

Davis School District Policy and Procedures

Subject: 5S-002 Registration and Pupil Accounting

Index: Student Services – Enrollment and Registration

Revised DRAFT: August 6, 2019 March 27, 2020, May 7, 2020

1. PURPOSE AND PHILOSOPHY

- 1.1. To specify Davis School District (District) ~~pupil-student~~ registration and transfer procedures.
- 1.2. To provide an effective and smooth transition for students at registration and withdrawal from school.
- 1.3. To provide teacher services to homebound or hospitalized students who qualify for the service.
- 1.4. To ensure that homeless children and children of a military family have the opportunity to attend school with as little disruption as reasonably possible.

~~2. POLICY~~ **RESIDENCY DETERMINATIONS** (Moved from section 2.17 of this policy. No revisions)

2.1 The District is responsible for providing educational services for all children of school age who are residents of the District. The school district of residence of a minor child whose custodial parent or legal guardian resides within Utah is:

2.1.1. the school district in which the custodial parent or legal guardian resides; or

2.1.2. the school district in which the child resides:

[a] while in the custody or under the supervision (as defined in this policy) of a Utah state agency, local mental health authority, or substance abuse authority;

[b] while under the supervision of a private or public agency which is in compliance with Utah Code Ann. §62A-4A-606 and is authorized to provide child placement services by the state;

[c] while living with a responsible adult resident of the District, if the Director of Admissions has determined that:

(i) the child's physical, mental, moral, or emotional health will best be served by considering the child to be a resident for school purposes;

(ii) exigent circumstances exist that do not permit the case to be appropriately addressed under Utah Code Ann. §53G-6-402;

(iii) considering the child to be a resident of the District would not violate any other law or rule of the State Board of Education;

(iv) the child is receiving services from a health care facility or human services program, in accordance with Utah Administrative Code R277-621; or

(v) the child's parent moves from the state and has executed a legal power of attorney that meets the requirements of Utah Code Ann. §53G-6-302 (3)(d).

[d] while living with a responsible adult resident of the District who has been granted a court-ordered guardianship of the child; or

[e] if the child is married or has been determined to be an emancipated minor by a court of law or by a state administrative agency authorized to make that determination.

2.1.3. Before a student is enrolled in a District school, the student's parent or legal guardian must show proof of residency in the boundaries of the school which the student desires to attend. For the protection of privacy and confidentiality schools shall not retain required verification documents.

2.1.4. Absent a safe schools violation, continual violations of the District truancy policy, or transfer to an alternative educational program, all students will be allowed to enroll in their school of residence until the end of their senior year. This opportunity is unrelated to the number of academic or citizenship credits earned by the student. Students under the protection of the IDEA have additional opportunities.

2.2. **LEGAL GUARDIANSHIP** (Moved from section 2.18 of this policy. No revisions)

2.2.1. If guardianship of a minor child is awarded to a resident of the District by action of a court the child becomes a resident of the District.

[a] The guardianship status continues until terminated.

[b] A document issued by other than a court of law which purports to award guardianship to a person who is not a legal resident of the jurisdiction in which the guardianship is awarded is not valid in the state of Utah until reviewed and approved by a Utah court

2.2.2. When a child's residence is established by transfer of legal guardianship, no tuition shall be charged.

2.

3. **STUDENT REGISTRATION PROCEDURES**

2.1.3.1. **REQUIRED DOCUMENTATION**

In order to comply with state statutes and to ensure proper student placement, the District requires the following documents and information be provided to the school prior to registering or as outlined in the appropriate section. Except for immunization certificate, students may be allowed up to thirty (30) days following registration to provide the following information.

2.1.4.3.1.1. **Immunization Record** - (See section ~~2.4.3.4~~)

An accurate and complete immunization record or immunization exemption.

2.1.2.3.1.2. **Birth Certificate** - (See section ~~2.2 and 2.3.3.5~~)

-A certified copy of a birth certificate for purposes of establishing legal first, middle, and last name, identification of missing children, and age.

2.1.3.3.1.3. **Report Card or Written Record of Withdrawal**

A report card or written record of withdrawal from the last school they attended.

2.1.4.3.1.4. **Transcript Authorization Request**

A signed authorization allowing school of enrollment to request official transcripts and other records from previous school.

2.1.5.3.1.5. **Proof of Residency** - (See section ~~2.18.2.1~~)

Proof of residency in the boundaries of the school which the student desires to attend unless enrolled under an alternative enrollment option (see District policy 5S-001), or the student has been identified as homeless (see section ~~23.16~~ of this policy).

2.1.6.3.1.6. For specific provisions regarding students who qualify as homeless under the McKinney-Vento Act, see section ~~23.16~~.

2.1.7.3.1.7. For specific provisions regarding students who qualify as dependents of active duty military personnel, see section ~~23.17~~.

2.2.3.2. **STATEWIDE STUDENT IDENTIFIER (SSID)**

2.2.4.3.2.1. Pursuant to [Utah Code Ann. §53E-4-308](#), the District shall use the SSID system maintained by the Utah State Board of Education (USBE) to assign every

student enrolled in a program under the direction of the Board of Education of Davis School District (Board) a unique student identifier and shall display the SSID on student transcripts exchanged with other districts or charter schools and Utah public institutions of higher education.

2.2.2.3.2.2. Students are required to provide their legal first, middle, and last names at the time of registration to ensure that the correct SSID follows students who transfer among districts.

2.2.2.3.2.3. The SSID shall be an arbitrary number and may not contain any personally identifying information about the student, including birthday date or Social Security number.

2.3.3.3. ENROLL STUDENT BY LEGAL NAME

2.3.1.3.3.1. Students must be registered, and permanent records maintained, under the legal first and last name contained on the birth certificate or alternative form of identification accepted for registration.

2.3.2.3.3.2. This does not preclude the use of a preferred first and/or last name in daily school activities consistent with court documents or parent preference, so long as legal names are maintained on student records and used in transmitting student information to the ~~Utah State Board of Education~~ (USBE).

2.4.3.4. IMMUNIZATION REQUIREMENTS

2.4.1.3.4.1. Immunizations Required

A student may not attend a school or early childhood program, unless the school or early childhood program receives an immunization record from the student's parent/~~guardian~~. The record must show the student has received each vaccination required by the Utah Department of Health under Utah Administrative Code R396-100-3, or:

- [a] has immunity against the disease as documented by a healthcare provider for any required vaccination that the student has not received;
- [b] is exempt from receiving the vaccination under section ~~23~~.4.3 of this policy;
- [c] qualifies for conditional enrollment under section ~~23~~.4.4 of this policy; or
- [d] complies with the immunization requirements for military children under section ~~23~~.17.4 of this policy.

2.4.2.3.4.2. Official Utah School Immunization Record

Each school and early childhood program shall maintain on file an official Utah School Immunization Record (USIR) form for each student or a Utah Department of Health Personal Exemption Form if the student claims a medical, religious, or personal exemption.

- [a] Each school or early childhood program shall accept any immunization record provided by a licensed physician, registered nurse, or public health official as a certificate of immunization if the type of immunization given and the dates given are specified and the information is transferred to an official USIR form.
- [b] Each school and early childhood program shall maintain up-to-date records of the immunization status for all students such that it can quickly exclude all non-immunized students if an outbreak occurs.
- [c] If a student withdraws, transfers, is promoted, or otherwise leaves the school or early childhood program, staff shall either:
 - (i) return the USIR and any exemption form to the parent of a student; or

- (ii) transfer the USIR and any exemption form with the student's official school record to the new school or early childhood program.
- [d] The Utah Department of Health or the local health department may examine, audit, and verify immunization records maintained by each school.

2.4.3.3.4.3. Vaccination exemption form

- [a] A student qualifies for a medical, religious, or personal exemption from a vaccination required under Utah Administrative Code R396-100-3 if the student's parent/guardian provides to the student's school or early childhood program a completed vaccination exemption form from the Utah Health Department in accordance with Utah Code §53G-9-303.
- [b] A student's parent/guardian must renew the vaccination exemption form through the Utah Health Department and provide a copy of the exemption form to the school when a student enrolls in kindergarten and again when the student enrolls in grade 7.

2.4.4.3.4.4. Conditional Enrollment and Suspension for Noncompliance

If a school or program has not received a student immunization record or there are deficiencies in the immunization record the school or program must place the student on conditional enrollment in accordance with Utah Code Ann. §53G-9-308.

- [a] Within five (5) days after the day on which a school or early childhood program places a student on conditional enrollment the school or early childhood program shall provide written notice to the student's parent/guardian, in person or by mail, that:
 - (i) the school or early childhood program has placed the student on conditional enrollment;
 - (ii) describes the identified deficiencies in the student's immunization record;
 - (iii) gives notice that the student will not be allowed to attend school unless the student's parent/guardian cures the deficiencies within twenty-one (21) calendar days of the notice; and
 - (iv) describes the process for obtaining a required vaccination.
- [b] A school or early childhood program with conditionally enrolled students shall routinely review the status of all conditionally enrolled students until each student has completed the subsequent doses and provided written documentation to the school or program.
- [c] A school or early childhood program administrator shall grant an additional extension of the conditional enrollment period, if the extension is necessary to complete all required vaccination dosages, for a time period medically recommended to complete all required vaccination dosages; and may grant an additional extension of the conditional enrollment period in cases of extenuating circumstances, if a school nurse or health official agree that an additional extension will likely lead to compliance during the additional extension period.
- [d] If the parent/guardian fails to obtain the immunization required and provide the necessary documentation, the student shall be prohibited from attending school until the student complies with immunization requirement under Utah Code Ann. §53G-9-302(1)

2.4.5.3.4.5. Exclusions of Students Who Are Under Exemption and Conditionally Enrolled Status

- [a] The local or state health department representative may exclude a student who has claimed an exemption to all vaccines or to one vaccine or who is conditionally enrolled from school attendance if there is good

cause to believe that a student has a vaccine-preventable disease, has been exposed to a vaccine-preventable disease or will be exposed to a vaccine-preventable disease as a result of school attendance.

- [b] An excluded student may not attend school until the local health officer is satisfied that the student no longer risks contracting or transmitting a vaccine-preventable disease.

2.4.6.3.4.6. Reporting Requirements

Each school and early childhood program shall report the following to the Davis County Health Department's Immunization Program:

- [a] by November 30 of each year, a statistical report of the immunization status of students enrolled in a licensed day care center, Head Start program, and kindergarten;
- [b] by November 30 of each year, a statistical report of the two-dose measles, mumps, and rubella immunization status of all kindergarten through twelfth grade students;
- [c] by November 30 of each year, a statistical report of diphtheria, tetanus, pertussis, hepatitis B, varicella, and the two-dose measles, mumps, and rubella immunization status of all seventh grade students.
- [d] by June 15 of each year, a statistical follow-up report of those students not appropriately immunized from the November 30 report in all public schools, kindergarten through twelfth grade.

2.5.3.5. BIRTH CERTIFICATE REQUIRED FOR ENROLLMENT OF NEW STUDENTS

2.5.1.3.5.1. Notify Parent in Writing

The principal shall provide written notification to the person enrolling a student for the first time in a particular school, that within thirty (30) days he/she must provide:

- [a] A certified copy of the student's birth certificate; or
- [b] Other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate.

2.5.2.3.5.2. Notification Required if Birth Certificate is Not Provided

Upon the failure of a person enrolling a student to comply with ~~23~~2.5.1, the principal shall notify that person in writing that unless he/she complies within ten (10) days the case shall be referred to the local law enforcement authority for investigation.

2.5.3.3.5.3. Report to Criminal Investigations and Technical Services Division

- [a] If compliance is not obtained within that ten (10) day period, the principal shall refer the case to the Criminal Investigations and Technical Services Division within the Department of Public Safety.
- [b] The principal shall immediately report to the Division any affidavit received under this section which appears inaccurate or suspicious.

2.5.4.3.5.4. Identification of Missing Children - Identifying Records

- [a] Upon notification by the Criminal Investigations and Technical Services Division of a missing child, the school in which that child is currently or was previously enrolled, shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted that the record is that of a missing child.
- [b] The school shall immediately report any request concerning flagged records or knowledge of the whereabouts of any missing child to the Division.
- [c] Upon notification by the Division that a missing child has been recovered, the school shall remove the flag from that child's record.

3.6. SCHOOL RECORD REQUIRED WHEN ENROLLING STUDENT

2.5.5.3.6.1.

Except as provided in section ~~23~~.17.2 of this policy, within fourteen (14) days after enrolling a transfer student, a school shall request, directly from the student's previous school, a certified copy of his/her record.

3.6.2 Except as provided in section ~~23~~.17.2 of this policy, any school requested to forward a copy of a transferring student's record to the new school shall comply within thirty (30) school days of the request unless the record has been flagged pursuant to Utah Code Ann. §53G-6-602 as outlined in section ~~23~~.5.4.

2.6.3.7. ENTRANCE AGE FOR KINDERGARTEN PUPILS

Except as provided in section ~~23~~.17.3 of this policy, a child may be enrolled in the District if he/she is at least five (5) years of age before September 2 of the year in which admission is sought.

2.6.4.3.7.1. Except as provided in section ~~23~~.17.3 of this policy, exceptions shall not be allowed for students entering from out of state; other districts; private schools; or pre-school.

2.6.2.3.7.2. All students who meet the five (5) year age requirement for entry to school shall initially be enrolled in kindergarten.

2.6.3.3.7.3. Students who may be delayed in an area of development shall be encouraged to enter kindergarten when they satisfy the age requirement in order that the school may provide intervention programs to meet their special needs recognizing that their age disqualifies them for further training in District early childhood programs.

2.7.3.8. SPECIAL EDUCATION SELF-CONTAINED STUDENTS ENROLLMENT AND PLACEMENT

Special education self-contained resident and nonresident student placement shall be reviewed, and the location determined by the Special Education Least Restrictive Environment Review Committee (LRE Committee).

2.8.3.9. GRADE LEVEL RETENTION AND ADVANCEMENT - ELEMENTARY GRADES

2.8.4.3.9.1. Grade level retention or advancement are discouraged except under special circumstances based on individual student need. Advancement or retention decisions shall be made after the following have been implemented:

- [a] teacher(s) adapting teaching strategies and curriculum to meet the learning and instructional needs of the student;
- [b] teacher(s) keeping written records of the student's performance;
- [c] teacher(s) meeting with parents when advancement or retention is under consideration;
- [d] parents obtaining and completing the *Grade Placement Change Form*;
- [e] parents meeting with the principal to provide input regarding the desired change;
- [f] parents meeting with a representative of the Student Services Department; and

[g] review of the request by the Local Case Management Team (LCMT) *(For purposes of this policy, the LCMT must include, at a minimum, one of the student's current classroom teachers, or the most recent if during summer break, the school administrator, school psychologist, guidance counselor, and a representative of the school level Multi-Disciplinary Team.)*

2.8.2.3.9.2. No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social, and emotional development as recommended by the LCMT using the school level Multi-Disciplinary Team.

2.8.3.3.9.3. Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.

2.8.4.3.9.4. Final placement decisions remain with the LCMT, the Director of Student and Family Resources, and either the Advanced Learning Programs Supervisor when considering advancement or a Special Education Supervisor when considering retention, with consideration of input from parents and others who are well acquainted with the student.

2.8.5.3.9.5. The advancement/retention provisions of this policy are not applicable to special education students being served under a special education Individualized Education Program (IEP). Placement decisions for such students must be made by the student's IEP Team.

2.9.3.10. **GRADE LEVEL RETENTION AND ADVANCEMENT - SECONDARY GRADES**

2.9.1.3.10.1. Grade level retention or advancement is generally inappropriate and unnecessary in the secondary schools due to the structure of the classes being curriculum specific rather than grade or age specific and flexibility allowed in placement and scheduling. Consideration of retention requires:

- [a] The student must have been continuously enrolled in a public or regularly established private school as defined by the USBE.
- [b] Documentation of extreme need or hardship must be provided, and hardships are limited to the following:
 - (i) sickness;
 - (ii) hospitalization;
 - (iii) pending court investigation; or
 - (iv) other extenuating circumstances beyond the control of the student.

2.9.2.3.10.2. Advancement or retention decisions shall be made after the following have been implemented:

- [a] teacher(s) adapting teaching strategies and curriculum to meet the learning and instructional needs of the student;
- [b] teacher(s) keeping written records of the student's performance;
- [c] teacher(s) meeting with parents when advancement or retention is under consideration;
- [d] parents obtaining and completing the *Grade Placement Change Form*;
- [e] parents meeting with the principal to provide input regarding the desired change;
- [f] parents meeting with a representative of Student and Family Resources; and
- [g] review of the request by the Local Case Management Team (LCMT) *(For purposes of this policy, the LCMT must include, at a minimum, one of the student's current classroom teachers, or the most recent if during summer break, the school administrator, school psychologist, guidance*

counselor, and a representative of the school level Multi-Disciplinary Team.)

2.9.3.3.10.3. No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social, and emotional development as recommended by the LCMT -using the school level Multi-disciplinary Team.

2.9.4.3.10.4. Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.

2.9.5.3.10.5. Final placement decisions remain with the LCMT, the Director of Student and Family Resources, and either the Advanced Learning Programs Supervisor when considering advancement or a Special Education Supervisor when considering retention, with consideration of input from parents and others who are well acquainted with the student.

2.9.6.3.10.6. The advancement/retention provisions of this policy are not applicable to special education students being served under an IEP. Placement decisions for such students must be made by the student's IEP Team.

2.10.3.11. **SIXTH GRADE TRANSITION TO SEVENTH GRADE**

To facilitate a smooth transition from sixth grade to seventh grade:

2.10.4.3.11.1. Junior high schools shall begin the registration process of sixth graders no earlier than February for the following school year.

2.10.2.3.11.2. Elementary schools shall send students permanent records, grades, and/or progress reports to junior high schools no later than one month prior to the beginning of the traditional calendar school year.

2.11.3.12. **RETAINED SENIOR REGISTRATION**

Students Who Do Not Graduate with Their Class

Twelfth (12th) grade students who do not graduate with their class shall not usually be allowed to enroll again the following year in a regular high school to complete their high school diploma requirements. These students must consider other alternatives to complete their high school education.

2.11.4.3.12.1. **Exceptions:** Occasionally, there may be a situation where, at the discretion of the District, a student beyond the general compulsory education age may remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

- [a] sickness;
- [b] hospitalization;
- [c] pending court investigation or action or both; or
- [d] other extenuating circumstances beyond the control of the student.

2.11.2.3.12.2. In such situations, the local school administration shall consult with parents or guardians and with the Department of Student Services in order to make a decision which is in the best interest of the student.

2.12.3.13. **RE-ENROLLMENT INTO SCHOOL OF RESIDENCE AFTER ALTERNATIVE PLACEMENT OR WITHDRAWAL OF STUDENT**

Students who have voluntarily transferred to or been placed by the District in an alternative program may re-enroll in their school of residence as follows:

2.12.4.3.13.1. The returning student may reenter the school of residence with the approval of the administrator of both schools. Principals denying re-enrollment must inform student of right to appeal and inform the Director of Admissions of

the denial.

2.12.2.3.13.2. Decisions of the principal and the Director of Admissions may be appealed to the Case Management Team.

2.12.3.3.13.3. All decisions made by the Case Management Team are final and binding.

2.13.3.14. **OUT-OF-SCHOOL YOUTH**

2.13.4.3.14.1. An out-of-school youth is a student 16 years of age or older whose high school class has not graduated and who is no longer enrolled in a K-12 program of instruction.

2.13.2.3.14.2. The student shall be allowed to return to a District school; to be determined by the Director of Admissions prior to the time his/her class graduates with the understanding and expectation that all necessary requirements of the traditional K-12 diploma shall be completed, provided that the student:

- [a] is released from the adult education program; and
- [b] has not completed the requirements necessary for an Adult Education secondary Diplomas; or
- [c] has not successfully passed all ~~four GED Test~~ high school equivalency exam modules and has not received a Utah High School Completion Diploma.

2.14.3.15. **YOUTH IN CUSTODY OR SIMILARLY DESIGNATED STUDENTS**

2.14.4.3.15.1. Youth in custody (YIC) students and the case manager of the custodial agency, if one is involved, shall make an appointment and meet personally with the Case Management Team and the District's YIC Administrator prior to the registration process.

2.14.2.3.15.2. In providing educational services to YIC students, the District will comply with state law and [Utah Administrative Code R277-709](#).

2.15.3.16. **HOMELESS STUDENTS AND EMANCIPATED MINORS**

Under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11432 through 11435, homeless children are entitled to immediate enrollment and full participation even if they are unable to produce records normally required for enrollment which may include medical records, birth certificates, school records, or proof of residency.

2.15.4.3.16.1. **“Homeless child”** or **“homeless youth”** means a child who:

- [a] lacks a fixed, regular, and adequate nighttime residence;
- [b] has primary nighttime residence in a homeless shelter, welfare hotel, motel, congregate shelter, domestic violence shelter, car, abandoned building, bus or train station, trailer park, or camping ground;
- [c] sleeps in a public or private place not ordinarily used as a regular sleeping accommodation for human beings;
- [d] is, due to loss of housing or economic hardship, living with relatives or friends usually on a temporary or emergency basis due to lack of housing; or
- [e] if a runaway, a child or youth denied housing by his family, or school-age unwed mother living in a home for unwed mother, who has no other housing available.

2.15.2.3.16.2. A homeless child or homeless youth shall:

- [a] be immediately enrolled even if the homeless youth does not have documentation required under state law and this policy;
 - (i) If the child or student lacks immunizations or immunization records, the school must refer the parent/~~guardian~~ or youth to the District's Homeless Liaison, who shall help obtain necessary immunizations or immunization records
- [b] be allowed to continue to attend his school of origin, to the extent feasible, unless it is against the parent's wishes; be permitted to remain in the student's school of origin for the duration of the homelessness and until the end of any academic year in which the student moves into permanent housing; or
- [c] transfer to the school district of residence.

2.15.3.3.16.3. A determination of a residence or domicile for a homeless youth or emancipated minor may include consideration of the following criteria:

- [a] the place, however temporary, where the child actually sleeps;
- [b] the place where an emancipated minor or an unaccompanied youth or accompanied youth's family keeps the family's belongings;
- [c] the place which an emancipated minor or an unaccompanied youth or accompanied /youth's parent considers to be home; or
- [d] such recommendations concerning a child's domicile as made by the State Department of Human Services.

2.15.4.3.16.4. Determination of a residence or domicile for a homeless youth or emancipated minor may not be based upon:

- [a] rent or lease receipts for an apartment or home;
- [b] the existence or absence of a permanent address; or
- [c] a required length of residence in a given location.

If there is a dispute as to the residence or the status of an emancipated minor or an unaccompanied youth, the issue may be referred to the State Superintendent for resolution.

2.15.5.3.16.5. The purpose of federal homeless education legislation is to ensure that a child's education is not needlessly disrupted because of homelessness. If a child's residence or eligibility is in question, the child shall be admitted to school until the issue is resolved.

2.16.3.17. **CHILDREN OF MILITARY FAMILIES**

To remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents which addresses the educational transition issues of children of military families. This legislation provides some exceptions in the law for children of military families regarding education records, enrollment age, immunization, guardianship, and graduation requirements.

2.16.1.3.17.1. **"Children of Military Families"** means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an active duty service member.

2.16.2.3.17.2. **Education Records**

- [a] If the parent or guardian furnishes unofficial copies of education records the school shall enroll and appropriately place the child of a military family pending validation by the official records. The school shall request a certified copy of a military child's official education records, directly from the military child's previous school, simultaneous with enrolling the military child.
- [b] If a school receives a request to forward a certified copy of a military child's official education record, the school shall comply within ten (10)

days of the request.

~~2.16.3.3.17.3.~~ **Enrollment Age**

The District shall enroll a military child who is not five (5) years of age before September 2 of the year in which enrollment is sought if the military child was previously enrolled and attended a public school in kindergarten or a higher grade as a resident in another state.

~~2.16.4.3.17.4.~~ **Immunization**

- [a] A child of a military family who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given thirty (30) days from the day of enrollment to obtain:
 - (i) Each specified vaccine if the specified vaccine only requires one dose; and
 - (ii) At least the first dose of a specified vaccine if the specified vaccine in a series of vaccines.
- [b] Except as provided in this section, a child of a military family is subject to all other rules developed by the Utah Health Department in accordance with Utah Code Ann. §53G-9-302 and section-~~23~~.4 of this policy.

~~2.16.5.3.17.5.~~ **Guardianship**

- [a] Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
- [b] The District may not charge tuition to a child of a military family placed in the care of a non-custodial parent or other person standing in *loco parentis* who lives in the jurisdiction other than that of the custodial parent.
- [c] A transitioning child of a military family, placed in the care of a non-custodial parent or other person standing in *loco parentis* who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

~~2.16.6.3.17.6.~~ **Graduation**

Schools shall work with enrolled children of military families to evaluate the students' coursework or to assist the child in completing coursework to allow the child to graduate with his/her age-appropriate graduating class consistent with Utah Code Ann. §53E-3-~~907-908~~ and District policy 4I-002 Graduation Requirements/School Credit Section 9.

~~2.17.1.1.~~ **RESIDENCY DETERMINATIONS** (moved to front of policy)

~~The District is responsible for providing educational services for all children of school age who are residents of the District. The school district of residence of a minor child whose custodial parent or legal guardian resides within Utah is:~~

- ~~2.17.1.1.1.1.~~ ~~the school district in which the custodial parent or legal guardian resides;~~
- ~~or~~
- ~~2.17.2.1.1.1.~~ ~~the school district in which the child resides:~~
 - ~~[a]~~ ~~while in the custody or under the supervision (as defined in this policy) of a Utah state agency, local mental health authority, or substance abuse authority;~~
 - ~~[b][a]~~ ~~while under the supervision of a private or public agency which is in compliance with Utah Code Ann. §62A-4A-606 and is authorized to provide child placement services by the state;~~
 - ~~[c][a]~~ ~~while living with a responsible adult resident of the District, if the Director~~

~~of Admissions has determined that:~~

- ~~(i) the child's physical, mental, moral, or emotional health will best be served by considering the child to be a resident for school purposes;~~
- ~~(ii)(i) exigent circumstances exist that do not permit the case to be appropriately addressed under Utah Code Ann. §53C-6-402;~~
- ~~(iii)(i) considering the child to be a resident of the District would not violate any other law or rule of the State Board of Education;~~
- ~~(iv)(i) the child is receiving services from a health care facility or human services program, in accordance with Utah Administrative Code R277-621; or~~
- ~~(v)(i) the child's parent moves from the state and has executed a legal power of attorney that meets the requirements of Utah Code Ann. §53C-6-302 (3)(d).~~

~~[d][a] while living with a responsible adult resident of the District who has been granted a court ordered guardianship of the child; or~~

~~[e][a] if the child is married or has been determined to be an emancipated minor by a court of law or by a state administrative agency authorized to make that determination.~~

~~2.17.3.1.1.1. Before a student is enrolled in a District school, the student's parent or legal guardian must show proof of residency in the boundaries of the school which the student desires to attend. For the protection of privacy and confidentiality schools shall not retain required verification documents.~~

~~2.17.4.1.1.1. Absent a safe schools violation, continual violations of the District truancy policy, or transfer to an alternative educational program, all students will be allowed to enroll in their school of residence until the end of their senior year. This opportunity is unrelated to the number of academic or citizenship credits earned by the student. Students under the protection of the IDEA have additional opportunities.~~

~~2.18. LEGAL GUARDIANSHIP (moved to front of policy)~~

~~2.18.1. If guardianship of a minor child is awarded to a resident of the District by action of a court the child becomes a resident of the District.~~

~~[a] The guardianship status continues until terminated.~~

~~[b] A document issued by other than a court of law which purports to award guardianship to a person who is not a legal resident of the jurisdiction in which the guardianship is awarded is not valid in the state of Utah until reviewed and approved by a Utah court~~

~~2.18.2. When a child's residence is established by transfer of legal guardianship, no tuition shall be charged.~~

~~2.19.3.18. FOREIGN EXCHANGE AND PRIVATELY PLACED FOREIGN STUDENTS~~

~~3.18.1. All foreign students not accompanied by a parent or guardian must be cleared and approved through the Department of Student and Family Resources by June 30 unless a date extension is received from the Director of Admissions (Director).~~

~~3.18.2.~~

~~The District shall only accept foreign exchange students who qualify to be included in District membership for purposes of funding, or who pay tuition as established in policy 6F-101 School Fees, Fee Waivers, and Provisions in Lieu of Fee Waivers. The Director~~

of Admissions shall establish a limit on the number of foreign exchange students and privately placed foreign students that may register at any one school. The decision of the Director shall be final.

~~2.19.1.3.18.3.~~ The District may ~~include membership and attendance of~~ enroll a J-1 foreign exchange students ~~for the purpose of apportionment of state funds if~~ the student:

[a] ~~the student~~ is a foreign exchange student sponsored by an agency approved by the Director of Admissions under the criteria of ~~2.30.4 3.18.6~~ of this policy; ~~and~~

[b] ~~The student's enrollment~~ meets the enrollment and membership ~~the~~ requirements of Utah Code Ann. §53F-2-303; ~~and~~

~~[b][c]~~ is enrolled for one school year or less.

~~2.19.2.~~ The District shall ~~enroll a foreign exchange student if:~~

[a] ~~the student is sponsored by an agency approved by the State Board of Education; and~~

[b] ~~the student attends the same school during the same time period that another student from the school is:~~

(i) ~~enrolled in a school in a foreign country; and~~

(ii) ~~is enrolled in the school for one year or less.~~

~~3.18.4.~~ ~~Unless a date extension is received from the Director of Admissions, prior to June 30 of the school year in which they wish to enroll, privately placed foreign students who do not qualify for membership as outlined in 2.20.4 above shall~~ The District may enroll an F-1 foreign exchange student who does not qualify for membership if the student:

~~[e][a]~~ is a foreign exchange student sponsored by an agency approved by the Director;

~~[e][b]~~ pay tuition as established in Policy 6F-101 (School Fees, Fee Waivers and Provision in Lieu of Fee Waivers);

[c] complete an application to obtain an I-20 form as required by The Immigration and Naturalization Service in order to receive the F-1 student visa; and

[d] is enrolled in the school for one year or less.

~~2.19.3.3.18.5.~~ The Director of Admissions may approve a foreign exchange student agency upon the agency providing a sworn affidavit of compliance that the agency has and will continue to comply with all State laws and District policies regarding the placement of foreign exchange students. A list of the minimum requirements to be contained in the affidavit may be obtained from the Director of Admissions.

~~2.19.4.3.18.6.~~ Procedures and Requirements for Enrollment of Foreign Exchange Students and Privately Placed Foreign Students.

[a] ~~All foreign students not accompanied by a parent or guardian must be cleared and approved through the Department of Student and Family Resources by June 30 unless a date extension is received from the Director of Admissions. (moved to front of section)~~

~~[b][a]~~ Students shall provide records that allow proper grade placement.

These shall include:

(i) demonstrated English language proficiency;

(ii) courses completed;

(iii) grades earned;

(iv) recommendation from teacher(s) or principal;

(v) health record/immunizations; and

(vi) copy of completed agency application (foreign exchange students only).

~~[e][b]~~ Students shall provide proof of a tuberculin (TB) skin test given within six

(6) months of enrollment.

~~(c)~~ Students are expected to maintain at least a 2.0 GPA.

- (i) If tutoring is required to help a student succeed, any costs must be the responsibility of the host family or agency.
- (ii) Students are not eligible for ESL (English as a Secondary Language) or special education programs.
- (iii) Those not meeting this expectation will be referred back to the sponsoring agency or individual to return home.

~~(d)~~ Student's primary purpose of school enrollment is to improve the foreign student's knowledge of American culture and language through active participation in family, school and community life.

- (i) Students shall not be allowed to enroll if they have already graduated in their home country.
- (ii) No J-1 foreign exchange student will be granted a High School Diploma but may, at the discretion of the school principal, participate in the graduation activities and ceremony.
- (iii) A F-1 foreign exchange student may be granted a High School Diploma if the student has prior approval from the Director of Admissions and he/she meet District graduation requirements.

~~(e)~~ Students shall not be allowed to enroll in Driver Education.

~~(f)~~ Students shall pay all appropriate school fees and participation charges and do not qualify for fee waivers.

~~The Director of Admissions may approve a foreign exchange student agency upon the agency providing a sworn affidavit of compliance that the agency has and will continue to comply with all State laws and District policies regarding the placement of foreign exchange students. A list of the minimum requirements to be contained in the affidavit may be obtained from the Director of Admissions.~~

2.20.3.19. **SHORT-TERM CULTURAL FOREIGN STUDENT VISITORS**

2.20.4.3.19.1. A short-term cultural foreign student visitor traveling to the United States as part of a cultural exchange program, may be allowed to visit classes in a District school for a period not to exceed five days, if the student is sponsored by a District approved short-term exchange agency (agency).

2.20.2.3.19.2. The Director of Admissions shall establish requirements a requesting agency shall meet prior to allowing a sponsored exchange student to visit classes in a District school.

2.21.3.20. **TUITION AND REGISTRATION OF OUT-OF-STATE NONRESIDENT STUDENTS**

All fees and tuition must be paid prior to enrollment of out-of-state, nonresident students. Such students shall be placed through the Student and Family Resources Department.

2.21.1.3.20.1. Schools shall not enroll nonresident, foreign exchange, or privately placed foreign students without clearance from the Director of Admissions.

2.21.2.3.20.2. Attendance by nonresidents of the state shall not be permitted except with payment of full tuition as established in the Fee Schedule, Policy 6F-101.

2.21.3.3.20.3. These students are not included for the purpose of apportionment of state funds.

2.21.4.3.20.4. The nonresident student shall be charged tuition as established in the Fee Schedule (Policy 6F-101) which is at least equal to the per capita cost of the school program in which the student enrolls unless the Board, in open meeting:

- [a] determines to waive the charge for that student in whole or in part; and
- [b] the decision to grant a waiver is reflected in the official minutes of the meeting.

3.21. Homebound or Hospitalized Student (moved from 2.23.7 in the pupil accounting section of this policy. Minor revisions)

3.21.1 A student requiring homebound or hospitalized education services shall receive a minimum of two (2) hours of direct instructional contact per week with a licensed educator provided by the District at a District sponsored facility; at the student's place of residence or convalescence; or through remote digital learning. The circumstances requiring the services shall be clearly stated and may include:

- [a] specific injuries;
- [b] surgery;
- [c] illness;
- [d] other disabilities;
- [e] pregnancy;
- [f] suspension;
- [g] pending court investigation or action; or
- [h] District determination that a student should receive home instruction and supervision for a designated period of time.

3.21.2. The expected period of absence must be estimated. The anticipated length of absence should be for at least ten (10) consecutive school days or more, but not longer than two (2) months or one term.

3.21.3. A student with disabilities meeting these requirements may be accounted for under the special education homebound instruction program and receive the appropriate special education funding.

3.21.4. For a student to receive the services, a parent or legal guardian shall submit a request for services prior to the initiation of services. The request shall:

- [a] be submitted to the school principal on the District request form prior to initiation of the services;
- [b] clearly state and specify the condition requiring the services;
- [c] include an estimate of the expected period of absence; and
- [d] be signed by the health care professional treating the student who verifies the condition requiring services and the expected period of absence.

3.21.5. The health care professional signing the form shall be:

- [a] a licensed physician;
- [b] licensed psychologist; or
- [c] licensed social worker.

3.21.6. School Principal Responsibilities

The local school principal shall insure that every student eligible for such educational services is provided these services. In determining the length of time and the number of visits, the age and physical condition of the student must be considered. Prior to approving services, the school principal shall:

- [a] receive the request for homebound/hospitalized services;
- [b] verify the completion of the form including the request of the health professional;
- [c] select staff to service as instructor based on student need and teacher availability;
- [d] develop procedures for collecting and grading assignments and recording information to assure credit;
- [e] develop procedures to assure that curriculum is followed and adapted in accordance with student needs and instructional limitations;

3.21.7. Teacher Responsibilities

Two (2) hours of direct instruction per week shall be provided to each student. The educator providing the services to homebound or hospitalized students shall:

- [a] provide a minimum of one hour for each visit not including travel time, collecting, grading, and recording of assignments;

- [b] instruct students outside regular contract hours; and
- [c] verify the presence of a parent or responsible person designated by the parent to be in the home during instruction.

3.21.8. Instructional Program

While the District will provide instruction for a student unable to attend school due to serious illness or injury it must be understood that home/hospital instruction cannot replace every aspect of a student's education.

- [a] Reduction of class requirements cannot be expected.
- [b] Participation classes may pose special challenges. Credit may be lost, or a poor grade earned since there is no way to duplicate the activities of a participation class when the student is at home or hospitalized.
- [c] Earning of academic credit is not guaranteed.

3.21.9. Students with Unusual Health Problems

The principal shall forward referrals to the Department of Student and Family Resources of students with unusual health problems for whom frequent absences are expected (part or whole day) to the extent that it will seriously interfere with their education or who may require more than two (2) hours instruction per week.

- [a] The referral will be accompanied by a recommendation from local school staff as to appropriateness.
- [b] These referrals will be reviewed by the Department of Student and Family Resources. The principal shall be informed of the subsequent decision.

3.4. PUPIL ACCOUNTING ~~INCLUDING ENROLLMENT~~ & ATTENDANCE INFORMATION

The Superintendent is responsible for all student accounting in the District and for the preparation or approval of all reports to the State Board of Education that include enrollment and attendance information.

3.1.4.1. Minimum Standards for School Days

Schools shall conduct at least 990 hours of instruction time each school year in a minimum of 180 school days to qualify for full minimum funding; the 180 days shall be scheduled during the twelve (12) month period beginning July 1st with the following exceptions:

3.1.4.1.1. The kindergarten program is a half-day program providing a minimum of 450 hours of instruction in a minimum of 180 school days during a school year.

- [a] In grade one, the school shall provide a minimum of 810 hours of instruction in a minimum of 180 school days during a school year.

4.1.2. A school using a modified 45-day 15-day year round schedule shall be considered to be in compliance with this rule if a school's schedule includes a minimum of 990 hours of instruction time in a minimum of 172 days.

4.1.3.

3.1.2. All school day calculations shall exclude lunch periods and pass time between classes but include recess periods and alternative breakfast models when breakfast is consumed in class.

- [a] The District shall plan for emergency, activity, and weather related exigency time in its annual calendaring. If school is closed for any reason, the school shall make up the instructional time missed under the emergency, activity, or weather related time as part of the minimum required time.

3.2.4.2. VARIANCES FROM STANDARD SCHOOL YEAR

~~[a] An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.~~

4.2.1. Staff Planning Time, Professional Development, Student Assessment Time, and Parent-Teacher and Individual Learning Plan Conferences.

~~[b][a] The Board may allocate up to thirty-two (32) instructional hours or four (4) school days for teacher preparation time or teacher professional development subject to the approval of two-thirds of the Board members.~~

~~[e][b] In addition to the allowance to use up to 32 hours or four school days, ~~To~~ to provide planning and professional development time for staff, the school may hold school longer some days of the week, and shorter other days so long as minimum school day requirements, as school day is defined in this policy are met.~~

~~(i) Schools may conduct parent-teacher and individual learning plan conferences during the school day in accordance with the Board approved school calendar.~~

~~[c] The District may designate instructional days for the assessment of students entering or completing kindergarten in accordance with Utah Administrative Code R277-419-4(6)(e).~~

~~[d] The Board shall provide adequate contingency school days and hours in the District's yearly calendar to avoid the necessity of requesting a waiver except in the most extreme circumstances.~~

~~[e][e] Total instructional time and school calendars shall be approved by the Board in an open meeting.~~

~~[f] The District may seek a waiver directly from the State Superintendent from the 180 day requirement for a school closure due to snow, inclement weather, or other emergency as described in Utah Administrative Code R277-419-42121-5.~~

4.2.2. Student Membership Eligibility (moved for other areas of this policy)

School Membership

~~[a] A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school. Removal from the roll does not mean that the school should delete the student's record, only that the student should no longer be counted in membership.~~

~~[b] In order to generate membership for funding through the Minimum School Program (MSP) for any clock hour of instruction on any school day, ~~a student shall~~ the District shall ensure that a student being counted in membership:~~

~~(i) ~~not have~~ has not previously earned a basic high school diploma or certificate of completion;~~

~~(ii) ~~not be~~ has not been enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;~~

~~(iii) does not have unexcused absences ~~en~~ during all of the prior ten (10) consecutive school days;~~

~~(iv) ~~be~~ is a resident of Utah as defined in Utah Code Ann. Title 53G, Chapter 6, Part 3-6-302;~~

~~(v) ~~be~~ is of qualifying school age or a retained senior;~~

~~(vi) ~~be~~ is expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school~~

- ~~day, unless otherwise excused from such a facility in accordance with State rule or District policy if enrolled in an attendance validated program-;~~
- (vii) ~~has direct instructional contact with a licensed educator by the District at the student's place of residence or convalescence for a least 120 minutes each week during an expected period of absence, if physically excused from a District facility for an extended period of time, due to:~~
- ~~(1) injury;~~
 - ~~(2) illness;~~
 - ~~(3) surgery;~~
 - ~~(4) suspension;~~
 - ~~(5) pregnancy;~~
 - ~~(6) pending court investigation or action; or~~
 - ~~(7) the District determines that home instruction is necessary.~~
- [c] ~~Students may generate MSP funding by participation in an approved CTE course(s) on the campus of another state funded institution where such a course is not offered at the student's school of membership and course(s) is consistent with the student's Plan for College and Career Readiness.~~
- ~~[e]~~[d] ~~Students may generate MSP funding by participation in a District-sponsored or District-supported ~~nontraditional~~ learner validated education program that is consistent with the student's Plan for College and Career Readiness, has been approved by the student's counselor, and includes regular face-to-face instruction or facilitation by a designated employee of the District.~~
- [e] ~~A student may also be counted in membership for the equivalent in hours:~~
- ~~(i) Up to one period each school day, if the student has been:~~
 - ~~(1) released by school upon parent's request during the school day for religious instruction or individual learning activity consistent with the student's Plan for College and Career Readiness; or~~
 - ~~(2) exempted from school attendance under state law for home schooling and participates in one or more extracurricular activities under Utah Administrative Code R277-438 and District policy.~~
 - ~~(ii) Up to all periods each school day if the student is enrolled in:~~
 - ~~(1) a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713 and District policy;~~
 - ~~(2) a private school without religious affiliation under a contract initiated by the District which directs that the instruction be paid by public funds. Contracts shall be approved by the Board in an open meeting;~~
 - ~~(3) a foreign exchange student program under Utah Code Ann. §53G-6-707; or~~
 - ~~(iii) As otherwise designated in Utah Administrative Code R277-419-6.~~
- [f] ~~An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for~~

College and Career Readiness.

~~3.2.2.~~

3.3.4.3. Official Records

~~3.3.1.4.3.1.~~ To determine student membership, the administration at each school shall be responsible for reporting daily student attendance using the District's computerized attendance system. These records shall clearly and accurately show for each student the:

- [a] entry date;
- [b] exit date;
- [c] exit or high school completion status;
- [d] whether or not an absence was excused;
- [e] disability status (resource or self-contained, if applicable); and
- [f] YIC status (ISI-1, ISI-2, or self-contained, if applicable).
- [g] Computerized or manually produced records for Career and Technical Education (CTE) programs shall be kept by teacher, class and classification of instructional program (CIP) number. These records shall clearly and accurately show for each student in a CTE class the:
 - (i) entry date;
 - (ii) exit date; and
 - (iii) excused or unexcused status of absence.
- [h] A minimum of one attendance check shall be made by the school each school day.
- [i] Due to school activities requiring schedule and program modification during the first days and last days of the school year:
 - (i) ~~For the first five (5) school days a school may report aggregate days at of membership equal to the number recorded for the second five-day period of the school year.~~
 - ~~(ii) For the last five-day period, a school may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period.~~
 - ~~(iii) Schools shall continue instructional activities throughout required calendared instruction days.~~

~~3.3.2.4.3.2.~~ **School District Student Accounting Audits**

- [a] An independent auditor shall be employed by the District to annually audit student accounting records and report the findings to the Board and to the Finance and Statistics Section of the USBE.
- [b] Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided by the USBE.

~~3.3.3.~~ **School Membership (Moved to 4.2.2 and revised)**

- ~~[a] A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school. Removal from the roll does not mean that the school should delete the student's record; only that the student should no longer be counted in membership.~~
- ~~[b] In order to generate membership for funding through the Minimum School Program (MSP) for any clock-hour of instruction on any school day, a student shall:
 - (i) not have previously earned a basic high school diploma or certificate of completion;
 - (ii) not be enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;
 - (iii) not have unexcused absences on all of the prior ten (10)~~

- ~~(iv) consecutive school days;~~
- ~~(iv) be a resident of Utah as defined in Utah Code Ann. Title 53G, Chapter 6, Part 3;~~
- ~~(v) be of qualifying school age or a retained senior;~~
- ~~(vi) be expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school day, unless otherwise excused from such a facility in accordance with State rule or District policy.~~
- ~~[c] Students may generate MSP funding by participation in a District-sponsored or District-supported nontraditional education program that is consistent with the student's Plan for College and Career Readiness, has been approved by the student's counselor, and includes regular face-to-face instruction or facilitation by a designated employee of the District.~~
- ~~[d] A student may also be counted in membership for the equivalent in hours:
 - ~~(i) Up to one period each school day, if the student has been:
 - ~~(1) released by school upon parent's request during the school day for religious instruction or individual learning activity consistent with the student's Plan for College and Career Readiness; or~~
 - ~~(2) exempted from school attendance under state law for home schooling and participates in one or more extracurricular activities under Utah Administrative Code R277-438 and District policy.~~~~
 - ~~(ii) Up to all periods each school day, if the student is enrolled in:
 - ~~(1) a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713 and District policy;~~
 - ~~(2) a private school without religious affiliation under a contract initiated by the District which directs that the instruction be paid by public funds. Contracts shall be approved by the Board in an open meeting;~~
 - ~~(3) a foreign exchange student program under Utah Code Ann. §53G-6-707; or~~~~
 - ~~(iii) As otherwise designated in Utah Administrative Code R277-419-6.~~~~

~~3.3.4. Homebound or Hospitalized Student~~

~~A student requiring homebound or hospitalized education services shall receive a minimum of two (2) hours of direct instructional contact per week with a licensed educator provided by the District at a District-sponsored facility or at the student's place of residence or convalescence to qualify for full membership in the regular program.~~

- ~~[a] The circumstances requiring the services shall be clearly stated and may include:
 - ~~(i) specific injuries;~~
 - ~~(ii) surgery;~~
 - ~~(iii) illness;~~
 - ~~(iv) other disabilities;~~
 - ~~(v) pregnancy;~~
 - ~~(vi) suspension;~~
 - ~~(vii) pending court investigation or action; or~~
 - ~~(viii) District determination that a student should receive home instruction and supervision for a designated period of time.~~~~

- ~~[b] The expected period of absence must be estimated. The anticipated length of absence should be for at least ten (10) consecutive school days or more, but not longer than two (2) months or one term.~~
- ~~[c] A student with disabilities meeting these requirements may be accounted for under the special education homebound instruction program and receive the appropriate special education funding.~~
- ~~[d] For a student to receive the services, a parent or legal guardian shall submit a request for services prior to the initiation of services.~~
- ~~[e] The request shall:
 - ~~(i) be submitted to the school principal on the District request form prior to initiation of the services;~~
 - ~~(ii) clearly state and specify the condition requiring the services;~~
 - ~~(iii) include an estimate of the expected period of absence; and~~
 - ~~(iv) be signed by the health care professional treating the student who verifies the condition requiring services and the expected period of absence.~~~~
- ~~[f] The health care professional signing the form shall be:
 - ~~(i) a licensed physician;~~
 - ~~(ii) licensed psychologist; or~~
 - ~~(iii) licensed social worker.~~~~
- ~~[g] School Principal Responsibilities
The local school principal shall insure that every student eligible for such educational services is provided these services. In determining the length of time and the number of visits, the age and physical condition of the student must be considered. Prior to approving services, the school principal shall:
 - ~~(i) receive the request for homebound/hospitalized services;~~
 - ~~(ii) verify the completion of the form including the request of the health professional;~~
 - ~~(iii) select staff to service as instructor based on student need and teacher availability;~~
 - ~~(iv) develop procedures for collecting and grading assignments and recording information to assure credit;~~
 - ~~(v) develop evaluation format to account for number of students served and effectiveness of service;~~
 - ~~(vi) develop procedures to assure that curriculum is followed and adapted in accordance with student needs and instructional limitations;~~
 - ~~(vii) verify, using the District form, names of educators, dates, time, and length of visit to students on homebound/hospital instruction; and~~
 - ~~(viii) submit payroll information monthly to the Student and Family Resources Department.~~~~
- ~~[h] Teacher Responsibilities
Two (2) hours of direct instruction per week shall be provided to each student. The educator providing the services to homebound or hospitalized students shall:
 - ~~(i) be reimbursed as determined by the Superintendent;~~
 - ~~(ii) provide a minimum of one hour for each visit not including travel time, collecting, grading, and recording of assignments;~~
 - ~~(iii) instruct students outside regular contract hours; and~~
 - ~~(iv) verify the presence of a parent or responsible person designated by the parent to be in the home during instruction.~~~~
- ~~[i] Instructional Program~~

~~While the District will provide instruction for a student unable to attend school due to serious illness or injury it must be understood that home/hospital instruction cannot replace every aspect of a student's education.~~

- ~~(i) Reduction of class requirements cannot be expected.~~
- ~~(ii) Participation classes may pose special challenges. Credit may be lost, or a poor grade earned since there is no way to duplicate the activities of a participation class when the student is at home or hospitalized.~~
- ~~(iii) Earning of academic credit is not guaranteed.~~

~~[j] Students with Unusual Health Problems~~

~~The principal shall forward referrals to the Department of Student and Family Resources of students with unusual health problems for whom frequent absences are expected (part or whole day) to the extent that it will seriously interfere with their education or who may require more than two (2) hours instruction per week.~~

- ~~(i) The referral will be accompanied by a recommendation from local school staff as to appropriateness.~~
- ~~(ii) These referrals will be reviewed by the Department of Student and Family Resources.~~
- ~~(iii)(i) The principal shall be informed of the subsequent decision.~~

3.3.5.4.3.3. Out of School Student Suspensions

Suspensions are covered under District Policy 5S-100 Student Conduct and Discipline.

- [a] Upon direction of the principal, a student may be suspended from school for a period not to exceed ten (10) consecutive days. Suspensions exceeding ten (10) consecutive days may be made by the Case Management Team. In all cases of out of school student suspensions, procedures outlined in the Davis School District Student Conduct and Discipline Policy will be followed
- [b] A suspended student shall not be counted in membership after ten (10) consecutive days of suspension unless the school continues to provide the student educational services for at least 120 minutes each week during the suspension period.

~~3.4. VARIANCES FROM STANDARD SCHOOL YEAR (moved to 4.2 and revised)~~

~~3.4.1. An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.~~

~~3.4.2. Staff Planning Time, Professional Development, Student Assessment Time, and Parent Teacher and Individual Learning Plan Conferences.~~

- ~~[a] To provide planning and professional development time for staff, the school may hold school longer some days of the week, and shorter other days so long as minimum school day requirements, as school day is defined in this policy are met.~~
- ~~[b] Schools may conduct parent teacher and individual learning plan conferences during the school day in accordance with the Board approved school calendar.~~

~~3.4.3. The District may designate instructional days for the assessment of students entering or completing kindergarten in accordance with Utah Administrative Code R277-419-4(6).~~

~~3.4.4.4.3.4. The District may seek a waiver directly from the State Superintendent from the 180 day requirement for a school closure due to snow, inclement weather, or other emergency as described in Utah Administrative Code R277-419-12.~~

3.5.4.4. DISTRICT STUDENTS ENROLLED OUT OF STATE SHALL NOT RECEIVE TUITION ASSISTANCE

Under no condition, except by a vote in a regular open meeting of the Board of Education, shall the Board by written agreement pay the tuition of a student attending school in a district outside the state.

DEFINITIONS

“Active duty members of the uniformed services” includes members on full-time duty status in the active uniformed service of the United State, including member of the National Guard and Reserve; members or veterans who are severely injured and medically discharged or retired for a period of one year after medical discharged or retirement; and members who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

“Adult education” means organized public educational programs, other than regular full-time and summer elementary and secondary day school, which provide opportunities for adult and out-of-school youth who have not graduated, to further their education.

“Aggregate Membership” means the sum of all days in membership of all students during a school year for eligible students enrolled in a public school.

“Attendance validated program” means a program within and LEA that consists of eligible, enrolled public school students who physically attend school in a brick and mortar school.

“Custody” means the status of being legally subject to the control of another person or a public agency.

“Emancipated minor” means: 1) a child under the age of 18 who has become emancipated by order of a court or through marriage, or 2) a child recommended for school enrollment as an emancipated or homeless child by an authorized representative of the Utah State Department of Social Services.

“Full-time Student” means for purposes of participation in student activities, a student enrolled in a Davis School District school a minimum of three-fourth (3/4) of a school day.

“Hardship” means circumstances that develop outside the control of parents or school officials which suggest a documented and compelling reason why a student would be better served in a different school.

“Learner validated program” means a program within an LEA that consists of eligible, enrolled public school student where the student receives instruction through a) an online learning program; b) a blended learning program; or c) a competency based learning program.

“Minimum School Program (MSP)” means public school programs for kindergarten, elementary, and secondary schools described in UCA § 53F-2-102(7).

“Missing child” means a person under the age of 18 who has been missing from his home environment or a temporary placement facility for any reason, and whose whereabouts cannot be determined by the person responsible for the child’s care.

“Out-of-school youth” means an individual 16 to 19 years of age whose high school class has not graduated and who is no longer enrolled in a K-12 program of instruction.

“Parent” means a parent or legal guardian having legal custody of a minor child.

“Retained senior” means a student beyond the general compulsory education age who is authorized by the District to remain in enrollment as a high school senior in the year (s) after the cohort has graduated.

“School of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled.

“School district of residence” means the district in which an emancipated minor or an unemancipated

minor's parent is domiciled or currently residing.

"School Day" means a minimum of two (2) hours per day per session in kindergarten; and a minimum of four (4) hours per day in grades one through twelve. ~~Subject to the following constraints: (a) All school days calculations shall exclude lunch periods and pass time between classes but include recess periods and alternative breakfast models when breakfast is consumed in class. (b)~~ Each day that satisfies the minimum hourly instruction time shall count as a school day, regardless of the number or length of class periods or whether or not particular classes meet.

"Supervision" (for purposes of district of residence determination) means a minor child is: (1) receiving services from a state agency, local mental health authority, or substance abuse authority with active involvement or oversight; and (ii) engaged in a human services program that is properly licensed or certified and has provided the school district receiving the minor child with an education plan that complies with the requirements of Utah Code Ann. §62A-2-108.1

"Plan for College and Career Readiness" is a developmentally organized intervention process that includes: a written plan, updated annually, for a secondary student's (grade 7-12) education and occupational preparation; all Board and local board graduation requirements; evidence of parent or guardian, student, and school representative involvement annually; attainment of approved workplace skill competencies, including job placement when appropriate; and identification of post-secondary goals and approved sequence of courses.

"Qualifying school age" means: (1) a person who is at least five years old and no more than 17 years old on or before September 1; (2) with respect to special education, a person who is at least three years old and no more than 21 years old on or before September 1.

"Transitioning" means the time period during which a child of a military family is in the process of transferring from one school to another.

"Unexcused absence" means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made and the student's absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with District policy 5S-101 Attendance and Truancy Intervention and school policy.

"Youth in Custody" means a person under the age of 21 who does not have a high school diploma or a GED certificate who is, pursuant to a determination that the person is neglected, delinquent, or guilty of a criminal act, 1) receiving services from of the Department of Human Services; 2) in the custody of an equivalent agency of a Native American tribe recognized by the United States Bureau of Indian Affairs and whose custodial parent or legal guardian resides within the state; or 3) being held in a juvenile detention facility.

REFERENCES

[Utah Code Ann. §26-7-9](#) – Online public health education module.

~~[Utah Code Ann. § 53E-3-301\(3\)\(d\)](#) – State Superintendent to report data to legislature on such things as fall enrollment, average membership, etc.~~

[Utah Code Ann. § 53E-3-401\(8\)](#) – State Board to adopt rules and may interrupt disbursements if district fail to comply.

[Utah Code Ann. §53E-3-503](#) –Education of persons under 21 in custody of or receiving services from certain state agencies.

[Utah Code Ann. §53E-3-602](#) – Auditing standards.

[Utah Code Ann. Title 53E, Chapter 3, Part 9](#) – Interstate Compact on Educational Opportunity for Military Children.

[Utah Code Ann. §53E-4-308](#) – Unique student identifier.

[Utah Code Ann. §53E-6-603](#) – State Board to verify audits.

[Utah Code Ann. Title 53G, Chapter 2, Part 2](#) – Compulsory Education.

[Utah Code Ann. §53G-4-402\(6\)](#) – Child at least five years of age before September 2, or the year in which admission is sought.

[Utah Code Ann. Title 53G, Chapter 6, Part 3](#) –School District Residency.

[Utah Code Ann. Title 53G, Chapter 6, Part 6](#) – Preventing Enrollment or Transfer of Missing Children

[Utah Code Ann. Title 53G, Chapter 9, Part 3](#) – Immunization of Students

[Utah Code Ann. §62A-2-108.1](#) – Coordination of human services and educational services

[Utah Code Ann. §75-5-103](#) – Delegation of power by parent or guardian.

[Utah Code Ann. §75-5-201](#) – Status of Guardian or Minor.

[Utah Administrative Code R277-121 - Board Waiver of Administrative Rules.](#)

[Utah Administrative Code R277-419](#) – Pupil Accounting.

[Utah Administrative Code R277-612](#) – Foreign Exchange Students.

[Utah Administrative Code R277-616](#) – Education for Homeless and Emancipated Students.

[Utah Administrative Code R277-621](#) – District of Residence.

[Utah Administrative Code R277-702](#) – Procedures for the Utah High School Completion Diploma.

[Utah Administrative Code R277-709](#) – Education Programs Serving Youth in Custody.

[Utah Administrative Code R277-911](#) – Secondary Career and Technology Education.

[Utah Administrative Code R396-100](#) – Immunization Rules for Students.

FORMS AND OTHER LINKS

[Grade Placement Change Form](#)

[Homebound/Hospitalization Instructions](#)

[Home Release \(no credit – 2 or more periods\)](#)

[Proof of Residency Procedures](#)

DOCUMENT HISTORY:

Revised: November 15, 1994

Revised: October 20, 1998

Revised: November 6, 2001 - Revised after comprehensive review to comply with state statutes and administrative rules.

Revised: April 1, 2003 - Changes in foreign exchange students' and nonresident students' application deadlines made to reflect changes in legislation.

Revised: June 17, 2003 - Removed Nov. 6 change to eligibility for extracurricular participation of students entering high school for the first time from junior high who attend a school different from the school designated to serve their attendance area.

Revised: September 23, 2003 - Added Unsafe School Choice Transfer Option section.

Revised: January 18, 2005 - Changed secondary boundary variance procedure to include a random selection process and cross-level exchanges under the direction of school directors.

Revised: November 7, 2006 - Technical changes due to updates made to Administrative Rules. R277-419 Pupil Accounting Rule: added section 2.2 statewide student identifier (SSID); section 2.21 student accounting updated along with some definitions. R277-616 Education for Homeless Students updated section 2.13. R396-100 Immunization Rule for Students updated 2.3.

Revised: November 21, 2006 - Made changes in the secondary boundary variance to allow for certain boundary variances after the initial random selection process.

Revised: March 13, 2007 - Changes in foreign exchange students, allowing director of admissions to approve a foreign exchange student agency upon the agency providing a sworn affidavit of compliance as required under State administrative rule.

Revised: September 17, 2008 - Removed boundary variance and enrollment options to a new policy 5S-407 Enrollment Options for Students. Removed requirement that a social security number be requested upon enrollment. Updated definition of homeless to reflect federal and state changes, updated accounting codes regarding high school completion status.

Revised: July 14, 2009 - Technical changes to comply with State Law and Administrative Rules. Added section 2.17 Military Children legislation provides some exceptions in the law for military children regarding education records, enrollment age, immunization and guardianship. Added section 2.18.4 allows enrollment in any public school if enrollment is necessary as determined by DCFS. Added section 2.14 Out-of-School Youth changes the administration of the GED and changes the GED Certificate to a High School Completion Diploma. Added section 2.15.8 regarding the confidentiality of youth in custody student records.

Revised: September 1, 2009 - No change to content, renumbered from 5S-403 to 5S-002 with reorganization of Policy Table of Contents.

Revised: February 17, 2009 - Technical changes made due to updates made in Administrative Rule R277-419. Official records changes from the last 3 days to 5 days a school may report aggregate hours of membership equal to number recorded for preceding 5 day period.

Revised: July 13, 2010 - Technical changes made to comply with State Law and Administrative Rule. Military children modification. Changes in Foreign exchange students. Schools will accept one for one exchange students.

Revised: February 1, 2011 - Changes made in the grade retention and advancement policy. Updates in high school completion status section made to comply with changes in Utah Administrative Rule R277-419. Removed the two letter exit code associated with the exit status of a student. These exit codes are reported as specified in Data Clearinghouse documentation and do not need to be in policy.

Revised: September 20, 2011 - Technical changes made due to updates made in Administrative Rule R277-419. Changes made in the definition of graduates.

Revised: May 7, 2013 – Technical changes made due to updates made in State law and Administrative Rules.

Revised: August 12, 2014 – Non-substantive changes.

Revised: January 26, 2016 - Revised to make non substantive stylistic changes in rule relating to youth in custody and homeless children.

Revised: May 2, 2018 - Updated to comply with changes in State law on immunization HB308 (2017). Updated military children references (HB27). Updated residency determinations for students receiving services from a health care facility or human services program (HB125 and UAC R277-621). Changes in Utah Administrative Rule R277-419 Pupil Accounting. Added section on approving short-term cultural exchange programs.

Revised: September 4, 2018 – Updated to comply with change in State law. HB178 Power of Attorney provides for local determination on enrollment if parent moves from the state.

Updated by committee: Non-substantive changes to comply with HB416 (2019) Educational services for students in human services programs.

Revised: August 6, 2019 (by consent) – Updated to comply with legislative change HB416. Defines, in the context of a child's school district of residency, the term "supervision" of a child who is served by a human services program.

Revised: - [Updated to comply with definitions and terminology in Administrative Code R277-419. Reorganized policy.](#)