



May 12, 1992

ADMINISTRATIVE MEMORANDUM NUMBER SEVENTEEN
STUDENT SERVICES PROCEDURES

A. Statement of procedure concerning:

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I. Admission Requirements

- A. The parents or legal guardians of all children seeking admission to the schools of Granite District shall submit the following legal evidence for the child:
 - 1. Legal residence: Where the child is living with legal guardian.
 - 2. Immunization record: The Utah Legislature of 1982 enacted the School Immunization Bill which requires that students attending public schools in Utah be properly immunized.
 - 3. Proof of age: A notarized copy of original birth certificate or Social Security Number with date of birth verification.
 - 4. Previous education: Checkout and transfer record from previous school and/or a signed request for school records.
 - 5. Other documents and materials as required by law and Board policy.
- B. Admission to Kindergarten: According to Utah Law (53G-4-402), effective 1983 and revised 1986, children who reach the age of 5 years on or before September 1 of a given year shall be permitted to enroll in kindergarten in the Granite School District and may attend, commencing with the official starting date of that same year. The law provides no exceptions for enrollment of younger children. (See Good practice - "Age of School Entry," November 7, 1990.)

II. Transfers

A transfer is issued to assist students, parents and school personnel with expedient and appropriate student enrollment and program placement when transferring between schools. Each school will provide the necessary forms to complete the checkout and transfer procedure.

III. Special Permits

A special permit grants the student permission to attend a school other than the one designated by his/her legal residence. Every effort is made to provide an instructional program that will meet a student's needs in the home school. Special permits are approved and issued by the Student Services Division. The recommendations of Student Services personnel, school administration, teaching staff and/or professional persons or agencies are considered in determining whether special permits should be issued.

A. Limitations and conditions:

1. Special permits are granted, renewed or revoked subject to the following criteria:
 - a. Regular attendance
 - b. Appropriate achievement and behavior
 - c. Sufficient classroom/school space
 - d. Student-teacher ratio
 - e. Specialized programs are not required by the student.
 - f. Students requiring special education placement will be approved only a space available basis.
2. The School Operations Office will notify the Student Services Division of schools with high enrollment. Permits to those schools may be denied, if adding outside students creates unsatisfactory educational opportunities for the students within the school's boundaries.
3. Requests for special permits (including consent guardianship/ power of attorney) into Granite District, for the sole purpose of accessing Central Alternative High School, Central Home Study, Young Parent Program or any special education program will not be approved. Enrollment in these programs is limited exclusively to Granite School District students. Exceptions, if any, must be approved by the Student Services Division.

B. Requests initiated by parents:

1. Initiated outside the District:
 - a. When a student desires to transfer into Granite School District from another school district, he/she must obtain a written release from his/her home district which permits Granite School District to consider acceptance of the student.
 - b. The parent/guardian must bring this written release to the Student Services Division for approval. If approved, a special permit will be issued to the student for placement in Granite School District.
 - c. When appropriate, a non-resident fee will be charged.
 - d. Out-of-district requests are granted on a one year basis only and are subject to revocation for the same reasons as other special permits.
2. Initiated within the District:
 - a. Elementary - Transfers are approved through the Student Services Division. Acceptable reasons for consideration would be serious problems with child care or recommendations by professionals. Other reasons would be considered on an individual basis. When appropriate, an attempt will be made to contact both principals involved.

- b. Secondary
 - (1) The student and his/her parent or guardian are to contact the principal of the home school and request permission to change schools within the boundaries of the District. The home principal has three alternatives:
 - (a) To approve the request
 - (b) To deny the request
 - (c) To defer judgement until the parent and student have met with the receiving principal to determine his/her willingness to accept the request and have consulted with Student Services officials.
 - (2) The student and his/her parent/guardian must meet with the principal of the school into which the student is requesting entrance. The receiving principal is to either accept, deny or defer the request.
 - (3) The student and his/her parent/guardian will then meet with the Student Services Division where a final decision will be made concerning the petition for transfer. This decision will be made based on the recommendation of the principals and pertinent data supplied from other sources, including parents, students or Student Services personnel. Reports from a professional or outside agency may also be required. When a professional recommendation is used to support a request for transfer, such recommendation must be from a professional, i.e. clinical social worker, psychologist or medical doctor, who has an established relationship with the student and the family involved.

- 3. Special situations (Board approved transfer, "legal" residence, consent guardianship and power of attorney):
 - a. An invitation may be extended to students from overcrowded schools to transfer to a new "home" school. In such cases, District transportation will be made available, and the student will transfer with full eligibility for all activities to the new school. If a student accepts any invitation to attend a new school and later requests a transfer to another school, such requests will need to follow regular special permit procedure.
 - b. In cases where a divorce decree designates that legal custody is assigned to only one parent, the residence of the parent who holds legal custody will be used to determine the school where the student should attend.
 - c. When the student makes application for a special permit on the basis that he/she will be living with someone other than the parents or legal guardian, a notarized form (consent guardian/power of attorney) must be attached which shows that a responsible adult, agreed to by the parents, has consented to act in the place of the parents. The form is obtainable from the Student Services Division of the Granite School District. If it is determined that there is an attempt to circumvent board policy or administrative procedure, such permit will be denied and/or revoked.
- 4. Procedure for handling requests to transfer out of Granite District into another district:
 - a. Parents must contact the Student Services Division to obtain a release from Granite School District to another district. If the release is granted, the parent should take the release to the Student Services Division in the other district.
 - b. Releases to attend school outside the District are granted on a one-year basis only and need to be renewed annually.

C. Requests initiated by the school:

Recommendations by the Student Services team:

School officials may recommend a special permit to another school if, in the professional judgement of the school officials and Student Service personnel, it is felt that the continuing presence of the child in the home school is detrimental to the best interests of either the child or the school. Due process requires that a transfer be preceded by counseling with the student and discussion with parent/guardian. Parental permission is preferred in such cases, but is not mandatory unless the student is receiving special education.

D. Requests initiated by professional agencies:

Should private or public agencies suggest an alternative placement of a student in the Granite School District, such recommendation will be considered after a discussion with the parent/guardian and careful consideration by administrators and Student Services personnel. (Youth-In-Custody students are considered "wards of the state" and should be enrolled in the appropriate school, just as any student who resides within Granite School District.)

E. Special requests:

Senior option permits:

1. When a sixth, ninth or twelfth grade student moves to a different school area within Granite School District, but wishes to remain in the previous school to complete the year, a special permit may be granted upon application.
2. When a student moves out of the District during his/her sixth, ninth or twelfth year and desires to remain in the previous school in the Granite School District for the balance of the year, the issuance of a special permit is subject to the same requirements as a transfer into the District from an outside district. (See II-B)

F. Special subject area requests:

Permission to transfer a student to another school in the district where class offerings may be more appropriate for a student may be granted only by the Student Services Division.

G. Renewal or revocation of special permits:

1. Renewal within the District:
 - a. Elementary school permits, once issued, are renewed automatically prior to June 15 of each year, unless a review is requested by the principal or member of the staff.
 - b. Secondary school permits, once issued, are renewed automatically prior to June 15 of each year, unless a review is requested by the principal or member of the staff.
 - c. Permits are issued for a specific school and are not automatically renewed when the student moves from elementary school into junior high school, or from junior high school into high school.
2. Renewal outside the District:

A special permit to or from another district is valid only for the school year in which it is issued. Such permits will be reviewed each year. Inter-district agreements and block permits are not subject to this condition.
3. Revocation within the District:

Permits may be subject to revocation upon the recommendation of school personnel or the Student Services Division. In both elementary and secondary schools, administrative requests for revocation should first be made to the Student Services personnel which serves the school. He/she will then notify the Student Services Division when a recommendation for revocation is agreed upon. Due process procedures must be followed.
4. Revocation outside the District:

When the Granite School District revokes or denies a special permit, thus requiring the student to return to his/her home district, notice should be given immediately to the administrator of the Student Services Division in the home district so that re-enrollment can occur without delay.

IV. Foreign Exchange and I-20 students

A. Foreign exchange students:

Student exchange programs are designed to give foreign students an opportunity to spend approximately one year studying in high schools in the United States. Students are placed by the exchange programs with a Utah family which serves as the host family during the period of sponsorship. The primary purpose of these programs is to improve the foreign student's knowledge of American culture and language through active participation in family, school and community life. The Utah State Office of Education sets quotas for exchange students studying in Utah. These students may receive a certificate of completion that stipulates the courses taken while in Granite School District, but they do not qualify for a high school diploma. Foreign exchange students are issued a J-1 visa (by immigration) to participate in the program. All foreign exchange students must be approved for enrollment through the District Student Services Division.

B. I-20 students:

I-20 students are foreign students who request permission study in the United States. Most I-20 students live with a relative (or temporary guardian) in Utah while attending school and generally must pay tuition to the school district in order to enroll and attend. Once admitted, these students are considered eligible for graduation if they meet the specified graduation requirements. I-20 students approved for Granite School District must be 5 to 18 years old and submit evidence of proficiency in English and proof of ability to pay tuition. The Student Services Division must issue the I-20 form prior to the student receiving permission to leave his/her home country. The completed I-20 is sent to the student and may or may not be approved in his/her home country. Approved students are issued a F-1 visa (by immigration) to allow their entrance into the United States.

V. Requests From Private School Students

- A. Students attending a private school who are requesting special services, programs or classes from the Granite District are asked to provide school progress reports, credits and/or additional assessment materials. If services are needed, they are provided at the public school nearest the private school in Granite District. Services requested need to be consistent with services currently offered all Granite District students.
- B. If a student from Granite School District is attending a private school outside Granite District, evaluation and services should be provided by the district in which the private school is located.
- C. If a private school student requests enrollment in one class or more at the nearest public school, such enrollment will be approved if:
 - 1. The requested course is appropriate for the student's ability and age.
 - 2. Such enrollment does not displace currently enrolled Granite District students.

VI. Home School

Parent/guardians requesting to teach their child(ren) at home, are required by State law to apply for a compulsory attendance exemption. This must be done on an annual basis through the Student Services Division. Guidelines and requirements of the Home School program will be discussed with the parent/guardian to facilitate an appropriate and productive home school experience. In instances where there is probable cause to believe that learning in the home is not adequate (within reasonable limits), testing may be required as well as a possible court referral for educational neglect. No credit will be awarded or recognized for courses taught at home. Credit is needed ninth through twelfth grades to earn a high school diploma. Local schools should be aware of students within their boundaries being taught at home.

VII. Home/Hospital Program

Home/Hospital is provided for students who, for reasons of accident, illness or other restricting conditions, will likely be out of school for ten days or more. The homeroom teacher or another teacher from the home school should be selected to provide services to the student. If a home school teacher is not available, a District based home/hospital teacher will be assigned to the student. Self-contained special education students should be served by a certified special education teacher. An adult must be present at the time of home instruction. Referrals should be made to the Home/Hospital office by the counselor, teacher or principal. Necessary information should include:

- A. Student data:
 - 1. Name, grade, address.
 - 2. School schedule.
- B. Doctor's letter stating recommendations, including length of time out of the school.
- C. Reason for referral.

VIII. High School Individualized Study

The High School Individualized Study Program is designed to accommodate the academic needs of students who are unable to attend a regular day program. Full-time employment (economic necessity), marriage and family responsibilities, religious beliefs, extreme emotional/behavioral/ psychological problems or physical handicaps are examples of situations that may hinder success in a regular program and require an alternative option, such as Individualized Study.

In this program, each student is expected to attend a scheduled weekly appointment with a teacher. Although students are allowed to work independently at their own pace, credit is earned based on the successful completion of assigned work. One hundred forty hours of work is equivalent to one full credit; one quarter is the minimum recordable credit (36 hours). The average student in the program earns credit in two or three academic areas per quarter. Referral into the program is made by the home school counselor and sent to Central High School for approval.

IX. Advancement or Retention

A. Advancement:

Advancement within a school is the responsibility of that school's principal in cooperation with the parent/guardian, student, teachers and Student Services staff member. Careful study and discussion of the promotion is necessary to ensure an appropriate change for the student. Advancing a student so that he/she "skips" a grade into another school, must be mutually agreed on by both principals after conferences with the parents, student and student services team. (See Good Practice.)

B. Retention:

Retaining an elementary student for another year at the same grade level may be both wise and necessary. Experience and research have, however, shown that inappropriate use of the practice can have a devastating effect on the life of the child. For that reason, district procedures provide for careful consideration of input from Student Services personnel, teachers, parents and the student before a decision is made. If, after careful deliberation, the teacher refers the student to the principal, the principal will invite the teacher and the parent of the student to a team meeting where the question of retention or advancement will be studied in depth. During the meeting, the evaluative process to determine the recommendation will be developed. Retention and advancement should be initiated only after this official action has taken place and a copy of the recommendations have been included in the student's cumulative file. Retained students may attend another school with a special permit approval from the Student Services Division. Any parental attempts to advance or retain a student will not be accepted. Retention in the graduation track (ninth - twelfth grade) are rarely approved. If there is a disagreement concerning the placement decision, an appeal may be made to the Student Services Division.

X. Suspension and Expulsion

Every student has the responsibility to know the rules of the school and the responsibility to behave in accordance with those rules. Students who fail to do so are subject to disciplinary action which may include suspension, and (in extreme cases) expulsion. Suspension is a serious disciplinary measure and should not be used until other reasonable methods, including in-school suspension (where applicable) have been considered. The major function of suspension is to alert the parent/guardian that there is a serious problem that requires the attention of both school officials and parents/guardians. The preferable course is when parents/guardians are willing to come to school to discuss a problem without the school administrator having to invoke suspension. It is important that contact with a parent be made, along with other due process procedures, (See A-2 below) prior to suspension. In some cases, however, a student may be subject to immediate suspension without due process. This may be done when the student's behavior presents an immediate, serious danger to persons or property. Such a danger may present itself in the following ways:

- When a student physically injures, or threatens to injure, himself/herself or others.
- When a student willfully and knowingly destroys property or threatens to do so.
- When a student's behavior severely disrupts normal school proceedings so as to inhibit or negate/squelch the right of other students to learn.

Immediate action should be taken to examine the problem that caused the suspension and work toward its solution. The student should return to school as soon as the problem has been resolved. Consecutive suspensions made to circumvent District procedures for the orderly handling of difficult cases are prohibited.

The Granite School District Board of Education has developed the "Safe School" Policy that addresses student acts of violence, use or possession of weapons, criminal activity at school and/or gang involvement. For policy statement and procedures refer to Administrative Memo Number 106, dated March 6, 1991.

A. Suspension:

1. Length of suspension:

Any suspension up to, but not exceeding three days, is handled by the school administration. The use of three-day suspensions should be made judiciously, with the emphasis upon problem-solving rather than punishment. A suspension for a period longer than three days must first be authorized by the administrator of the Student Services Division or his/her designee. During suspension that may become extended while awaiting a hearing date, provisions should be made by the school staff to provide homework.

2. Due process requirements prior to suspension:
It is vital that an administrator demonstrates good faith and carefully provides due process when suspension becomes necessary.
 - a. The student must have had reasonable opportunity to know the expectations for acceptable conduct in the school.
 - b. The student has a right to know the charges that are made against him/her, and must be given a chance to explain what occurred as he/she perceived it.
 - c. Parents/guardians must be notified immediately of the suspension. They have a right to know the events that led to the suspension and the specific charges made against their child.
 - d. Suspended students must remain on the school's membership roles, and they must be counted as absent during the period of their suspension.

3. Emergency suspension:
Immediate suspension, without due process, is authorized only when a situation exists that presents imminent danger to the student or others involved. In such emergencies it is important to notify parents immediately. A conference is to be held as soon as possible, usually within three days, during which the student and the parent(s) will have the opportunity to hear the charges, make necessary explanations and assist in seeking a solution to the problem.

4. Suspension of handicapped students:
Handicapped students are given special protection under the law for the following reasons:
 - a. They may be harassed by other persons and goaded into committing acts that they might not otherwise do.
 - b. They are often already in a restrictive environment because their behavioral problems are greater than those of the usual students. For these reasons, special consideration and care should be given to address the unique needs of handicapped students.

5. Guidelines for legal suspension of handicapped students:
 - a. The IEP team should, whenever possible, work out in advance the conditions where suspension may be used to help a student meet behavioral expectations. These conditions may then be included as an action step of the IEP.
 - b. If suspension becomes necessary, it is recommended that in-school types of suspension be used if possible.
 - c. When a student's behavior presents an immediate, serious danger to persons or property, as described and explained for the student-body as a whole above (see IV-A-3), the student may be suspended immediately.

B. Expulsion:

When the inappropriate behavior of a student is such that it persistently disrupts the ongoing educational processes in a school and after earnest and persistent efforts to correct the problem

have failed, the school principal may suspend the student with the understanding that it may be permanent. The principal may then apply to the administrator of the Student Services Division or his/her designee, asking that the student be expelled after an opportunity for an appropriate hearing from the school. If the request is approved, expulsion may take one or two forms:

1. In lieu of expulsion, the student may be removed from the offended school and transferred to another school in the District.
2. The student may be expelled from the school system. If this becomes necessary, an exemption permit or a court order will be issued. The parent(s) may appeal the expulsion in a formal District hearing. If an appeal is in process, provisions must be made by the school staff to provide the student with study materials in the interim (for students in special education, the "stay put" placement may apply, see Special Education Manual, p. 47, #23).

XI. Exemption

Students may be referred for exemption to the District Student Services Division by a school administrator, in cooperation with the student's counselor. However, exemptions can only be issued by Student Services personnel. Parental approval is necessary on the exemption request form before it will be considered.

A. Type of exemption:

1. Temporary: a student is released from the obligation to attend school for the remainder of the term, semester or for the balance of the school year.
2. Permanent: a student is permanently released from the obligation to attend school.

B. Reasons for exemption:

1. Exemptions may be issued with mutual consent of the Student Services Division, parent and student. Exemptions are made for the following reasons:
 - a. Early release has been provided for post high school work and work-study programs.
 - b. The Student Service personnel, parent and student have determined that the student can no longer benefit from the school experience.
2. Exemptions may be issued by the Student Services Division without parental consent under the following conditions:
 - a. The student engages in behavior which is harmful to himself/herself or others.
 - b. The student willfully and knowingly destroys property.
 - c. The student is guilty of extreme abuse to a teacher or another member of the school staff. Such abuse includes insolence or rudeness in addition to physical abuse.
 - d. Student is legally emancipated and able to represent himself/herself.
3. When the school and the parent disagree:

In all instances where exemption is disputed by the parent/guardian, the child and the parent/guardian should have the opportunity to resolve the problem with school officials before the exemption request is sent to the District office. The same

opportunities for due process must be provided for exemptions as are provided for suspensions.

If disagreement persists, a hearing will be scheduled between all interested parties and the Student Services staff in an effort to resolve those differences. If agreement cannot be reached, the director of Student Services (or designee) will make the final ruling. Provision for homework should be provided while awaiting the hearing date.

XII. Police Intervention

A. School rights and responsibilities:

Students are entitled to the same protection under the law with respect to arrest as are other citizens. Police may intervene on school premises under the following conditions:

1. A student engages in illegal actions such as the use or possession of controlled substances, concealed weapons, theft, assault, willful destruction of property or any illegal acts in and about schools.
2. The student presents a nuisance or danger to residents who live near school grounds or to their property.
3. A student's behavior presents an immediate serious danger to himself/herself or others or the threat thereof.
4. The police officer is in possession of a pickup order or a warrant for a student enrolled in the school.

B. Interrogation of students:

In cases where permission to question or interrogate students is requested by police on school property, the school staff has the following responsibility:

If the student is suspect in the commission of a crime, the school officials should see that a proper balance is maintained between the students rights and the requirements of the law. To insure this balance, a school official is asked to witness all questioning of suspects. School officials should see that the parent/guardian of the student is notified as soon as practical, either by themselves or the police officer.

C. Physical or sexual abuse:

In cases which involved physical or sexual abuse in which the parent/guardian may be suspect, the police will investigate. The police may ask a representative of the Division of Family Services to sit in on the questioning. An appropriate member of the school staff may also be present. In any case, the school administrator will see that a staff member of the child's own sex is available if required during questioning.

In cases which involve physical or sexual abuse, the parent/ guardian will not be notified by school personnel. In such cases, the police or the Division of Family Services will notify the parent/guardian after the investigation is complete. (See Administrative Memo Number 67 for additional information.)

D. Releasing of students to police officers:

School officials should not release a student to a police officer except under one of the following conditions:

1. The officer has in his possession a pickup order or a legal warrant.
2. The law has been broken, and the police officer has probable cause for arrest.

3. The student is in danger and is taken into protective custody.
4. The student is endangering himself/herself or others.
5. The parent/guardian has been notified and has given consent.

XII. Search and Seizure

- A. Searches within the school or school grounds, including locker/ desk/storage areas, may be authorized by the principal when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:
 1. Evidence of a violation of the student conduct standards contained in the policies of the Board of Education or a violation of federal, state or local laws.
 2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
 3. Any reasonable cause for search.
- B. If the principal or designated educator has reasonable cause to search a student, searches will be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other person of the same sex as the person being searched. Searches that may involve removal of clothing, other than a coat or jacket, shall be referred and conducted by a law enforcement officer, and school personnel will not participate in such searches, although they may be witnesses.

If you have any questions about acting in good faith, providing due process, and/or student rights in general, contact the Student Services Division.

/s/

Loren G. Burton
Superintendent