student is eligible based on income verification. (See Section D, Page 2 of 2)  
*(attach supporting documentation for each category that applies)*  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**

**\* 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 policies and/or guidelines for all 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 additional 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.

Fee Description	Amount	Fee Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give this Application to the Principal or School Fee Coordinator when you have finished filling it out. **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 must "apply for fee waivers." Local 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

# SCHOOL FEES NOTICE

## for Families of Students in Grades Seven through Twelve

Utah law permits the charging of fees in grades seven through twelve. This means that your student may be charged fees for school materials, supplies, activities and programs. Except for common household articles and common articles of clothing, your student cannot be required by a teacher or other person to pay fees or provide any materials, money, or any other thing of value unless that requirement has been approved by the local Board of Education and included in the school or district fee schedule. In addition, no teacher, coach, or other person acting as a representative of the school may invite or require your student to participate in any summer camp or other activity unless the costs have been approved by the local Board of Education and placed on the fee schedule.

If your student 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 the student was placed in your home by the government as a foster child, the school must waive the fees (meaning that you will not be required to pay the fees). If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, your child might be eligible for a fee waiver even if other eligibility criteria are not met.

You may apply for fee waivers by submitting the Fee Waiver Application (Grades 7-12). A copy of the application is included with this notice. Additional copies may be obtained from the school office. As soon as you have sent in the completed forms, the fee requirement will be suspended until a final decision has been reached about your student's eligibility for fee waivers. If the application is denied, the school will send you a Decision and Appeal Form. The Form will tell you why the application was denied, and explain how to appeal the decision. The form for starting an appeal is on the same page as the form for the decision. Remember to always keep a copy for yourself. If you appeal a denial of fee waivers, you will not need to pay the fees until the appeal is decided.

If your student is eligible for fee waivers, all fees must be waived, including--but not limited to--the following: Fees for registration, textbooks, textbook and equipment deposits, school supplies, activity cards, extracurricular activities, and school lockers; lab and shop fees; gym and towel fees; costs for uniforms and accessories; field trips and assembly fees; costs for class or team trips; and costs of musical instruments used in school classes or activities.

There is no such thing as a "non-waivable" or "optional" fee, but alternatives to fee waivers may be arranged in some cases, but not for textbook fees. Alternatives to waivers are not permitted for textbook fees. Alternatives to simply waiving school fees may include such things as a reasonable requirement for community service or an assignment to help on a fundraiser, but may not include installment payments, IOU's, or other delayed payment plans. Community service requirements and fundraisers must be appropriate to the age, physical condition, and maturity of the student, and must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation. In addition, community service requirements and fundraisers must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities. Your school will inform you if it will be requiring community service as an alternative to fee waivers.

All students involved in a program for which funds are being raised must be invited to participate in the fundraiser, not just those who are eligible for fee waivers. All participants in the fundraiser should share in the earned benefits. Participation in the fundraiser may be required for those who have requested fee waivers. If a fee-waiver eligible student has already performed a community service requirement covering all of the fees in question, then additional fundraising shall not be required of that student unless all students are subject to the same requirement. Since people in low-income areas usually have less discretionary income and so may be less able to donate or spend money on fundraisers than those in higher-income areas, quotas should not be used. The question should be whether a student made a good-faith effort, not whether a particular student met a sales quota. If a student makes the requested effort, but sufficient money is not raised in the fundraiser to cover all charges for the school activity and the activity goes forward anyway, then the difference between the fee-waiver eligible student's share of the proceeds and the actual amount of the fee must be waived.

School funds are limited, and your school may need help other than fees. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations. No student may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every student must be allowed to go on the trip even though some may not have made a donation.

Regardless of whether you have paid fees, donations, and contributions or not, or have applied for, received, or been denied waivers, your name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information. 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.

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need 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. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. In addition, only those students who have paid a textbook or equipment deposit are eligible to receive a deposit refund at the end of the year.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, credit, report cards, transcripts, or diplomas to enforce the payment of fees. A school may withhold the official student records of a student responsible for lost or damaged school property consistent with Section 53A-11-806, but may not withhold a student's records that would prevent a student from attending school or being properly placed in school.

State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must "apply for fee waivers." Local boards will have policies and/or guidelines for determining required documentation for eligibility for fee waivers. State law requires a school district to provide alternatives in lieu of fee waivers, "to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school," consistent with local board policies and/or guidelines. Fee waiver eligibility documentation is NOT required annually but may be required at any time by the school or a parent may ask for review for good cause. 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 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. If you still need help, contact one of the other agencies listed on page 4.

# Granite School District

## 2016-2017 Junior High School Fee Schedule

*All fees listed are the maximum amounts charged per pupil for each activity, class or athletics participation. Actual costs are determined by the local school and may vary. All monies spent for each group or activity, including student contributions, fund raisers and donations, must be counted as part of the maximum cost per student for each group or activity. These fees, with the exception of camps, do not include additional costs of any overnight travel. For junior/senior high school activities and athletics that require fees, tryouts must be concluded and the participants selected before fees are assessed. Some of the listed fees are subject to Utah state sales tax.*

### 1. Basic Fee \$59.00

Books, Instructional Materials Replacement, Activities (\$10 refundable at end of year) Student activity fees are used to fund programs such as: school newspaper, literary magazine, plays, musicals, concerts, awards, dances and UHSAA sponsored events.

### 2. Course Fees - *The following fees are per semester unless otherwise noted*

Arts	\$40.00	Writing Instruction Platform license (per year)	\$8.00
Career & Technical Education (per class)	\$40.00	Physical Education	\$10.00
Career & Technical Education Intro (7th grade students)	\$15.00 per year	Science Lab Materials	\$15.00
Computer Labs	\$5.00	Speech/Drama*	\$10.00
Dance	\$10.00	Workbooks	\$20.00
Music (individual max/ year: \$30.00)	\$15.00		

### 3. Extracurricular Participation Fees - *The following fees are per sport (individual maximum: \$40.00)*

Including, not limited to the following sports  
Basketball\*, Cross-Country\*, Soccer\*, Track\*, Volleyball\*, Wrestling\* (each)

Wrestling* (each)	\$20.00	Team Hydration Testing	\$5.00
Summer Athletic Clinic	\$40.00	(only applies to wrestling team appointment)	

### 4. Performing Groups, Uniforms and Camp Fees

Camp Fees for Performing Groups	\$250.00	Music Performing Groups*	\$75.00
Cheerleaders*	\$300.00	Musical Costume* (stage performers only)	\$40.00
Dance Club*	\$150.00	Other Performing Groups*	\$50.00
Granite Junior Youth Symphony - Tuition*	\$60.00	Student Body Officers	\$125.00

### 5. Student Travel

Travel cost may not exceed \$250.00\* per student per trip. All requests for overnight travel must be approved by the principal and the Assistant Superintendent.

\*\$100.00 out of pocket, \$150.00 donations, fundraisers, & contributions.

### 6. Admissions

Dances	\$5.00	Plays	\$5.00
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### 7. Club Dues

School Clubs	\$10.00		
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### 8. Other

Class Changes (non-essential)	\$5.00	Musical Instrument Rental (for first instrument)	\$75.00
Class Field Trips (per trip)	\$5.00	Additional Instruments (per each instrument after first)	\$10.00
Remediation (per each 7th and 8th grade class)	\$10.00	Shop Cards (opt. projects which become student property)	cost of item
Credit Recovery for 9th grade		Special Field Trips	
(Charge per .25 units of credit)	\$45.00	Lagoon Trip	\$29.00
		Restaurants & Theatres	\$25.00
		Summer Online Original Credit (charge per .25 units of credit)	\$25.00

### 9. Optional Purchases - *The following are not fees and are not subject to fee waiver*

Memory Book (includes sales tax)	\$20.00		
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**Course, class and extracurricular fees were approved by the Granite Board of Education on January 5, 2016.  
(revised 5/17/16)**

\* Pursuant to Utah Code 53A-11-102.6 and Utah Administrative Code R277-494-3, students who attend a charter school, private school, or home school and participate in extracurricular activities must pay a \$59.00 fee in addition to all related participation fees. Students are not subject to the Basic Fee.

### Checks Welcome

**A fee will be added to all returned checks equal to the maximum allowed by law. The returned check and the associated service charge may be presented to your bank either electronically or in the form of a paper draft.**

# Granite School District

## 2016-2017 Senior High School Fee Schedule

*All fees listed are the maximum amounts charged per pupil for each activity, class or athletics participation. Actual costs are determined by the local school and may vary. All monies spent for each group or activity, including student contributions, fund raisers and donations, must be counted as part of the maximum cost per student for each group or activity. These fees, with the exception of camps, do not include additional costs of any overnight travel. For junior/senior high school activities and athletics that require fees, tryouts must be concluded and the participants selected before fees are assessed. Some of the listed fees are subject to Utah state sales tax.*

### 1. Basic Fee \$75.00

Books, Instructional Materials Replacement, Activities (\$10 refundable at end of year) Student activity fees are used to fund programs such as: school newspaper, literary magazine, plays, musicals, concerts, awards, dances, UHSAA sponsored events and graduation.

### 2. Course Fees - *The following fees are per semester unless otherwise noted*

Arts	\$40.00	Fitness for Life	\$10.00
Career & Technical Education (per class)	\$40.00	Lab Materials	\$15.00
Computer Labs	\$5.00	Music (individual max/year: \$30.00)	\$15.00
Dance	\$10.00	Writing Instruction Platform license (per year)	\$8.00
Drama*	\$10.00	Physical Education (individual max/year: \$20.00)	\$10.00
Driver's Education	\$140.00	Workbooks	\$20.00

### 3. Extracurricular Participation Fees - *The following fees are per sport (participation maximum: \$100.00)*

Basketball*, Football*, Golf* (each)	\$70.00	Baseball*, Debate/Forensics*, Soccer*, Softball*, Swimming*, Track*, Volleyball*, Wrestling* (each)	\$60.00
Cheerleading*, Cross Country*, Drill Team*, Pep Club*, Tennis* (each)	\$55.00		

#### **Additional Extracurricular Fees**

Football Helmet Safety/Reconditioning	\$35.00	Team Hydration Testing	\$5.00
Personal articles of clothing (per sport)	\$160.00	(only applies to wrestling team appointment)	
Summer Athletic Clinic	\$50.00	Transportation per activity (individual max/year: \$20.00)	\$10.00

### 4. Performing Groups, Uniforms and Camp Fees

Camp Fees for Performing Groups	\$250.00	Marching Bands*	\$50.00
Cheerleaders*	\$300.00	Musical Costume* (stage performers only)	\$40.00
Dance Club*	\$150.00	Orchestra, Band, Madrigals, Show & Concert Choir* (Boys)	\$175.00
Debate* (per year)	\$90.00	Orchestra, Band, Madrigals, Show & Concert Choir* (Girls)	\$125.00
Drill Team*	\$600.00	Pep Band*	\$50.00
Granite Youth Symphony - Tuition*	\$60.00	Pep Club/Flag Team*	\$200.00
Granite Youth Symphony - Uniform	not to exceed \$175.00	Song Leaders*	\$300.00
Granite Youth Symphony - Travel	as per Board approval	Student Body Officers	\$125.00
Jazz Band*	\$75.00		

### 5. Student Travel

All requests for overnight travel must be approved by the principal and the Assistant Superintendent. \$400.00 is the maximum out of pocket expense that can be charged to students. Additional travel costs (beyond the \$400.00 out-of-pocket fee) may come from donations, sanctioned fundraisers, the school or district, or from other appropriate sources. The total costs per student for a single trip, however, shall not exceed \$999.00, including the cost of food and accommodations (based on a reasonable per diem at least \$25.00 per day), unless all costs beyond this limit are covered by appropriate, independent third party contributions.

### 6. Admissions

Banquets	\$15.00	Plays, Musicals, Concerts	\$10.00
Dances & Proms (per couple)	\$20.00	Stomps	\$5.00
	with an activity card or \$25.00 without an activity card		with an activity card or \$7.00 without an activity card

UHSAA Admissions

Activities sponsored by Utah High School Activities Association (UHSAA) may not exceed limits established by the Association.

### 7. Club Dues

School Clubs	\$10.00	Vocational Clubs	\$15.00
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### 8. Other

Cap and Gown (includes sales tax)	\$22.50	Musical Instrument Rental (for first instrument)	\$75.00
Class Changes (non-essential)	\$5.00	Additional Instruments (per each instrument after first)	\$15.00
Credit Recovery (charge per .25 units of credit)	\$45.00	Remediation / Make-up / Test Review Class (not for credit)	\$30.00
Equipment Rental (per year/per class)	\$35.00	Shop Cards (optional projects are not subject to fee waiver)	cost of item
		Summer Online Original Credit (charge per .25 units of credit)	\$25.00

### 9. Optional Purchases - *The following are not fees and are not subject to fee waiver*

Graduation Memorabilia (i.e. announcements, jewelry, cards, medallions)	cost of item	Year Book (includes sales tax)	\$40.00
High School Course Proficiency Test (HSCPT)	\$85.00	(paid <b>before</b> the end of first semester)	
Parking Permit for School Campus	\$10.00	Year Book (includes sales tax)	\$45.00
Transcripts (First is free, all others subject to this charge)	\$1.00	(paid <b>after</b> the end of first semester)	

\* Pursuant to Utah Code 53A-11-102.6 and Utah Administrative Code R277-494-3, students who attend a charter school, private school, or home school and participate in extracurricular activities must pay a \$75.00 fee in addition to all related participation fees. Students are not subject to the Basic Fee.

**Course, class, and extracurricular fees were approved by the Granite Board of Education on January 5, 2016. (revised 5/17/16)**



# Fee Waiver Application (Grades 7-12)

*Parents: Please read the official School Fees Notice on page 7 before completing the application!  
All information on this application will be kept confidential.*

Name of student: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade level: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Please check if applicable: *(attach supporting documentation for each category that applies)*
- Student is eligible based on income verification. *(see section D on the following page)*
  - 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**

*\* 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 policies and/or guidelines for all 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 additional space, please attach a separate sheet)*

\_\_\_\_\_

\_\_\_\_\_

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. *[Please note that costs for yearbooks, class rings, letter jackets, school pictures, and similar items are **not fees** and will not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver.]*

**If you wish to have all applicable fees waived, please write "ALL" in the "Fee Description" column.**

Fee Description	Amount	Fee Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- If you wish to work or perform community service in lieu of a fee waiver, please check this box. *(Contact your school if you request community service as an alternative to fee waivers.)*

**Window for Application of Fee Waiver**

- a. A parent/guardian must apply for a fee waiver within thirty (30) school days after the first day of school.
- b. A student who enters the school any time during the school year also has thirty (30) school days in which to apply for a fee waiver.
- c. A student whose family has a financial emergency caused by job loss, major illness or other substantial loss of income, has thirty (30) school days from the qualifying event in which to apply for a fee waiver. In this case only those fees assessed after application has been made will be waived. Fees paid previously will not be reimbursed.

**Please send the completed application to the Principal or Assistant Principal at your student's school.** All fee payments will be suspended until the school has determined if your student is eligible for fee waivers. You will then be given a written notice of that 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 must "apply for fee waivers." State law also requires that school districts provide alternatives in lieu of fee waivers, "to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school," consistent with local board policies and/or guidelines which may include tutorial assistance to other students, assistance before or after school to teachers and other school personnel on school related matters, and general community or home service. 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

**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.**

NAME Last	First	M.I. (also known as)	Earnings from work (before deductions) Job 1 Monthly	Pension/Retirement Social Security Monthly	Welfare, alimony child support Monthly	Other income 2nd job, etc. Monthly	Total by Adult Monthly Income
1			\$	\$	\$	\$	\$
2			\$	\$	\$	\$	\$
3			\$	\$	\$	\$	\$
4			\$	\$	\$	\$	\$
5			\$	\$	\$	\$	\$
6			\$	\$	\$	\$	\$
7			\$	\$	\$	\$	\$
8			\$	\$	\$	\$	\$

Total number of ALL PEOPLE living in household

**Section C. EXAMPLES OF INCOME**

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

**Section D. INCOME ELIGIBILITY GUIDELINES July 1, 2016 to June 30, 2017**

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
	1	15,444	1,287	644	594
2	20,826	1,736	868	801	401
3	26,208	2,184	1,092	1,008	504
4	31,590	2,633	1,317	1,215	608
5	36,972	3,081	1,541	1,422	711
6	42,354	3,530	1,765	1,629	815
7	47,749	3,980	1,990	1,837	919
8	53,157	4,430	2,215	2,045	1,023
For each additional family member, add:	5,408	451	226	208	104

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.

# Voluntary Student Information Questionnaire McKinney-Vento Homeless Assistance Act

20 \_\_\_\_ – 20 \_\_\_\_ School Year

This voluntary questionnaire is intended to address the McKinney-Vento Homeless Assistance Act 42 U.S.C. §11431, *et. seq.* The Act requires that all homeless children and youths have equal access to the same free appropriate public education as provided to other children and youths, and to ensure all homeless children and youths an opportunity to meet the same challenging state standards to which all students are held.

The term “homeless children and youths” means **individuals who lack a fixed, regular and adequate nighttime residence. Please answer the questions below to determine if the student is included in this definition, and is therefore eligible for the rights and services provided under the McKinney-Vento Homeless Assistance Act.**

*Submission of any false or misleading information is a violation of state law and may void this application and agreement*

**Yes No**

- Is the student sharing housing with other persons due to loss of housing, economic hardship, or similar reasons?
- Is the student living in a motel or hotel due to the lack of alternative adequate accommodations?
- Is the student living in an emergency or transitional shelter?
- Is the student living in a car, park, trailer park, campground, public space, abandoned building, substandard housing, bus or train station or similar setting?
- Is the student living in a primary nighttime residence that is a public or private place, not designed for or ordinarily used as regular sleeping accommodations for human beings?
- Is the student a migratory child/youth that meets one or more of the conditions described herein?
- Is the student abandoned in the hospital?
- Is the student awaiting foster care placement?
- Is the student seeking enrollment without an accompanying parent (not in foster care) living in one or more of the above described conditions?

If you answered **YES** to **ANY** of the above questions, please complete the remainder of this questionnaire

***Please notify the school if your living status changes.***

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If this questionnaire concerns an unaccompanied child/youth, no additional information is needed.**

Parent/Legal Guardian/Caregiver Name: \_\_\_\_\_  
*(Print)* *(Signature)*

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Relationship to student: \_\_\_\_\_

List all school age siblings of the above named student residing with you.

Name	Student #	School	Grade

**Parents/Legal Guardians/Caregivers: If you have any questions concerning this questionnaire or a homeless situation, please contact the Granite School District Homeless Liaison at 2500 South State Street, Salt Lake City, Utah 84115, telephone number (385) 646-4678, email [cjacobson1@graniteschools.org](mailto:cjacobson1@graniteschools.org).**

**RETURN THIS FORM TO THE HOMELESS LIAISON, RESOURCE DEVELOPMENT**

# Student Privacy Rights

## STUDENT INFORMATION

The Family Educational Records Privacy Act (FERPA), affords parents and students certain rights with respect to student education records. The basic rights afforded by FERPA include the following:

- the right to inspect and review your student's education records;
- the right to request amendments to education records believed to be inaccurate;
- the right to provide written consent before the school discloses personally identifiable information from student education records to a third party, subject to exceptions that do not require consent; and
- the right to file a complaint with the U.S. Department of Education for alleged failures by the school to comply with the requirements of FERPA.

Exceptions to FERPA and situations where schools may disclose student education records without consent include, but are not limited to the following:

- to other school officials, including teachers, with legitimate education interests;
- to officials in other schools where the student seeks or intends to enroll;
- to authorized federal or state authorities for audits, state-supported education programs, or compliance related to federal and state education programs; in connection with financial aid;
- to state and local authorities pursuant to a state statute related to the juvenile justice system or child welfare agency;
- to organizations conducting studies or research for or on behalf of the school or district;
- to accrediting organizations;
- to comply with a court order or a lawfully issued subpoena; and
- to provide information the school has designated as "directory information" (which may include a student's name, address, telephone listing, participation in recognized sports and activities, weight and height in connection with athletic teams, dates of attendance, awards and honors, grade level photos and other images); and
- to appropriate officials in connection with a health or safety emergency.

Complaints of alleged failures by the district to comply with FERPA requirements can be addressed by contacting the to the school principal and/or Granite School District's Communications Department. Complaints may also be filed directly with the following federal agency:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-4605  
Telephone: (202) 260-3887

## PHOTOGRAPHS, VIDEO, AND OTHER FOOTAGE

Schools take photographs, video, and other footage of individual students in the course of the school year for yearbooks, academic programs, and for other school-related purposes. Additionally, schools take photographs, video, and other footage of students and staff indiscriminately during school activities and events, which are generally open to the general public (e.g. sporting events, concerts, school plays). Schools reserve the right to take, maintain, and use such photographs, video, and other footage for school purposes, including to preserve a historical record. In rare instance, schools may also provide access to local media outlets for video or photographs related to a news story (this does not include media interviews wherein explicit parental/guardian permission is required and will be obtained).

## OPTING OUT

Parents may "opt out" of allowing schools to use photographs, video, or other footage of their students and sharing student information that is considered "directory information" **by submitting a written request to the school principal. This opt out must be completed annually in writing (email is permissible).** Opting out may not apply to instances in which a student's likeness is captured during an event or activity that is generally open to the public.

If you choose to opt out, your student may be excluded from the following school documents or publications:

- The Student Directory (if your school publishes a student directory)
- The school yearbook, class, or individual photos (if you opt your student out, we are not allowed to take their photo for any purpose)
- Honor roll and other recognition lists
- Musical and theatrical, choir and drill programs
- Sports rosters
- Video or photographs that may be used on school or district websites or social media outlets
- Video or photographs taken by local news media at special school events (this does not include events open to the public)

## MILITARY AND COLLEGE RECRUITERS – High School Students ONLY

Two federal laws require Granite School District to provide certain student information for high school juniors and seniors to military recruiters upon request. Recruiters for colleges and universities often request similar student information. The general policy of Granite School District is to release student names, telephone numbers, and addresses to military recruiters and recruiters from higher education institutions.

Parent or guardians may "opt out" to prevent one or both of these releases of information **by submitting a written request directly to the principal. This opt out must be completed separate from the opt-out request for directory information and must be completed annually in writing (email is permissible).**

If you have any questions regarding this policy, please contact your school principal or the Granite School District Communications Department at 385-646-4529 or [customerservice@graniteschools.org](mailto:customerservice@graniteschools.org).

## Notice of Parental Rights

Granite School District recognizes that parents/guardians maintain responsibility for their child's education and parents/guardians have the right to reasonable accommodations. Accommodations shall be considered on an individual basis and no student shall be given greater or lesser consideration than any other student.

Reasonable accommodation\* means that Granite School District will make its best effort to enable a parent/guardian to exercise parental rights:

- (a) without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; and
- (b) while balancing: (i) the parental rights of parents or guardians; (ii) the educational needs of other students; (iii) the academic and behavioral impacts to a classroom; (iv) a teacher's workload; and (v) the assurance of the safe and efficient operation of a school.

Granite School District commits to reasonably accommodate:

A parent's or guardian's written request to retain a student on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.

A parent's or guardian's initial selection of a teacher or request for a change of teacher.

The request of a student's parent or guardian to visit and observe any class the student attends.

A written request of student's parent or guardian to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. An excused absence does not diminish expectations for the student's academic performance.

A parent's or guardian's written request to place a student in a specialized class or advanced course. The district shall consider multiple data points when determining an accommodation.

The district will allow a student to earn course credit toward high school graduation by completing a course in school by: (a) testing out of the course; or (b) demonstrating competency in course standards.

A parent's or guardian's request to meet with a teacher at a mutually agreeable time if the parent or guardian is unable to attend a regularly scheduled parent teacher conference.

Upon the written request of a student's parent/guardian, the district will excuse the student from taking a test that is administered statewide or the National Assessment of Educational Progress.

(a) The school shall provide a copy of the discipline and conduct policy to each student and will notify a parent or guardian of a student's violation of that policy, and allow parent/guardian to respond to the notice.

\*Students with IEPs, in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) or Section 504 accommodation plans, in accordance with Section 504 of the Rehabilitation Act of 1973, whose parents have requested accommodations, consistent with the students' plans, will receive appropriate accommodations. In addition, changes to services and placement must be made in accordance with the IEP process for students with disabilities under IDEA.

Revised November 5, 2014

## School Choice Open Enrollment Options

State law and Granite School District policies provide guidelines for students to apply for enrollment in a school other than their home school. (Students and parents requesting attendance at a school other than their home school need to complete an application form and obtain necessary signatures. Students intending to enter a school in 7th or 10th grade that is not their school of residence must submit an application to the intended school as there is no automatic "feeder" system in place.) All applications are screened and considered on an individual basis based on available space by building, grade, class or program in the requested school. Applications may be revoked or denied to those who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff. Transportation to and from the requested school is the responsibility of the students and parents. In making application, keep in mind the following time periods:

1. From December 1 through the third Friday in February, the early open enrollment period is available to anyone who would like to make application to attend another school for the next school year. Applications and guidelines are available at the requested school where the application should be initiated and submitted for approval.
2. The standard open enrollment period is any time during the current school year and after the third Friday in February for the next school year. Applications and guidelines are available at your home school, where the request to transfer must be initiated. Contact your school or Prevention & Student Placement at 385-646-4387 for more information and necessary forms.

## A Parent's Guide to Section 504 of the Rehabilitation Act

What Is Section 504? Section 504 is the part of the Rehabilitation Act of 1973 which applies to persons with disabilities. Section 504 is a civil rights act protecting civil and constitutional rights of persons with disabilities.

Section 504 states: "No otherwise qualified individual with a disability...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to any discrimination under any program or activity receiving Federal financial assistance."

Granite School District receives Federal financial assistance and thus individuals with disabilities may not be excluded from participating in District programs or denied the benefits of District programs. If a student is qualified as disabled under Section 504, the District must make reasonable accommodations to ensure that the student receives a commensurate education, that is, the student must be served as adequately as non-disabled students. Unless the student also qualifies for special education, the accommodations may not include special education services.

Granite School District does not discriminate on the basis of disability. Concerns regarding Section 504 should be referred to the principal or the School Accountability Services director for the specific school. Contact School Accountability Services directors at 385-646-4510 (Elementary), 385-646-4537 (Junior High), 385-646-4535 (Senior High), or by mail at 2500 South State Street, Salt Lake City, Utah 84115.

## Anti-discrimination Policies

Granite School District complies with all civil rights laws and regulations. Granite School District prohibits all types of discrimination on the basis of age, race, gender, gender identity, color, disability, religion, sexual orientation or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities. Any complaints of discrimination should be reported to the school principal and/or the designated district coordinator (see below).

—Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally funded programs on the basis of race, color or national origin. Contact the Educational Equity Office at 385-646-4205 for more information.

—Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, religion, gender or national origin. Contact Human Resources at 385-646-4517 for more information.

—Title IX of the Education Amendments of 1972 prohibits discrimination in federally funded programs on the basis of gender. Contact School Accountability Services at 385-646-4525 for more information.

—The Age Discrimination Act of 1975 prohibits discrimination in federally funded programs on the basis of age except under defined circumstances such as where age is a factor necessary in the normal operation of a program. Contact Human Resources at 385-646-4517 for more information.

—Section 504 of The Rehabilitation Act of 1973 prohibits discrimination in federally funded programs on the basis of disability. Contact the District 504 Coordinator at 385-646-4205 for more information.

—Title II of the Americans with Disabilities Act of 1990 prohibits employment discrimination and discrimination by a public entity against a qualified person with a disability. Contact Human Resources at 385-646-4517 for more information.

More information on each law is posted at the Granite School District office, 2500 South State Street, Salt Lake City, Utah, 84115, or you can call 385-646-5000 for additional information.

## Substance Abuse

The Granite School District Board of Education recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages or other prohibited substances constitute a hazard to students and is disruptive to the educational process. Possession, use, or distribution of substances listed in the guidelines of Administrative Memorandum 95 are prohibited while in any Granite District School, during school hours, on school grounds, on the way to and from school, when students are being transported in school or private vehicles or at school sanctioned activities. Sales of prohibited illegal substances by Granite School District students in locations away from the school that impact or do harm to persons associated with the school will subject the student(s) involved to disciplinary action regardless of time or place of the incident. Administrative Memorandum 95 is enacted to provide procedural guidelines to follow regarding student possession, sale, use, and distribution related to alcohol and other drugs listed in the definition portion of the policy.

# Policy on Unlawful Harassment in Schools

*Granite School District is committed to providing in each school a safe, orderly environment where students, staff, parents, and all other people are treated with courtesy and respect. Unlawful harassment is any harassment perpetrated against another individual based on the individual's age, race, gender, gender identity, color, disability, religion, sexual orientation or national origin. Sexual harassment is one form of unlawful harassment. Any form of unlawful harassment by staff, students, or others, including any inappropriate verbal, written, or physical conduct as defined below, is strictly prohibited. Violators of this policy will subject themselves to investigative and disciplinary procedures.*

## **Unlawful harassment is defined as:**

- any verbal, written, or physical conduct which has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interferes with a person's work or academic performance; and
- any suggestion, request, demand, or pressure, accompanied by an implied or explicit threat concerning one's grades, extracurricular standing, job, etc.

## **Sexual harassment includes, but is not limited to, the following:**

- derogatory, demeaning, or offensive jokes, teasing, or comments of a sexual nature
- graphic remarks or sexual comments about an individual's body
- sexually suggestive or obscene telephone calls, letters, notes, or invitations
- sexually suggestive or obscene pictures, cartoons, posters, or objects
- grabbing, pinching, or touching of private areas
- deliberate cornering, shouldering, or bumping in hallways
- sexual gestures, unwanted pats or hugs, any inappropriate touching
- any form of sexual threat, intimidation, or exploitation
- actual or attempted sexual assault, molestation or rape
- sexist remarks or gender-based stereotyping
- offensive physical pranks, such as pantsing of students

## **Reporting Unlawful Harassment**

Anyone (student, staff member, parent, volunteer, or anyone else) who is a victim of unlawful harassment, or who has personal knowledge of unlawful harassment taking place, is encouraged to report the problem immediately to the administrator at the school. If reporting to a school administrator is not feasible, a report can be made to the District Compliance Officer or the Director of Educational Equity. **It is the responsibility of all staff members who have received information, allegations, or even rumors about unlawful harassment, to report the problem immediately to the principal.**

The above policy guidelines are taken from *Granite District Board Policy*. For more information, contact the Policy and Compliance Office at 385-646-4009.

# Student Attendance / Truancy Prevention Policy

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. The mission of the Granite School District is to prepare every student with the knowledge and skills needed for lifelong success in a changing world. Students who are excessively absent from school are not able to accomplish their educational goals.

According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or a death of family member or close friend. Please send a note to school following an absence explaining the reason for your child's absence. Please note the following:

1. Seven or more days (or equivalent class periods) of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences.
2. After five or more days (or equivalent class periods) of unexcused absences within a school year, the school will mail the student/parents a Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy. Please note, a student must be in attendance 4 (four) hours of a school day to receive credit for one full day.
3. After 10 days (or equivalent class periods) of unexcused absences within a school year, the school will mail the student and parents a Habitual Truancy Notice/Pre-Court Hearing. The Habitual Truancy Notice requires the student and parents to appear at a Pre-Court hearing. Schools may assess a \$48.00 truancy fine.
4. Students in grades 7-9 will be referred to the Third District Juvenile Court. Parents/legal guardians of students' ages 6-12 (K-6th grades) may be referred to the Salt Lake County District Attorney.
5. Students in grades 9-12 are subject to Granite School District's Citizenship Policy and students with two or more unexcused absences may not receive higher than a "0" in citizenship. Students are required to maintain a 2.0 CPA (Citizenship Point Average) in order to graduate from high school.

Excessive absences may jeopardize a student's ability to graduate from high school. Please check with the school attendance specialist or attendance secretary concerning the number of excused or unexcused absences that your student may have. Your cooperation is needed to help us give your student a quality education. If you have questions regarding this policy please contact Prevention & Student Placement office, 385-646-4540.

# Head Injury Policy Guidelines

## Removal of Injured Students

A concussion is the most common type of traumatic head injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as the result of a blow to the head or body. Any student suspected of sustaining a concussion or traumatic head injury shall be immediately removed from any activity, including but not limited to sporting events, as that term is defined in under Utah law, including interscholastic or intramural games, practices, sports camps, competitions, and tryouts for school sanctioned sports, club sports, cheerleading, dance, or other activities where injuries are likely to occur. Schools will abide by the rule: "When in doubt, sit 'em out." For information on concussions or traumatic head injuries, including management guidelines for the first 24 hours after an injury, see UHSAA Sports Medicine link, [www.uhsaa.org/new/](http://www.uhsaa.org/new/).

A student or athlete shall be suspected of suffering a concussion or traumatic head injury if any of the following symptoms are observed or self-reported after receiving blunt trauma, an acceleration force, or a deceleration force: (a) transient confusion, disorientation, or impaired consciousness; (b) dysfunction of memory; (c) loss of consciousness; and/or (d) signs of other neurological or neuropsychological dysfunction, including: seizures, irritability, lethargy, vomiting, headache, dizziness, and/or fatigue.

Typical signs and indicators include: (a) short-term memory problems (forgets plays); (b) difficulties with balance or coordination; (c) slow or inaccurate responses; (d) double vision or changes in vision; (e) sensitivity to light or sound/noise; (f) sluggishness or foginess; (g) lack of concentration; (h) vacant stare or befuddled facial expression; (i) delayed verbal and motor responses (slow to answer questions or follow instructions); (j) confusion or inability to focus; (k) disorientation; (l) slurred or incoherent speech; (m) disproportionate emotional reactions (crying for no apparent reason); (n) memory deficits (inability to memorize and recall three words or three objects in five minutes); and/or (o) any period of loss of consciousness.

## Return to Play

A student's return to play in sporting events after a concussion or traumatic head injury is a medical determination, and a student or athlete must obtain proper medical clearance before he or she is allowed to return to play in any sporting event. Parents are encouraged to coordinate a student's progression back to full activity with physicians, athletic directors, coaches, and staff. Factors that may affect a student or athlete's rate of progression include: previous history of concussion, duration and type of symptoms, age, and the sport or activity in which the student or athlete participates. A student or athlete with a prior history of one or more concussions or traumatic head injuries, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

Before a student can return to play in a sporting event, the student must be evaluated by a health care provider who is licensed in the State of Utah and trained in the evaluation and management of concussions or traumatic head injuries. The qualified health care provider must provide to the school a written statement certifying that she/he has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion or traumatic head injury; and the student is cleared to resume participation in a specified sporting event.

The parent/legal guardian must also provide written permission for the student. Return to play in sporting events shall not be rushed for the benefit of a team or for any other reason. A sample return to play protocol and clearance form can be found at <http://www.graniteschools.org/curriculuminstruction/wp-content/uploads/sites/29/2015/01/Athletics-Concussion-Management-Plan.pdf>. The district's complete head injury policy can be found at <http://www.graniteschools.org/legal/wp-content/uploads/sites/22/2015/05/VIII.A.29.-Student-Head-Injuries-and-Concussions.pdf>

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By signing, I hereby acknowledge that I have reviewed and understand the information in the Head Injury Policy Guidelines, and that I have been advised, cautioned, and warned by Granite District about the inherent risk of injuries associated with participation in physical activities and sporting events, as that term is defined in Utah law, and which includes but is not limited to physical education class, traditional education class, recess or other activities where injuries are likely to occur. I am fully aware that participation in such physical activities and play exposes students to the risk of injury, ranging from minor to severe, including but not limited to: **sprains, fractures, partial or complete impairment of limbs, brain injury, paralysis, and even death.** I understand that teacher instruction, protective equipment, and medical care provided do not eliminate these risks. I have addressed any questions or concerns with teachers or other school officials. Having been so cautioned and warned, it is still my desire to allow the above named student to participate in physical activities and sporting events, and I do so with full knowledge and understanding of the risks involved.

**School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_