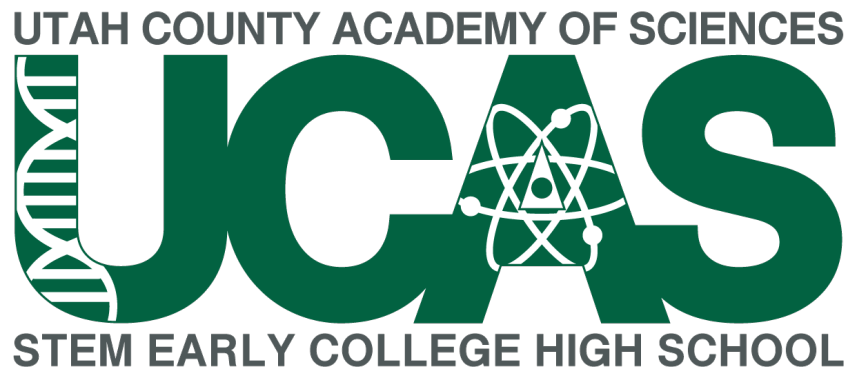




2020 – 2021
Student Handbook



Provo

Grades 9 – 10
2121 N 550 W
Provo, UT 84604

385-375-3021

Orem

Grades 11 – 12
940 W 800 S
Orem, UT 84058

801-863-2222

Fax: (801) 225-2214

E-mail address: info@ucas-edu.net

2020 - 2021 CALENDAR

Classwork Begins	August 13
Labor Day	September 7
Mid-Semester	October 12
Fall Break	October 15 - 16
Thanksgiving Break	November 25-27
1st Semester Ends	December 18
Holiday Break.....	December 21- January 4
Classwork Resumes.....	January 5
Martin Luther King Holiday.....	January 18
President’s Day.....	February 15
Spring Break.....	March 8 - 12
Mid-Semester	March 16
UVU Graduation	May 7
2nd Semester Ends.....	May 20
UCAS Graduation	May 21

Please access our home page (www.ucas-edu.net) for the most current dates and information. This included schedule updates due to COVID-19.

Provo Bell Schedule	Orem Bell Schedule
53 minute classes 5 minute passing periods	53 minute classes 7 minute passing periods
First Period: 9:00 – 9:53	First Period: 9:00 – 9:53
Second Period: 9:58 – 10:51	Second Period: 10:00 – 10:53
Third Period: 10:56 – 11:49	Third Period: 11:00 – 11:53
Fourth Period: 11:54 – 12:19	Fourth Period: 12:00 – 12:23
Fifth Period: 12:22 – 12:47	Fifth Period: 12:30 – 12:53
Sixth Period: 12:52 - 1:45	Sixth Period: 1:00 – 1:53
Seventh Period: 1:50 – 2:43	Seventh Period: 2:00 – 2:53
Eighth Period: 2:48 – 3:41	Eighth Period: 3:00 – 3:53

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WHO'S WHO AT UCAS
Board of Trustees

Serene BeanBoard President, Student Connected
 Clark BaronBoard Vice-President, Student Connected
 Abraham Teng, Ph.D.Board Member, UVU
 Krista Ruggles.....Board Member, UVU
 Katherin Andrew..... Board Member, Parent

Administration and Staff

Jennilyn Derbidge Principal
 Rosanna Weeks Assistant Principal
 Darla WengerTeacher on Administrative Assignment
 Randon Olsen..... Counselor
 Samuel Runyan Counselor
 Lexie Heymeyer..... Counselor
 Julie Schiffman Administrative Assistant
 Courtney Dodge Student Services
 Whitney Ferguson Registrar
 Anne Orton..... Lunch Manager
 Valerie SlaughterKitchen Supervisor
 Tara Merryweather..... Financial Manager
 Lacy Fife Career Center Coordinator

Faculty

John Ashman.....Student Council, Student Success
 Gary Ashton CTE
 Karl BarksdaleSocial Studies
 Tiffany Bills English
 Kason Binford..... Math
 Maddy Bragg English
 Lorri-Sue Blunt English
 Beverly Cannon Math
 John Christensen Social Studies
 Brent Clark..... IT Director, CTE
 Morgan Goddard..... Health
 Caprise Harper Science
 Lisa Harrison..... English
 Lisa Havens..... Career Explorations
 Jeff Isom..... Leadership
 James Hodson Art, Yearbook
 William Johansen..... Science
 Warren Kunz Science
 Kimberly Lamb..... Science

David Lowery	Math
Raymond Macinanti.....	Social Studies
Kelley Paystrup.....	English
Julie Paz	Communication, Humanities
Erin Radandt	Study Hall
Sam Ramos	Math
Micah Ross.....	Science
Doug Schiffman	Math
Kelly Shurtz	CTE
Patsy Tam.....	Chinese
Krista Thornock	English, Student Council

**ACT and SAT Code for
Testing Registration
450-286**

**CLASS OF 2021
HIGH SCHOOL GRADUATION REQUIREMENTS BY CATEGORY**

Required Courses

4	Credits	English
2.5	Credits	Social Studies
4	Credits	Mathematics
1	Credit	Life Science
1	Credit	Physical Science
2	Credits	Elective Science (either life or physical)
.5	Credit	Physical Education - Participation Skills
.5	Credit	Physical Education – Fitness for Life
1	Credit	STEM – Major and Careers
.5	Credit	Health Education
.5	Credit	Exploring Computer Systems – Information Processing
1	Credit	Career and Technical Education
1	Credit	Fine Arts
.5	Credit	Financial Literacy

19 Core Credits
5 Credits elective choices.

24 TOTAL CREDITS NEEDED FOR HIGH SCHOOL GRADUATION

**UTAH VALLEY UNIVERSITY
Associate in Science/Arts Degree Academic Year 2019-2020**

Required Courses

3	Credits	English 1010*
3	Credits	English 2010*
3	Credits	Math 1030 or 1040 or 1050*+
3	Credits	Philosophy 2050
2	Credits	Health 1100 or PE 1097*
3	Credits	Communications 1020+
6	Credits	Social Science – POLS 1100*+ or HIST 1700*+
3	Credits	Fine Art – Drawing 1110*+ or Art 1010*+
3	Credits	Biology 1010*+ or 1610*+
3	Credits	Physical Science*+
3	Credits	Biology or Physical Science*+

25 Credits elective credits level 1000 or higher.

60 TOTAL CREDITS NEEDED FOR UVU GRADUATION

*recommended for both High School and UVU credits
+ taught at UCAS

Taking classes at UCAS for university credit is a privilege. Please see academic standards procedures for details on CE and UVU on-campus courses.

Graduation Attendance Requirement

Students wishing to graduate with a UCAS diploma must attend full time during the last semester before graduation from UCAS, complete all required makeup, and have their graduation clearance form signed by all involved.

Graduation Exceptions

Exceptions to the listed requirements may be requested as follows: Students may submit a petition, in writing, to the UCAS Review Committee for consideration. These should be submitted before the last Monday in April. Decisions of the graduation committee are final and will be returned to the applicant in written form. Approved exceptions to the prescribed graduation requirements will be the exception and not the rule.

Graduating with Honors or High Honors

Students desiring Honors or High Honors recognition at UCAS graduation must meet with the counselors. (3.5 = Honors / 3.7 = High Honors)

Counseling Department

If you have educational, occupational or personal/social questions or concerns please see any of our counselors. Monday - Friday 8:00 a.m. to 4:30 p.m.

UCAS POLICIES AND STANDARDS

*The policies and standards in the printed handbook are up to date at the time of printing. Please see the UCAS website for the most recent versions of these policies and standards.

UCAS policies have been established to provide a safe, orderly, and educational environment as required by law. All students are expected to respect others (students, teachers, staff, etc.), respect property (personal, school, public, etc.), and be safe and follow UCAS standards.

UCAS Board Policy ID Policy on Student Academic Progress

The academic progress of the students is a concern to all. Monitoring the academic growth is a critical step in the educational process. For students attending classes at the Utah County Academy of Sciences (UCAS), every attempt will be made to return work done by the students in a timely manner. UCAS instructors will review student progress periodically and share the information with the students. Parents and students are strongly encouraged to monitor their own academic progress using the available on-line resources, attending parent teacher conferences, and contacting teachers directly when appropriate. Unsatisfactory progress in either the academic or citizenship area at UCAS will be shared with the student and the parent or guardian. Parents and students can check on the academic progress procedures that are implemented by viewing the

UCAS school website and the student handbook for UCAS Academic Student Standing information.

UCAS is an early college high school which helps transition students from high school to college. Students are taught to advocate for themselves and to monitor their own academic progress. For UCAS students attending college courses on the Mountainland Technology College (MTECH) and/or Utah Valley University (UVU) campus, academic progress is the responsibility of the student. Parents/guardians will not be notified by the instructor as to the academic progress of a student.

Students who fail a course or wish to retake it to earn a higher grade will be responsible for paying the tuition of any repeated course.

Student at Risk of Academic Failure - Enhancement for At-Risk Students

In accordance with R277-708-5, the Utah County Academy of Sciences Board of Trustees has adopted the following LEA specific definition of “Student At-Risk of School Academic Failure”.

This definition is to be used for the Enhancement for At-Risk Students and related programs.

Definitions

“Student At-Risk of School Academic Failure” are defined as students for whom any of the following situations apply:

1. Is identified as having “low performance” or “below proficient”:
 - a. Low performance may include has scored “below proficient” on any USBE assessment in any of the previous three years. Or
 - b. Is “off-track” for graduation:
 - i. The sum of credits already earned by a student, plus the credits that may be earned in the regular school schedule, is insufficient for a student to graduate by the student’s expected cohort graduation date.
 - ii. May be calculated either in total number of credits or by specific graduation requirement.
 - c. Is “trending off-track” for graduation:
 - i. The sum of credits already earned by a student, plus the projected number of credits that a student would earn if the student’s rate of credit attainment continues in future terms, is insufficient for a student to graduate by the student’s expected cohort graduation rate.
 - ii. May be calculated either in total number of credits or by specific graduation requirement.
2. Is identified as an English Language Learner or a Title I student receiving CCGP supports.
3. Is identified as having “mobility” concerns which may include having below 90% attendance.
4. Is identified as “low-income” student which may be identified through the free and reduced lunch application or fee waiver form provided by the school.

R277-708

Updated 10/2018

UCAS Academic Standing and Scholarship Qualifications

UCAS Scholarship to UVU/MTECH:

UVU/MTECH courses may be taken after the student has been enrolled at UCAS for a year. The only courses UCAS will pay for at UVU during 10th grade are accelerated Math – when eligible. All UCAS and high school courses must be done before any other UVU/MTECH courses are paid by UCAS.

UCAS students are scheduled for courses according to their CCR so that students complete requirements in the following order:

1. High school credits,
2. Higher Ed required credits,
3. Higher Ed elective credits.

UCAS will pay for higher ed courses when this order is followed. UCAS will pay for up to 60 credits - when the student reaches the required University Studies general associate degree requirements (See Policy JH Core Curriculum and Graduation requirements). No matter which scholarship a student chooses and qualifies for, they are responsible for the cost of books for on-campus courses. For MTECH programs, students are also responsible for payment of program fees.

Full Scholarship	All passing grades. Semester and cumulative GPA above a 3.0.	Full Scholarship Awarded
Partial Scholarship	Minimum semester GPA 2.0 and minimum cumulative GPA 2.9, or One or more failed class	Maximum 3 UVU on-campus classes or 1 MTECH program of study. <i>UCAS review committee must approve a letter of explanation written by the student and any failed classes must be repaid or retaken at student expense.</i>
Limited Scholarship	Semester GPA below 2.0 or Cumulative GPA below 2.9	1 MTECH program of study, high school and CE credits available. <i>UCAS review committee must approve a letter of explanation written by the student and any failed classes must be repaid or retaken at student expense.</i>

Failing Grades:

Students who receive an F, I, W, UW or E grade must pay UCAS back for the failed course or pay to retake the SAME course. Failure to do so in a timely manner will limit opportunity to take UVU on-campus classes and graduation status. **UCAS will not pay for UVU on-campus classes until the failed class has been repaid or scheduled to be retaken.** *Concurrent enrollment classes can only be taken once; a student cannot repeat any concurrent enrollment class for any reason.*

Appeals:

A **student** may make an appeal to the UCAS Review Committee at any time. The UCAS Review Committee will look at the overall student success as well and the actual appeal letter that is written. UCAS Review Committee decisions are limited and must comply with UVU requirements. Students who are not eligible for UCAS to pay for UVU on-campus classes may elect to pay for their own classes. (See guidelines for student appeal letter)

NOTE: Students must also comply with UVU academic standards:

<http://www.uvu.edu/academicstandards/>

UCAS Board Policy JA Attendance Policy

1. PURPOSE AND PHILOSOPHY

- 1.1 The Utah County Academy of Sciences (UCAS) believes attendance is a critical component of 21st Century Skills which demand collaboration in the workplace as a key to successful problem solving strategy. The UCAS Board of Trustees (the Board) supports the following attendance policy in order to:
 - 1.1.1 Prepare students for the attendance expectations in their future careers
 - 1.1.2 Increase likelihood of student success
 - 1.1.3 Develop student responsibility
 - 1.1.4 Maintain a safe and orderly learning environment
 - 1.1.5 Encourage parental involvement in student attendance
 - 1.1.6 Increase daily student attendance
- 1.2 This policy sets attendance standards for all students enrolled in UCAS.

2. EXPECTATIONS AND PROCEDURES

- 2.1 All students are expected to be in class and on time every school day, in every class. The Board expects all students to have a minimum of 90% attendance in each class per grading period.
- 2.2 Absences will cause students to miss significant instruction and learning opportunities. Students may lose credit if their attendance is less than 90%. In addition, students may experience grade reductions for truancy. UCAS has no control over Mountainland Technology College (MTECH) and Utah Valley University (UVU) classes. Students who violate the MTECH and/or UVU class attendance policy will suffer the consequences imposed by MTECH and/or UVU or its instructors.
- 2.3 Excessive tardiness may result in a loss of credit or reduced grades.
- 2.4 Family emergencies, illnesses and court dates, along with some extenuating circumstances are legitimate reasons for being absent or tardy. Parents should follow current policies to excuse such absences. Having an absence excused removes the school attendance consequence but does not remove the students' responsibility of doing the assignments, labs, and exams for each class. UCAS will try to accommodate students who miss an exam because of an excused absence. If students are aware that they will miss a class on an exam day, they

should contact their teacher as early as possible to see if the exam may be taken a day or two early. If students miss an exam because of illness or emergency, they may be required to take an exam during the first school day that they return. A late exam may or may not be the same as the regular exam that was given to the rest of the class but will test material that the student should know. Students who have an unexcused absence on the day of an exam, or who choose to miss an exam, may be given an “F” for the exam at the discretion of the teacher. Teachers may, at their discretion, adjust this policy to accommodate the unique needs of the student or class.

- 2.5 On a case by case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent, guardian, teacher, or administrator, students may be excused without attendance penalty for the absence, I.E., the excused absence(s) will not contribute to the accumulated total of absences. The student and/or guardian will describe such experiences in writing, identifying the reason the student will miss school and the UCAS administration will approve it. The proposal will be submitted to the administration for consideration no less than five school days **before** the absence occurs. The student will be expected to complete the assigned work and complete that work in a time frame agreeable to the teacher(s) of the missed class(es). MTECH and/or UVU classes follow their own attendance policies. UCAS expects students to be in attendance for all of their MTECH and/or UVU classes.
- 2.6 The UCAS administrators will be expected to make “reasonable accommodation” for individuals as per Section 504 of the American with Disability Act (ADA) or the Individuals with Disabilities Education Act (IDEA).
- 2.7 Incentives for student attendance may be offered as determined by the administration.
- 2.8 The school expects daily student attendance and will initiate measures to correct attendance problems. Measures may include, but not be limited to:
 - 2.8.1 E-mail or phone call with parents or guardian
 - 2.8.2 Counseling contact
 - 2.8.3 Scholarship Agreement probation
 - 2.8.4 Class adjustments
 - 2.8.5 Alternative programs and placements
 - 2.8.6 Involvement of outside agencies
 - 2.8.7 Suspensions
 - 2.8.8 Loss of access to higher ed institutions
 - 2.8.9 Loss of the UCAS tuition scholarship
- 2.9 The UCAS administration will establish, clear procedures to implement this policy, including, but not limited to:
 - 2.9.1 Regular and accurate record of attendance
 - 2.9.2 Parental access to current attendance records
 - 2.9.3 Clear communication of school days and hour
 - 2.9.4 Beginning and ending school/classes on time
 - 2.9.5 Advance notice of attendance penalties

3. TRUANCY

"Truant" means absent without a valid excuse. Parents of school-age minors shall cooperate with UCAS administration and the Board to secure regular attendance at school by school-age minors for whom they are responsible.

4. PETITION PROCEDURES

Parents may petition the UCAS administration to waive attendance penalties for legitimate absences (family emergencies, illnesses, court appearances, and extenuating circumstances) resulting in a student failing to achieve the 90% attendance standard. Such petitions should be directed to the administration in writing within 5 school days of when the violation occurs. Seniors shall have any petition turned into the administration no less than 5 days prior to the commencement exercises. No petition will be heard for attendance consequences in MTECH and/or UVU classes.

5. STATE OF EMERGENCY

- 5.1 In a declared State of Emergency, when state or federal authority prohibits students from being in the building, Continued Enrollment Measures will be as follows; Students must check in at least 1 time every 10 days through one or more of the following methods:
 - 5.1.1 Submitting assignments
 - 5.1.2 Participating in an online or face-to-face discussion
 - 5.1.3 Joining a live interactive meeting
 - 5.1.4 Attending a course session on site
 - 5.1.5 Participating in small group instruction live or online, or
 - 5.1.6 Communicating with the instructor by email, feedback, live online, face-to-face, or phone.
 - 5.1.7 Teacher check in, timelines for work completion, or login to school assigned programs.
- 5.2 Attendance will be measured through daily documentation in the UCAS student information system. It will be updated weekly to reflect completion of criteria listed in 5.1.

Approved 21 April 2020

UCAS Student Attendance Procedure 2020 – 2021

Class attendance is essential for students to receive instruction and participate in activities that are difficult to replicate outside of class. Due to the accelerated pace of UCAS classes, students who are excessively absent or tardy may have a difficult time making up work and keeping pace with coursework. Additionally, students with attendance issue risk losing their scholarship to UVU. As a preventive measure, UCAS has a strict attendance policy as outlined below.

Absences: Students may lose credit if their attendance is less than 90% in any class. Absences due to medical reasons will be excused with a doctor's note and will not be counted against the 90% attendance policy. Absences related to COVID-19 will be considered on a case-by-case basis. Students are responsible for all in-class work that is missed. *The Majors and Career Exploration course at UCAS is considered a UVU course with its own attendance procedures – see course syllabus for more information.

Tardiness: **Parents cannot excuse tardies.** Students are given 5 free tardies per semester (note this is not per class, but 5 tardies overall). Once the free tardies are used, detentions are accrued for every third tardy starting with the sixth.

Use the following guidelines to determine if your student will be counted as absent or tardy:

1. Arrival between 1 and 10 minutes late = **Tardy**
2. Arrival after 10 minutes = **Absent**
3. Leave before last 10 minutes of class = **Absent**

All students who arrive late or leave early must sign in at the office.

- **Absences must be excused within 2 days of the absence.** They can be excused by parent or doctor note, email to the school (info@ucas-edu.net), or phone call.
- If an absence is not excused, a detention must be served within 5 school days of the absence(s).
- A student may make an appeal to the UCAS Review Committee at any time. The UCAS Review Committee will look at the overall student success as well as the actual appeal letter that is written. Students with poor grades, poor attendance, or a history of behavior challenges are less likely to have their appeal approved. **The UCAS policy will be followed as written in all but exceptional cases.**

Attendance of Extracurricular Activities

Extracurricular excuses will be given for off-campus state, region, or school approved events. These must be cleared with the administration and main office five days prior to the event. No extracurricular attendance excuses will be given for experiences other than those coordinated by UCAS. Extracurricular excuses do not extend to UVU.

UCAS Attendance and Grade Tracking

UCAS provides immediate computerized attendance information to assist parents and students. Students or parents may check attendance using the computers in the computer lab, commons area, or at UVU. Attendance and grade information is also available on the internet at www.UCAS-edu.net. A paper containing the student/parent password for the UCAS/SIS internet attendance tracking is given to each student and parent at registration in August.

UCAS Board Policy JG Organization of School Clubs

The Utah County Academy of Sciences (UCAS) may allow for student clubs in order to provide school participation opportunities for students who are enrolled at UCAS.

1. Club Approval

All clubs at UCAS must be approved by the UCAS Review Committee. The Review Committee members are selected each year by the Director of Counseling from the faculty and counselors. The Review Committee must contain at least three members. The Review Committee also reviews the operations and success of the clubs. Approved clubs must have an established purpose which supports the educational mission of UCAS and is tied to a specific curriculum. Clubs must have a faculty advisor approved by the UCAS administration. The Review Committee may exempt a club from the authorization process if the club is governed by a state or national organization such as the National Honor Society (NHS). UCAS clubs are for UCAS students only.

2. Application Process

The written application for approval of a UCAS club must include the following:

- a. The applicant's names including faculty and students
- b. The requested club name
- c. The requested regular meeting times, dates, and places
- d. A statement of the club's purpose, goals, and activities
- e. A statement assuring that the club will comply with all applicable laws, rules, and policies
- f. A budget showing the amount and source of any funding provided or to be provided to the club and the proposed use of the funds
- g. Requirements for membership
- h. A club constitution or bylaws which will include the process of selecting club leadership, etc.
- i. A statement of the club's curricular categorization (athletic, economic/ business, communications, community service, science, computers, art/music/performance, or other).

Each club application must be approved, denied, or investigated by the Review Committee in a timely manner. If an application is denied, written reasons for the denial or results of the investigation shall be stated and, if appropriate, suggested corrections to remedy the deficiency given.

3. Parent Consent

A student must obtain written consent from their parent or guardian before joining a UCAS club or participating in any club activities. The consent form must include important information regarding the club so that the parent can make an informed decision. The consent form is not required for attendance to introductory meetings but those meetings must be approved by the administration.

4. Club Guidelines

All club activities and programs must be planned and organized so that they are not detrimental to the physical, emotional, psychological, or moral well being of students. They should not interfere with the maintenance of order and discipline on the school premises nor should they interfere with the orderly conduct of the school's educational activities. All club fees must be

approved by the Board of Trustees and shall be published with the approved school fee schedule.

5. Appeal Procedures

If a club is denied, suspended, or terminated by the Review Committee, the club, advisor or person directly affected by the decision has 10 days to file a written appeal to the UCAS administration. The administration will issue a written determination within a reasonable amount of time. The decision of the administration is final.

Updated 10/2018

Code of Conduct

UCAS students should conduct themselves in a respectful, safe, and appropriate manner at all times. Proper conduct varies from one activity to another. The conduct expected in the library varies from appropriate conduct during an outdoor activity. Any conduct that is disruptive to the orderly process of education is not appropriate and may result in a disciplinary action or suspension.

Accommodations - ADA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during ANY MEETING at UCAS should notify the UCAS office at 863-2222 at least three working days prior to the meeting.

Activity Cards

UCAS students are required to have activity cards and should carry them at all times. Activity cards are needed for library use, testing, tutoring and help sessions, UTA bus pass, and school activities. A charge will be assessed by UVU for replacement cards. If the activity card is also used as a debit card, then the student must contact their bank for a replacement. Bus passes are embedded in the UVU activity card. If the pass is lost, and the student needs a bus pass, the full amount of the bus pass will need to be paid. Students who violate school rules may lose their access to school activities. Using another person's activity card to try to enter an event is attempted fraud. Misused activity cards may be confiscated by UCAS, UVU, or UTA.

Address Change

Parents are required by law to notify the school of physical, e-mail address and phone number changes. In emergencies it is critical that UCAS be able to contact parents.

Athletics and the NCAA

Students who anticipate participating in college athletics should contact their counselor for current NCAA requirements. It is the student's responsibility to track and meet NCAA guidelines.

Students are encouraged to stay at their home high school on a full time basis if participating in athletic activities.

Business Hours

UCAS Main Office hours are 8:00 am to 4:30 pm during school days. The school is not open weekends or holidays. Most teachers will be available before and after school to answer questions and help students.

Cheating

Some examples of cheating are copying work from another student, quoting another paper, the internet, a book, or an article without giving credit to the author (plagiarism), storing information in an electronic device for a test, putting your name on a paper belonging to another, and passing information to others about specific information on a test. Students who cheat will lose credit for tests or assignments and could likely lose credit for the class.

Class Changes

Schedule changes should be made before the start of each semester. An “F” grade will be recorded for a student who drops a class after two weeks into the semester except those initiated by teachers or administrators, when a class is substituted AND when the change is approved by all teachers involved. Students are responsible to see that their schedules are correct.

Classroom Interruptions

Parents, students, and visitors may NOT interrupt classes. If an emergency arises, the main office will contact the student immediately. Non-emergency messages will be given to the students in between classes. Every effort will be made to get non-emergency messages to the students as soon as possible but not generally during class. PLEASE feel free to contact your students between classes or during their lunch period. DO NOT TEXT OR CALL YOUR STUDENT DURING CLASS TIME!

Closed Campus

Student safety is of paramount concern at UCAS. With the heavy traffic congestion and possibility for injury, the UCAS campus is a closed campus. Students may leave campus during school hours only if they have checked-out in the main office. Please see our visitor policy.

Collections

All money is collected at the main office. (Lunch money can also be paid in the kitchen). Delinquent bills may be referred to a collection agency for follow-up. Please see the administration if you have a special circumstance or financial need.

UCAS Board Policy CC
Acceptable Computer System Use Policy
Employee and Student Computer, Email, and Internet Use Policy Agreement

The Utah County Academy of Sciences (UCAS) may provide computers, networks, and filtered Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and employees. The internet service at UCAS is provided and monitored by the Utah Education Network (UEN) as a public service.

Access and use of the school's computers, networks, and Internet access is provided for administrative, educational, communication, and research purposes consistent with the school's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the school's computers, networks, and Internet access.

The school utilizes an Internet filtering system to assist in restricting access to Internet sites containing material that is obscene, pornographic, or harmful to minors. Even though the school and the UEN take reasonable efforts to block material that is obscene, pornographic, or harmful to minors, no filtering system or features will filter out all obscene, pornographic, harmful, or inappropriate material. It is the responsibility of the computer system users to maintain a high level of integrity to protect themselves and others from such inappropriate material. As used herein, references to the terms "obscene," "obscenity," "pornographic," "pornography," "child pornography", and "harmful to minors" are defined by applicable state and federal laws, regulations, and cases.

UCAS students and employees are to utilize the school's computers, networks, and Internet access for educational purposes, the performance of job duties, and professional or career development activities. Incidental personal use by students and employees of the school's computers, networks, and Internet access is permitted as long as such use does not: (a) interfere with the student's education or the employee's job duties and performance; (b) interfere with computer system operations; and/or (c) interfere with other computer system users. "Incidental personal use" is defined as use by an individual student or employee for occasional personal communication and information.

Each student, employee, or other computer system user is responsible for his/her actions and activities involving the school's computers, networks, and Internet access, and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of Board of Trustees policies and/or administrative procedures, directives, or rules, including, but not limited to, harassment, discrimination (i.e., race, color, gender, nationality, religion, age, or disability), defamation, violent or threatening communications and behavior, infringement of copyright or trademark laws, offering for sale, purchase, or use of any prohibited or illegal substances, etc.

2. Any use involving obscene, pornographic, sexually explicit, sexually suggestive, or any other harmful or inappropriate material.
3. Any inappropriate communication that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
4. Any use for private or commercial financial gain, advertising, or solicitation purposes.
5. Any use as a forum to solicit, proselytize, advocate, or communicate the views of an individual or a non-school sponsored organization, to solicit membership in or support of any non-school sponsored organization, or to raise funds for any non-school sponsored purpose, whether for profit or not for profit.
6. Any communication that represents personal views as those of the school or that could be misinterpreted as such.
7. Downloading or loading copyrighted or illegal software or other hazardous applications or files is prohibited. Downloading network wide software is allowed only with written permission from the school principal or other appropriate administrator.
8. Any student use of Internet chat rooms except when monitored as a class activity.
9. Any unauthorized attempt to bypass the school Internet filtering systems and features.
10. Any malicious use or disruption of the school's computers, networks, and Internet access or breach of security features.
11. Any physical or electronic vandalism to the computer system or equipment.
12. Failing to report a known breach of computer security or violations of this Policy to the school principal or other appropriate administrator.
13. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates Board of Trustees policies and/or administrative procedures, directives, and rules.
14. Using the school's computer network or Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
15. Any use involving damaging, dangerous, or disruptive material.
16. Any use involving personal or generalized attacks or harassment, or to communicate false or defamatory information.

The foregoing list provides general guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by computer system users. Students, employees, and other computer system users who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the school's principal or other appropriate administrator.

The foregoing list provides general guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by computer system users. Students, employees, and other computer system users who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the school's principal or other appropriate administrator.

The school retains control, custody, and supervision over all computers, networks, and Internet access owned, licensed, or leased by the school. The school reserves the right to monitor all

computer and Internet activity by students, employees, and other computer system users. Students, employees, and other computer system users have no expectation of privacy in their use of the school's computer system and equipment.

Employees and other computer system users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees and other computer system users with access to student records may not use, release, or share these records, except as authorized by federal and state law.

For personal safety purposes in using the school's Internet access, computer system users are advised not to disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.

The Utah State Core Curriculum requires students to become effective and efficient users of online resources. Students need access to e-mail and the Internet to meet these requirements. Employees and volunteers assigned to supervise student use of computers must insure compliance with this Policy. Although student use of the school's computer system at school will be generally supervised by school staff, UCAS cannot guarantee that students will not gain access to inappropriate material. The school encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the school's computers, networks, and Internet access.

All computer system users shall be responsible for any and all claims, losses, damages, or costs (including attorneys' fees) associated with their use of the school's computers, networks, and Internet access, including, but not limited to, illegal uses, copyright and trademark violations, defamation, discrimination, harassment, etc. All computer users shall hold harmless and indemnify the school and its employees and agents from such claims, losses, damages, and costs.

The school assumes no responsibility for any unauthorized charges made by computer system users, including, but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, etc., and shall hold harmless and indemnify the school and its employees and agents from such unauthorized charges.

The school makes no warranties of any kind, either expressed or implied, that the functions or the services of the computer system provided by or through the school will be error-free or without defect. The school will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the computer system.

Access and use of the school's computers, networks, and Internet access is a privilege and not a right. This privilege may be revoked at any time for failure to comply with the terms and conditions of this Policy and/or applicable administrative procedures, directives, and rules.

Any student who violates this Policy and/or applicable administrative procedures, directives, and rules governing the use of school computers will be subject to disciplinary action, such as losing computer use privileges, suspension, and expulsion. The introduction of a computer virus to the school network, whether intentional or unintentional may result in the student, his/her parents, or a staff member being charged for the repair of the system. Illegal uses by students of school computers will also result in referral to law enforcement authorities.

Any employee who violates this Policy and/or applicable administrative procedures, directives, and rules governing the use of school computers will be subject to disciplinary action, up to and including employment termination. Professionally licensed employees may be referred to the Utah Professional Practices Advisory Commission (UPPAC), along with any and all evidence, for investigation and possible disciplinary action against professional licensing. Illegal uses by employees of school computers will also result in referral to law enforcement authorities.

Annually, each employee authorized to access the school's computers, networks and Internet access is required to sign an "Employee Computer Use Agreement" stating that they have read the Agreement, this Policy, and Administrative Procedures, and agree to comply with the terms and conditions set forth therein. The "Employee Computer Use Agreement" will be retained in the employee's school file.

Each school year, every student authorized to access the school's computers, networks, and Internet access shall be required to provide the school a "Student Computer Use Agreement" signed by the student and a parent/legal guardian stating that they have read the Agreement, this Policy, and Administrative Procedures, and agree to comply with the terms and conditions set forth therein.

Notice of the availability of this Policy shall be posted in a conspicuous place within the school.

REFERENCES

Children's Internet Protection Act of 2000, as amended, 15 U.S.C. §6501, et seq. (P.L. 106-554).

Communications Act of 1934, as amended, 47 U.S.C. §254, et seq.

Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. §7001, et seq.

Utah Code, §53A-3-422 & §53A-3-423

UTAH COUNTY ACADEMY OF SCIENCES STUDENT COMPUTER USE AGREEMENT

Each school year, each student and his/her parent/legal guardian will be required to sign this "Student Computer Use Agreement." This Agreement is for the _____ - _____ school year.

Computer use is a valuable resource for a student's education. Student use of the school's computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although student use of the school's computer system at school will be supervised by school staff, the school cannot guarantee that students will not gain access to inappropriate material. The school encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the school's computers, networks, and Internet access. Use of the school's computers, networks, and Internet access is subject to the terms and conditions of Policy #CC - Computer and Internet Use Policy. Students have a responsibility to insure the following:

1. Student Personal Safety:

- a. When using the school's Internet access, students should not disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.
- b. Students may use school Internet access for teacher-directed educational activities and limited personal use as defined in policy #CC.
- c. Students may use school Internet access only when authorized.
- d. Student may use the school Internet access only when the school is open and supervision is present.

2. Prohibited Activities:

- a. Students shall not use the school's computer system to engage in any illegal activities, such as harassment, discrimination, defamation, threatening or violent communications and behavior, infringement of copyright or trademark laws, offering for sale, purchase, or use of any prohibited or illegal substances, etc.
- b. Students shall not damage or disrupt the school's computer system.
- c. Students shall not gain, or attempt to gain, unauthorized access to other computers or the school's computer system.
- d. Students shall not plagiarize works or violate copyright or trademark laws.

3. Inappropriate Conduct:

The following are prohibited in public, private, or posted messages or files:

- a. Any inappropriate communications with other students or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
- b. Potentially damaging, dangerous, or disruptive material.
- c. Personal or generalized attacks or harassment.
- d. False or defamatory information.

4. Inappropriate Access to Material:

- a. The school's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
- b. Inadvertent inappropriate access should be reported promptly to the student's teacher or administrator.

5. No Expectation of Privacy:

Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school's computer system.

6. Violations and Discipline:

- a. In the event that a student introduces a virus to the school network system, the cost of repairing the network may be charged to that student.
- b. In the event there is an allegation that a student has violated Policy #CC, the student will receive notice of the alleged violation and have an opportunity to present an explanation.
- c. In the event of a violation of Policy #CC, appropriate disciplinary action will be taken in accordance with established Board of Trustees policies and administrative procedures, including losing computer use privileges, suspension, and expulsion.

I acknowledge that I have read and understood the terms and conditions of this Agreement, Policy #CC - Computer and Internet Use Policy, and hereby agree to abide by and comply with all of the said terms and conditions.

STUDENT SIGNATURE

DATE

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this Agreement, Policy #CC – Computer and Internet Use Policy, and hereby grant my permission for this student to use the school's computers, networks, and Internet access.

PARENT/LEGAL GUARDIAN’S SIGNATURE

DATE

Updated 10/2018

Computer Usage and Fraud

Computers are used at UCAS to assist in the educational process. Students may have access to the computers if they follow the posted technology policies and the teacher’s disclosure statements. Students who violate computer policies will lose their computer use privileges. Accessing or altering private computer information is illegal and will be prosecuted to the fullest extent of the law. The cost of restoring the computer hardware, software, or data will be charged to the student.

Criminal Behavior

The UCAS Administration strives to maintain a safe and orderly campus. Report all criminal activity immediately at the office. The UCAS Statement on orderly and Safe School policy covers issues regarding student misbehavior. Students involved in criminal activity will be referred to the police. You may call the school and leave an anonymous message regarding weapons or school safety. There is also an anonymous tip line available on the UCAS website.

Dances

Only current UCAS students are invited to stag dances. One guest per UCAS student is allowed at date dances (see below). Most school dances begin at 7:00 p.m. and conclude at 10:00 p.m. The administration may refuse admission to anyone if they feel that the person's presence or behavior may create an unsafe or disruptive situation. UVU police are on-call for all UCAS dances. The Safe School, Dress and Grooming, and Behavior policies are all in effect at extracurricular events. Clothing worn at dances must be clean, modest, and appropriate for the activity. Dress requirements are posted for the date dances. Lewd or sexually suggestive dancing is not permitted. To decrease the chances of student accidents, dances will be held in Utah Valley except when approved by the administration and the Board of Trustees.

To ensure the safety and security of UCAS students, only UCAS staff and pre-selected volunteers will be permitted in the dances. Parents who wish to volunteer to chaperone at a UCAS dance should call the main office at 801-863-2222 for further information.

Students who do not attend UCAS may attend date dances if: 1) guests are invited to attend the dance, 2) guests are attending as a date of a UCAS student, 3) guests have filled out a "guest form" prior to the dance (this form requires parent signatures - guest forms are available in the office.), and 4) guests are not currently under an educational suspension. All guests to UCAS dances must be enrolled in a **high school** program. **Activity cards or a driver's license are required for entry at all dances.**

Disclosure Statements

Each teacher will issue a disclosure statement for their class at the beginning of the course. Teachers determine grading and assignment procedures and policies to be used in their classes. All students are expected to abide by classroom standards and procedures as outlined in the disclosure statements.

UCAS Board Policy CD Discrimination and Harassment

The Utah County Academy of Sciences (UCAS) is committed to providing an environment free from illegal harassment and other forms of discrimination based upon: (a) race, color, national origin, sex, religion, or pregnancy, as such protected classes are defined in the Civil Rights Act of 1964 (Civil Rights Act) and the Utah Anti-Discrimination Act (UADA); (b) disabilities, as such protected class is defined in the Americans with Disabilities Act of 1990 (ADA) and the UADA; (c) age, as such protected class is defined in the Age Discrimination in Employment Act of 1967 (ADEA) and the UADA; (d) status as a veteran of the Vietnam era, as such protected class is defined in the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA); and (e) any other legally protected class(es) as defined by applicable state and federal law. It is the belief of the Utah County Academy of Sciences that an environment free of discrimination and harassment is a necessary part of a healthy learning and working atmosphere.

The Utah County Academy of Sciences is committed to eliminating illegal discrimination through education and administrative support.

1. **Employees**

The Utah County Academy of Sciences (UCAS) is committed to providing an environment free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, creed, age, sex, citizenship, disability, and/or status as a veteran of the Vietnam era. It is the belief of UCAS that an environment free of discrimination and harassment is a necessary part of a healthy learning and working atmosphere.

Discrimination, harassment and retaliation are prohibited by Titles IV, VI, and VII of the 1964 Civil Rights Act. Employment discrimination is also prohibited by the Utah Anti-Discrimination Act, UCAS 43a-45.

UCAS will accommodate breastfeeding in the workplace by providing reasonable breaks and access to a room with privacy and a refrigerator for breastfeeding purposes.

No employee of the Utah County Academy of Sciences may illegally discriminate on the basis of race, color, national origin, sex, religion, pregnancy, disability, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law when assigning work or education related benefits and burdens. The Equal Employment Opportunity Commission (EEOC) has identified tangible job actions to include, but not limited to:

- a. Hiring and firing
- b. Promotion and failure to promote
- c. Disciplinary action including suspension and demotion
- d. Undesirable reassignment
- e. A decision causing significant change in benefits
- f. Compensation decisions, and
- g. Work assignments

Nothing in this policy shall prohibit a person from filing an employment discrimination claim directly with the Utah Anti-Discrimination and Labor Division, 160 East 300 South, Salt Lake City, Utah 84116.

Nothing in this policy shall prohibit a person from filing an education discrimination claim with the Office of Civil Rights, of the U.S. Department of Education.

2. **Students**

- a. No student of the Utah County Academy of Sciences may illegally discriminate on the basis of race, color, sex, disability, ethnic background, national origin, religion, creed, age, marital status, citizenship, disability, status as a veteran of the Vietnam era.
- b. No student of the Utah County Academy of Sciences may engage in illegally harassing conduct which creates a hostile environment for other students or employees of the school.

- c. UCAS employees with supervisory responsibility who know or have reason to know this policy is being violated must report the incident to the administrator and take action to correct the situation.
- d. It is the policy of UCAS to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.
- e. Nothing in this policy shall prohibit a person from filing an education discrimination claim with the Office of Civil Rights, of the U.S. Department of Education.

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- a. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- b. fax: (202) 690-7442; or
- c. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

3. Complaint and Investigative Procedures

- a. Those who believe they are victims of harassment or discrimination, or are witness to such acts, may utilize one or more of the following options.
 - Seek advice from a designated compliance officer, or employee representative or (others).
 - Seek to resolve issue directly with the accused.

- Seek to resolve issues through supervisory personnel.
 - Register a formal complaint with the administrator who will initiate an investigation.
 - File a complaint with the Utah Antidiscrimination and Labor Division within 180 days of cause of action, or within 300 days of cause of action with EEOC.
- b. Although any investigation will give deference to a complainant's preferences, any investigation that ensues need not be based on the alleged victim's choice of action.
 - c. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement regardless of the complainant's choice of action. The administrator will continue with his/her own investigation.
 - d. All investigations will be treated with discretion to protect the privacy of those involved.
 - e. All efforts will be made to treat the information as confidential, however absolute confidentiality of all information obtained through an investigation cannot be guaranteed.
 - f. Complainants may be encouraged, but shall not be required to confront respondents.
 - g. The accused may not contact the alleged victim during an investigation without permission of the administrator and the complainant.
 - h. Specific to USDA Food and Nutrition Child Nutrition Programs: The School Foodservice Authority's (SFA's) procedures for receiving a complaint cannot prevent a complaint from being accepted; and the procedures must identify the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). Additionally, the SFA's procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. The SFA must ensure complaints are forwarded to the USOE Child Nutrition Programs, FNS Regional Office, FNS Office of Civil Rights, or the USDA Office of Civil Rights. Complainant must file complaint within 180 days of the alleged act of discrimination. Complaints may be written, verbal, or anonymous. Civil Right complaints pertaining to the National School Breakfast and National School Lunch programs received by the school or foodservice director must be forwarded to the Utah State Office of Education Child Nutrition Programs, 250 E 500 S PO Box 144200, Salt Lake City UT 84114-4200, 801-538-7680 main phone; 801-538-7883 fax or emailed to the CNP Director or NSLP Coordinator. Complainants may also file a complaint as instructed on the Justice for All poster.

4. **Retaliation**

Retaliation against any person who opposes a practice which is forbidden by this policy, or has filed a complaint, testified, assisted or participated in any manner in an investigative proceeding or hearing under this policy is prohibited. Individuals found guilty of retaliation may face disciplinary action, up to and including termination.

5. **Training**

The Utah County Academy of Sciences recognizes the importance of educating its employees and students regarding the prevention of discrimination and harassment, the promotion of cultural diversity, and the observance of high ethical standards. To these ends, the school will provide ongoing training and education in this area. Notice of this policy will be distributed and training will be conducted for employees and students of UCAS.

6. **Records**

Records of all discrimination or harassment complaints shall be maintained by the administrator as required by law and regulation. The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a “protected” record.

7. Complaint Procedure

- a. Any person who believes that he/she is the victim of discrimination, harassment, or who has knowledge of such conduct, should report that conduct directly to the administrator. Reports of policy violations may be oral or in writing. If a complainant is unwilling to file a written complaint, the administrator shall proceed with the investigation if deemed to be in the best interest of all parties and the school. In all circumstances, the person receiving the complaint will utilize their best efforts to resolve the allegations.
 - If a report is not in writing, an attempt should be made to acquire the complainant’s signature on the report form. If the alleged victim is unwilling to sign the report form attesting to the truth of the allegations therein, he or she should be informed that their refusal may prevent further processing of the complaint.
 - The report form shall include identities of those claimed to be involved, a description of the behaviors complained of, the harm caused by the conduct, and the resolution sought by the complaining party.
- b. If the initial report is directed to the administrator, the administrator shall complete the report form after interviewing the complainant. The administrator shall attempt to resolve the complaint directly with the parties.

If the dispute is resolved to the satisfaction of the parties, the agreement reached shall be documented in writing with all parties signing and receiving copies. If terms have been met, the complaint will be closed. If terms have not been met, an investigation will begin.
- c. Any reports received by the persons other than employees with line authority over the complainant or respondent must be referred to the administrator.
- d. The administrator shall conduct an intake on all initial unresolved complaints brought to their attention. If attempts to informally assist the parties to reach a mutual agreement fail, the complaint shall be formally investigated.

8. Investigation

- a. When conducting investigations, the administrator shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges, but at a minimum will include interviews with all complaints and respondents.
- b. The administrator shall promptly inform responding parties of the existence and nature of the charges filed against them. This can be done by providing a copy of the written complaint, the report form, or a written summary of the complaint. The administrator shall also inform the responding parties of their rights and responsibilities, in writing, during the investigation, and will provide an overview of the anticipated investigative process. The parties shall be informed they are not to contact each other about the complaint and investigation.
- c. An investigation shall be completed as quickly as practicable, but within 30 days of receipt of the complaint, unless extenuating circumstances require a longer period of time. All parties shall be notified of the extension of time.

- d. Within 10 working days of the conclusion of the investigation, the administrator shall provide all parties a written summary reviewing the complaint, response, evidence, and findings. The findings shall indicate whether it appears more likely than not that a violation of this policy occurred. This conclusion will be determined by the preference of the administrator. However, under no circumstances should an investigator make findings and conclusions of law which define the specific nature of the violations. The parties will not be provided a copy of the investigative report.
- e. The parties will then have 10 working days to provide written responses to the report and will have them considered by the administrator.

9. Remedial Action and Discipline

- a. If a complaint is found to be factually supported in whole or in part, the administrator or his/her designee shall implement corrective or disciplinary action necessary to eliminate the effects of the discrimination upon the complaining party or other persons, similarly situated. The complainant and respondent shall be given a written copy of the corrective and remedial actions to be taken.
- b. Once the administrator or his/her designee has reviewed the report by the investigation along with responses filed by any parties, he or she shall determine whether to close the complaint, attempt conciliation between parties, or initiate disciplinary proceedings.
- c. If disciplinary action is recommended, the respondent shall be notified of his/her due process rights.
- d. Within 90 days following the resolution of a complaint or the imposition of sanctions resulting from a complaint, the administrator shall conduct a review to determine if the resolution of the case is being followed. If the resolution is being followed, the matter will be deemed closed. If the resolution is not being followed, the case shall be referred back to the administrator for further action.

DISCRIMINATION AND HARASSMENT REPORT FORM

The Utah County Academy of Sciences maintains a firm policy prohibiting all forms of discrimination or harassment based on sex, race, color, ethnic background, national origin, religion, creed, age, citizenship, disability, and/or status as a veteran of the Vietnam era. All persons are to be treated with respect and dignity. Forms of discrimination or harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant Home Address

Work Address

Home Phone/Work Phone

Date of Alleged Incident(s)

Name of person you believe discriminated against or harassed you or another person

Office or organization that they work for

Where did the incident(s) occur?

Name of potential witness (es)

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; harm it caused you, etc.

(Attach additional pages if necessary)

This complaint is filed based on my honest belief that _____ has discriminated against or harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature
Updated 10/2018

Printed Name

Date of Birth

Dress and Grooming UCAS Board Policy JB

Some forms of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process. All students are expected to conform to the standards of dress and grooming outlined below when participating in any school activity. The only exceptions shall be for certain special days or activities which are declared exempt by the school administration. Personal exceptions will be determined by the administration.

Standards for Students:

1. Hair shall be neat, clean and well groomed. The coloring of hair with neon or bright colors or patterns including costume spray is not acceptable. Extreme styles such as Mohawks and spikes are not acceptable.
2. Clothing shall be modest, neat, clean, and in good repair. Students must wear shoes. Clothing and/or jewelry shall not be worn which displays obscene or suggestive words or pictures or which advertises any substance which a student cannot legally possess or use. Clothing shall be worn so as to cover the shoulders, chest, midriff, and back. Underwear must always be covered and not be visible. Short shorts, biking shorts, extremely short skirts or dresses, low rider pants, tank, halter, crop tops, and spaghetti straps do not meet the modesty standards of the Utah County Academy of Sciences (UCAS). Skirts and shorts length must be at least mid-thigh (please no more than 3 inches above the knee). Skirt slits and holes in jeans must also comply with this policy. The UCAS Board of Trustees has asked the UCAS Administration to use their best judgment in evaluating violations of this policy.
3. The wearing of bandanas, chains or any article of clothing or jewelry that may be associated with gangs or bearing any gang symbols, names, initials, insignia or anything

else which signals gang affiliation and/or is worn for the purpose of signifying gang membership, is not allowed.

4. As a show of respect for our school, we ask that headwear (hats, bandanas, caps, etc.) not be worn in the UCAS school building. (Headbands wider than 2 inches are considered headwear.) Religious exemptions will be determined by the administration.
5. Offensive tattoos or piercings outside of the ear need to be covered or removed. Accessories must not present a health or safety risk. Items that could be dangerous or be used as a weapon (spikes, needles, chains, etc.) are not allowed.

If a student's dress or grooming violates the school rules or interferes with the normal education process, he/she will be asked to change whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration. The Board of Trustees has delegated to the UCAS administration the responsibility to implement this policy.

While the Board of Education neither encourages nor discourages school uniforms, UCAS shall adhere to the Rules and Regulations and Procedures that are outlined in this policy and maintain congruence with Utah Code Annotated 53A-15-1103.

Updated 10/2018

Checklist for unacceptable attire

- PLEASE NO shorts or skirts shorter than **3 inches** above the knee (when seated).
- PLEASE NO holes or rips in jeans/shirts more than **3 inches** above the knee (when seated).
- PLEASE NO bare shoulders or underarms (sleeve past shoulder seam of shirt required).
- PLEASE NO clothing that reveals undergarments (including sheer blouses).
- PLEASE NO low necklines.
- PLEASE NO bare midriffs.
- PLEASE NO ads for alcohol, drugs, tobacco.
- PLEASE NO clothing displaying, representing, or suggesting illegal, vulgar, or obscene words.

Electronic Devices UCAS Board Policy JK

This policy includes but is not limited to the following electronic devices: laser pointers, beepers, cell phones, Blackberry, iPhone, hands-free devices, cameras of any type, personal laptops or other computers or electronic games.

1. No electronic devices shall be used at school during class time without teacher permission.
2. Students may have electronic devices in their possession but they must be turned off during class and during testing or assessment.
3. Electronic devices may be appropriately used during lunch time, at class breaks and before and after school. If, however, that device causes a disturbance on school grounds, it may be confiscated.
4. Students shall not use electronic devices at any time or place for:
 - a. Activities which disrupt the educational environment,
 - b. Illegal activities in violation of state or federal laws or regulations
 - c. Unethical activities, such as cheating on assignments or tests,

- d. Immoral or pornographic activities,
 - e. Activities which violate Board of Trustees policies and procedures relating to student conduct and harassment,
 - f. Activities which invade the privacy of others.
5. Exceptions to this policy may be granted by the UCAS administration for the following reasons:
- a. Medical reasons,
 - b. Teacher permission (instructional use),
 - c. Emergency,
 - d. Other reasons approved by the UCAS administration.
6. Consequences for Violation of this policy
- a. Teachers (employees, counselors, technicians, secretaries, other staff, etc.) may confiscate electronic devices during class time if used in violation of the above guidelines.
 - b. Confiscated electronic devices will be returned to the student or to the parent.
 - c. Refusal to surrender electronic devices upon request is considered insubordination and will result in suspension.
 - d. Misuse of electronic devices may result in students losing computer access, Mountainland Technology (MTECH) and/or Utah Valley University (UVU) access, suspension, or expulsion.
 - e. Electronic equipment that has been seized may be subject to search.
7. Other provisions
- a. Picture taking or recording by students is strictly forbidden in school or school activity private areas such as locker rooms, counseling sessions, restrooms, etc.
 - b. Students are responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
 - c. Parents and students will be notified of this policy as early as possible in the school year. The policy will be covered in the Utah County Academy of Sciences (UCAS) Student Handbook.

Updated 10/2018

Eligibility

UCAS students must remain in good standing to participate in many different programs. These programs include UCAS classes, student government, concurrent enrollment classes, UVU on-campus classes, and activities such as club leadership positions, yearbook, optional class fieldtrips, talent shows, etc.

Participants in UCAS Concurrent Enrollment Classes, UVU on-campus classes, extra-curricular activities, and Student Government must meet the following GPA requirement:

Concurrent Enrollment

- 3.0 cumulative GPA or higher prior to the semester student is to enroll for the first CE courses (see academic standing for details)

UVU on-campus classes

- 2.0 semester GPA or higher (see academic standing for details)

Student Government

- 3.0 semester GPA or higher prior to the elections and no current “F” grades on progress report.

Other Classes and Activities

- 2.5 semester GPA or higher prior to the activity and no current “F” grades on progress report.

In addition, the student must have:

- No F, I, W, UW, or E grades earned during the semester prior to the activity **and** the latest progress report before the activity.
- Not less than 90% attendance in any class.
- Served all detentions for excessive tardiness, excessive absences, and unexcused absences.
- No safe-school violations or suspensions.

Any exceptions must be approved by the principal.

Emergency Evacuation

In the event of an emergency, students will evacuate the buildings under the direction of their current teacher for roll call and further instructions. If the emergency occurs during passing time students should meet their previous period teacher. If the emergency occurs during lunch, students should meet their 3rd period teacher. If the building cannot safely be occupied, the students will be moved to the UCAS activity center or a safe location.

Fund Raising Drives

All fund-raising activities associated with UCAS or UVU organizations should be approved in advance by the administration. Raffles and games of chance are not allowed. Utah health code prohibits bake sales or the sale of any food items that are prepared at home.

Grade Changes

All grade changes must be completed within 10 days after grade distribution. Grade changes must be made by the teacher unless a grade reduction was the result of a clerical or computer error. The administration will change grades only if a clerical error has occurred after the teacher submitted the grade.

Home and Hospital Instruction

UCAS will facilitate home and hospital instruction for those students with a doctor-verified, long-term need to be out of school (more than two weeks). Further information is available from the counselors. This does not include UVU concurrent enrollment courses or on campus courses.

Home School

Parents wishing to home school their students must make application through the UCAS Principal. Upon approval, the following policies currently apply:

- State or school truancy actions WILL NOT apply to students who are exempt from compulsory attendance. School attendance policies WILL be in effect for any concurrent enrollment classes that a student chooses to take at UCAS.
- Home school students who choose to take selected classes at UCAS may not be on campus during the regular day except during the actual time of their class or advisory period.
- When a student enrolls in a UCAS class, all the rules, regulations, fees and fee waivers apply.
- No UCAS class may be taken for audit credit. All classes carry the regular earned grade and credit and will be entered on the student's transcript.

Insurance

Accident insurance will be available for purchase through UVU during the first month of school for those who desire it.

Lost & Found

Lost and found articles will be held in the main office or activity center. Items must be correctly identified to be returned. Items left over 30 days or after graduation in May will be given to charity.

Non-Discrimination

It is the policy of UCAS not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program, service or activity. Information regarding the grievance procedure to follow for addressing possible discriminatory concerns may be obtained from: Dr. Anna Trevino, Compliance Officer, UCAS, 940 W 800 S, Orem, UT 84604 (801) 863-2222.

Overnight Activities

Over-night parties, hazing, initiations, etc. are not appropriate UCAS activities. Regular curfew hours must be observed at all high school events with the exception of the senior all-night-party.

Parking

Students who drive to UCAS should follow UVU's parking standards. Some options that are available to students include the following:

- Obtaining a free parking permit at the UVU Parking for specific "free lots". Contact the UVU parking office for more information.

- Paying for a regular UVU permit at the UVU Parking Office or online.
- Release time students may request a parking permit through the Release Time office.

More information can be obtained by checking UVU Parking Services Website at <http://www.uvu.edu/parking/>

Students who drive to UCAS must follow UVU parking guidelines which include:

- Do not park in Handicap, Employee, or Visitor stalls.
- Park in marked stalls ONLY.
- The issuance of a parking decal does not guarantee an available parking space.
- Student cars should be locked at all times to avoid theft.
- Accidents must be reported immediately to the police at 801-863-5555.
- Loitering in the parking lot is not allowed.
- Improper parking will be cited by UVU.
- Vehicles may be booted or towed (at the owner's expense) for serious or repeat violations.
- Parents may park in visitor parking on the north/west side of UCAS. All visitors must check-in at the office before going to any class.
- Unsafe driving on UVU campus can result in a fine and referral to police.

Personal Property

Students should not bring valuables (large amounts of cash, expensive jewelry, cameras, electronic devices, etc.) to school. All items brought to school (books, bikes, clothes, etc.) should be properly secured. Personal items brought to school must be secured in the student's backpack. **UCAS assumes no responsibility for loss or damage to personal property brought on campus.**

Personal and School Property

1. Students will be charged for loss or damage of school property.
2. Bike racks are provided for student use, but students assume all risk for the security of their bikes. Bikes are not allowed in the building. No skates, roller blades, or skateboards are allowed to be used in or on the area around the UCAS building.
3. Students are not allowed to have spray paint, glass cutters, permanent ink markers, or other graffiti tools.
4. Items which are forbidden by the Safe School Policy (drugs, alcohol, tobacco, pocket knives, weapons, lighters, etc.) will be confiscated and given to police.
5. A theft or loss report should be completed if property is stolen or misplaced.

Prescription Drugs

Students may **not** possess prescription drugs at school. If students need to access prescription drugs while at school, they must bring the container of medication to the main office, with a note from the doctor listing the medication, dosage and storage instructions. The student will be able to access the medication according to the doctor's instruction, at their convenience.

Progress Reports

Parents may obtain student progress reports on the internet. Parents will be notified by phone or letter, of academic, attendance, or classroom behavior problems as needed. Formal Parent-Teacher Conferences will be scheduled throughout the school year. For grade and attendance information see the UCAS website at www.UCAS-edu.net.

Public Display of Affection (PDA)

Dating and friendships are a part of being in high school. Some students choose to show affection to others at school and in public. Most public displays of affection (PDA) are NOT appropriate and are disruptive to the educational climate. Quick (3 second) hugs are okay, but extended hugging, kissing, holding hands in class, or hanging on each other is not allowed. We encourage friendships but not romances. Students may be warned, put on a PDA Control Contract, parents called, and/or suspended for repeat offenses.

Public Display of Affection Control Contract

I, _____, agree to refrain from an Public Displays of Affection (PDA) such as kissing, extended hugging, prolonged bodily contact, inappropriate touching, cuddling, or any other sexually oriented behaviors (as determined by the school administration).

I understand that excessive PDA is distracting to other students, teachers, and visitors. Excessive PDA is not the kind of behavior that the parents or the administration of UCAS wants students involved in while they are on campus. Private behavior is the responsibility of the student and parent, while public behavior at UCAS is the responsibility of the administration of the school.

It is not the intent of the administration to police occasional hugs and/or hand holding in the hall. The intent of the administration is to encourage a friendly and positive environment at UCAS. Excessive PDA has a negative impact; it is not appropriate in the work place, not in the educational setting.

If I fail to maintain this contract I understand that this contract will be sent to my parent(s) and I could be subject to suspension from UCAS for a period of time determined by the administration.

Failure to follow the PDA Control Contract is considered a violation of the Orderly and Safe Schools Policy (1-4) and will be dealt with appropriately.

Refunds

Lunch refunds will be mailed to students at the end of the school year, if requested, or moved into the student's lunch account for the following year. No refunds will be made to students after the first day of the school year.

Scholarships

Scholarships are available for students who excel in academics and extracurricular activities. Scholarship information will be posted and identified in the UCAS web-site under the counseling tab. For more information, contact the university or your counselor.

Sexual Harassment

Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment of a sexual nature which **makes another person feel uncomfortable**. Schools are required by law to maintain an environment free from sexual harassment.

Sexual harassment takes many forms. Here are a few:

- Displaying gender offensive items, photos, posters, etc.
- Inappropriate gestures, touching, or grabbing,
- Sexual remarks, suggestions, repeating or spreading rumors,
- Inappropriate comments about a person's body, or
- Pressure for unwanted sexual activity.
- E-mail, text messages, photos sent by phone, etc.

In a school or work environment flirtation is most often inappropriate, but **sexual harassment is always illegal**.

What can you do?

1. Say "Stop!" Tell the harasser you do not like the behavior and you want it to stop.
2. If it continues, tell someone: Talk to a teacher, counselor, or principal.
3. **Keep Records:** If the behavior continues, write it down. Be sure to include dates, times, names, places and witnesses.
4. **Take Action:** File a written complaint with the administration.
5. **** NOTE: Sexual harassment is addressed in the Safe School Policy** and will be handled as described therein. Written, signed statements are required. Federal Law prohibits sexual harassment of any kind by students or employees of UCAS. Examples of sexual harassment include jokes, physical gestures, inappropriate physical contact, negative or offensive comments or any other written, expressed or visual material that is humiliating or derisive that

creates an uncomfortable work or learning environment. Violations should be reported. Following an investigation, appropriate action will be taken.

Snowballs

Injuries can and do occur as a result of snowballs. Throwing snowballs in a public place is against the law. Violators can be fined. Repeat offenders will be referred to the police.

UCAS Board Policy CE School Visitors

In an effort to maintain a safe school environment that is conducive to the educational climate and mission of the Utah County Academy of Sciences (UCAS), the following rules shall apply to all visitors and to all activities during the school day:

1. Parents or guardians of students are welcome and encouraged to come to the school at any time; however, they must sign in at the main office.
2. All visitors must sign in at the main office and obtain clearance before visiting any classroom, activity or student. Approved visitors will be issued a UCAS visitor pass which must be worn and remain visible during the entire UCAS visit and surrendered upon exit to the main office staff.
3. Visitors may visit UCAS between the hours of 7:30 a.m. and 5:30 p.m., if there is an educational reason for the visit. Educational reasons may include a visit with a teacher or counselor, a tour of the school for a potential new student or any educational reason that has been approved by an administrator.
4. Visitors may not loiter in the parking lot or in the immediate vicinity.
5. The UCAS administration will determine appropriate action or consequences for violations of this policy.

Visitor Policy Clarifications

When the policy refers to “UCAS” or the “school”, it is referring to both UCAS buildings, the surrounding play fields, parking lots, and all locations used by UCAS for classes or activities. Visitors who are accompanied by an administrator or a member of the office staff are not required to obtain a visitor pass from the office.

The term “loiter” used in the visitor policy is defined as “to stand doing nothing in particular”, “to remain in or hang around an area for no obvious purpose”, or “to wander aimlessly in or about a place.”

The consequences of violating this policy may include being escorted off campus, being escorted off campus by the campus police, being charged with trespassing (Utah Code 76-6-206), being charged with disrupting a school (Utah Code 76-9-10).

Updated 10/2018

CONSEQUENCE PROCEDURES

Statement on Orderly and Safe Schools

The Utah County Academy of Sciences Board of Trustees adopts the policies and procedures set forth herein to create an orderly and safe place for each student to learn. This means that UCAS will have a positive learning environment free from violence, intimidation, drug use, and harm from individuals, groups, gangs, and criminal gang-type behavior, and any other type of behavior or activity that disrupts the orderly and safe operation of the schools. To foster such an environment each student is expected to follow accepted rules of conduct and to show respect for other people and obey persons in authority. Behaviors which disrupt an orderly and safe learning environment are prohibited by UCAS.

The Board believes activities associated with youth crime, as well as the use, possession, distribution, or sale of tobacco, alcohol and other controlled substances or drug paraphernalia constitute a hazard to the welfare of students and staff.

It is the policy of the Board of Trustees not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or gender in its disciplinary procedures.

Students classified as having a disability under the provisions of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1972 shall have these policies and procedures applied to them in conformity with the requirements of IDEA and Section 504. (See Utah County Academy of Sciences Special Education Policies and Procedures.)

These policies and administrative procedures apply to actions of students during school hours, before and after school while on school or UVU property, while traveling in vehicles authorized by the school, at all school or UVU sponsored events, and when the actions threaten or do harm to persons or property associated with the mission or operation of UCAS.

Disciplinary proceedings shall consider relevant mitigating circumstances and provide appropriate due process for each student. Mitigating or aggravating circumstances include, but are not limited to, the following factors:

- prior conduct
- cooperation of all involved
- attitude and honesty of student
- willingness to make restitution
- age, health, and maturity of student
- whether receiving special education and/or 504 services

Because of their identification and association with gangs, the following are not permitted: bandannas; headgear; or any article of clothing or jewelry bearing gang symbols, names, initials, or insignia; or anything else which signals gang affiliation.

This section describes a broad range of misconduct that relates to criminal behavior and is prohibited. All types of disruptive and criminal behavior are prohibited, whether listed specifically or not.

All disciplinary actions include a conference with the student under the discretionary authority of the principal or his/her designee. Where notification of a parent or guardian is appropriate it should follow as soon as is reasonably practical.

Authority to Suspend or Expel a Student

The Board delegates to the UCAS principal or other administrator the power to suspend a student for up to 10 school days. The Board delegates to the UCAS Discipline Council the authority to suspend a student for up to one school year. The Board may expel a student for a fixed or indefinite period, provided that the expulsion shall be reviewed by the principal and the findings reported to the Board at least once each year [UCA 53A-11-905].

Grounds for Suspension or Expulsion from a Public School

1. A student **may be** suspended or expelled from a public school for any of the following reasons:
 - a. frequent or flagrant willful disobedience, defiance of proper authority, or disruptive or unsafe behavior, including the use of foul, profane, vulgar, or abusive language;
 - b. willful destruction or defacing of school property;
 - c. behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
 - d. possession, control, or use of an alcoholic beverage as defined in UCA 32A-1-105;
 - e. behavior proscribed under Subsection (2) which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

2. A student **shall be** suspended or expelled from a public school for any of the following reasons:
 - a. Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material under UCA 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-2, or drug paraphernalia as defined in UCA 58-37a-3; or the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

- b. A student who commits a violation of Subsection 2(a) involving a real or look alike weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year subject to the following:
 1. within 45 days after the expulsion the student shall appear before the Board of Trustees or the Board's designee, accompanied by a parent or legal guardian; and
 2. the Board or designee shall determine:
 - a. what conditions must be met by the student and the student's parent for the student to return to school;
 - b. if the student should be placed on probation in a regular or alternative school setting consistent with Section 53A-11-907, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in;
 - c. if it would be in the best interest of both the school and the student to modify the expulsion term to less than a year, conditioned on approval by the Board of Trustees and giving highest priority to providing a safe school environment for all students.
 3. A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.
 4. A suspension or expulsion under this section is not subject to the age limitations under UCA 53A-11-102(1). [UCA 53A-11-904]

Alternatives to Suspension

When a student is suspended for any period of time, the parent or guardian, upon meeting with the principal or other administrator, may be given the option of attending all classes with the student in lieu of excluding the student from school during the period of suspension, or may be given another appropriate remedial plan. These alternatives apply only if the disruptive behavior is not of a violent or extreme nature. The parent or guardian must agree to and attend all classes with the student for each day of the suspension, or accept and support the remedial plan. The consent of the student's teacher(s) is required. If the parent or guardian fails to attend all classes with the student, or does not support the remedial plan, the student will be excluded from classes and school activities during the suspension (UCA 53A-11-906).

Responsibility of Parent or Guardian

If a student is suspended or expelled, the parent or guardian is responsible for undertaking an alternative education plan that ensures that the student's education continues during the period of suspension or expulsion. The parent or guardian shall work with school officials to determine how that responsibility might best be met. An alternative program offered by or through the school, or other alternatives which reasonably meet the educational needs of the student may be considered.

Costs for educational services that are not provided by the school are the responsibility of the student's parent or guardian (UCA 53A-11-907).

**Acts of Misconduct/Disciplinary Action
Level 1**

Level 1 acts of misconduct include, but are not limited to, the following:

- 1-1 Loitering
- 1-2 Profane, obscene, racist, indecent, immoral, or seriously offensive language, gestures, indecent propositions, or exhibitions
- 1-3 Involvement in gang activity or the wearing/displaying of gang apparel
- 1-4 Displaying any behavior that is disruptive to the educational process
- 1-5 Failing to provide proper identification or information upon request by school authorities
- 1-6 Insubordination and/or defiance
- 1-7 Fighting - two people, no injuries
- 1-8 Sexual harassment level 1
- 1-9 Possession of an incendiary device (see glossary)
- 1-10 Use of an interfering device (see glossary)
- 1-11 Vandalism level 1 (damage under \$200.00)
- 1-12 Harassment level 1 (see glossary)
- 1-13 Dress or grooming violation

Level 1 – Disciplinary Action

First Violation

- Minimum: Student/Administrator conference
Maximum: Suspension (up to 10 school days)
Student/Parent/Administrator conference

Repeated or Flagrant Violation

- Minimum: Student/Parent/Administrator conference
Maximum: Suspension (up to 10 school days) or referral to the UCAS Discipline Council for alternative placement or suspension, up to 45 school days.
Loss of UCAS Scholarship for tuition, books, and fees at UVU.

**Acts of Misconduct/Disciplinary Action
Level 2**

Level 2 acts of misconduct include, but are not limited to, the following:

- 2-1 Criminal activity
- 2-2 Theft or possession of stolen property (misdemeanor level)
- 2-3 Possession of a weapon (real, look alike, or pretend)
- 2-4 Assault
- 2-5 Fighting - with injury or injuries or involving more than two people
- 2-6 Trespassing
- 2-7 Harassment or Sexual harassment Level 2

- 2-8 Indecent exposure
- 2-9 Use of an incendiary device
- 2-10 Vandalism level 2 (damage over \$200.00)
- 2-11 Hazing

Level 2 – Disciplinary Action

First Violation

Minimum: Student/Parent/Administrator conference

Maximum: Suspension (up to 10 school days)

Repeated or Flagrant Violation

Minimum: Student/Parent/Administrator conference and/or Suspension (up to 10 school days)

Maximum: Referral to the UCAS Discipline Council for alternative placement or suspension.
Possible loss of UCAS Scholarship for tuition, books and fees at UVU

Acts of Misconduct/Disciplinary Action

Level 3

Level 3 acts of misconduct include, but are not limited to, the following:

- 3-1 Possession of a firearm
- 3-2 Use or threatened use of a weapon (real, look alike, or pretend)
- 3-3 Aggravated assault
- 3-4 Arson
- 3-5 Extortion
- 3-6 Sexual battery
- 3-7 Placing any person in imminent danger
- 3-8 Assault upon any school personnel
- 3-9 Theft or possession of stolen property (felony level)

Level 3 – Disciplinary Action

ANY VIOLATION

Parents and police will be notified and the student suspended for ten school days during which time the student will be referred to the UCAS Discipline Council for alternative placement or suspension, for up to one school year. Violations of UCA 53A-11-904(2)(a) require mandatory suspension or expulsion for up to one school year unless, upon appeal, the Board of Trustees determines, on a case-by-case basis, that a different penalty is warranted; [UCA 53A-11-904(2)(b)]. Loss of UCAS Scholarship for tuition, books, and fees at UVU will also be considered.

ILLEGAL BEHAVIOR

In addition to these penalties for misconduct, provisions of the Utah Criminal Code are applicable to behavior that is deemed illegal. UCAS Administrators are required to report all illegal activities

to the police. Any disciplinary action taken by the school administration is independent of any criminal proceedings or decisions and is based upon the administrator's best judgment of the situation.

Statement on Alcohol and Controlled Substances Abuse

The Utah County Academy of Sciences prohibits any student use, possession, sale, distribution or being under the influence of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. It further bans the misuse of over-the-counter products by students. Any medications must be under the control of and administered through the school nurse or a designated employee, pursuant to UCA 53A-11-601.

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

Disciplinary Action: Use or Possession

FIRST VIOLATION

A student may be suspended from school for up to 10 school days. Students may be permitted to continue in school if student enrolls in and attends a school-approved intervention program with parent.

1. The principal or designee, during the suspension period, shall:
 - a. notify the appropriate law enforcement agency and give them all confiscated evidence and information;
 - b. notify the parents;
 - c. schedule a parent conference during the suspension period; review with the student and parent the Utah County Academy of Sciences Policies and Procedures on Attendance, Orderly Conduct, Safe Schools and Substance Abuse; and
 - d. refer the student and parent to the school's designated student assistance program and/or to an approved prevention program.
2. The student shall:
 - a. sign a "UCAS Tobacco, Alcohol and Drug Non-Use Contract" with the parent and principal or designee;
 - b. reveal the source of material associated with this violation;
 - c. attend with parent an approved prevention program, the cost of which will be assumed by the parent;
 - d. not participate in school sponsored activities until any suspension has been removed.

Failure of the student to comply with any of the above will result in a referral to the UCAS Discipline Council for alternative placement or suspension, for up to 45 school days.

SECOND VIOLATION

A student shall be suspended from school for 10 school days, during which time the student will be referred to the UCAS Discipline Council for suspension up to 45 school days.

1. The principal or designee shall:
 - a. notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
 - b. notify the parents and schedule a conference.
2. The student shall:
 - a. make arrangements to meet with UCAS Administration;
 - b. explore educational options available during the suspension period; and
 - c. not participate in school- or district-sponsored activities or program until he/she has been reinstated by the UCAS Administration.

3. Reinstatement

If a student desires to return to school after the suspension period, he/she must petition the UCAS Administration and show evidence that he/she has done all of the following:

- a. participated in a formal drug assessment, with the cost of the assessment assumed by the parent
- b. show evidence of having completed the most appropriate level of intervention program based on the assessment by a licensed individual or agency, with the cost of the intervention program assumed by the parent and
- c. Show evidence that he/she has personally and accurately revealed to school administration the source of the alcohol or controlled substance associated with the violation.

THIRD VIOLATION

The student shall be suspended from school for 10 school days during which time the student will be referred to the UCAS Discipline Council for alternative placement or suspension, for up to one school year, or to the Board for expulsion from school.

The principal or designee shall:

- a. notify the appropriate law enforcement agency;
- b. provide the agency with all confiscated evidence and information; and
- c. notify the parents and schedule a conference.

Disciplinary Action: Sale or Distribution

The student shall be suspended and referred to the UCAS Discipline Council for alternative placement or suspension, for up to one school year, or to the Board for expulsion.

1. The principal or designee shall:
 - a. notify the appropriate law enforcement agency;
 - b. provide the agency with all confiscated evidence and information; and
 - c. notify the parent.

2. If a student desires to return to school, he/she must petition the UCAS Administration and the UCAS Discipline Council in writing and show evidence that he/she has done the following:
 - a. participated in a formal alcohol and/or controlled substance abuse assessment, with the cost of the assessment assumed by the parent; successfully completed the most appropriate level of intervention program based on assessment from a licensed individual or agency, with the cost of the intervention program assumed by the parent
 - b. personally and accurately revealed the source of materials associated with the violation to the school administrator.

Statement on Tobacco Use

Utah County Academy of Sciences prohibits any student use, possession, sale or distribution of tobacco/tobacco products.

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

Tobacco Use Disciplinary Action

FIRST VIOLATION

The principal or designee shall:

1. issue a citation
2. notify the parents

The student shall sign the UCAS Tobacco, Alcohol and Drug Non-Use Contract with the parent and principal or designee.

SECOND AND FOLLOWING VIOLATIONS

1. The principal or designee shall:
 - a. issue a citation
 - b. notify parents
 - c. refer the student and parent to an approved assessment and/or approved intervention program, with the cost of the program assumed by the parent.
2. The student shall:
 - a. participate, with parent, in approved assessment and/or intervention program(s).
 - b. show evidence of having successfully completed the most appropriate level of intervention program based on the initial assessment, with the cost of the program assumed by the parent.

Failure of the student to comply with or complete the requirements of the referral will result in administrative action including possible suspension or referral to the Board for expulsion.

Student Self-Referral

If a student is self-referred concerning a tobacco, alcohol, or controlled substance problem, the school administration will provide a conference with a designated educator and/or the school counselor to discuss possible resources for assistance.

Records of Policy Violations

The records of clearly substantiated violations will be kept in the student's confidential record. The records will include dates, types of violations, and disciplinary actions taken. These records will be used in assessments of subsequent disciplinary actions and eligibility.

The record(s) of violations from previous school(s) concerning behaviors identified in the Policies and Procedures on Attendance, Orderly Conduct, Safe Schools, and Substance Abuse will be reviewed before a student requesting a transfer into Utah County Academy of Sciences is considered for enrollment and is officially enrolled in Utah County Academy of Sciences.

Student Right of Due Process

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises that could result in long term suspension or expulsion. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, the right to confront and cross-examine non-minor witnesses, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
2. If agreement is not reached, the parent/guardian may meet with a counselor or administrator.
3. If agreement is not reached, the parent/guardian may request an informal hearing through the UCAS Discipline Council. The request shall be in writing and within fifteen (15) calendar days of the school decision and addressed to the Utah County Academy of Sciences, UCAS Discipline Council. The appeal shall be heard within ten (10) school days.
4. If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the UCAS Discipline Council's decision a request for a hearing before the Board of Trustees. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a *de novo* review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been

previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the school. Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter.

Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

GLOSSARY

- aggravated assault - to intentionally cause serious bodily injury to another or use of a dangerous weapon or other force likely to produce death or serious bodily injury.
- alcohol - see glossary under “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”
- alternative placement - placement of a student in a program outside of his/her regular school setting. This may include, but is not limited to, the following: daytime alternative, 4:00-6:00 after-school alternative, and/or home placement.
- arson - the act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.
- assault - an attempt with unlawful force or violence to do bodily injury to another, or a threat accomplished by show of immediate force of violence to do bodily injury to another, or an act committed with unlawful force of violence that causes or creates a substantial risk of bodily injury to another.
- board - the Utah County Academy of Sciences Board of Trustees.
- controlled substance - any drug delivered by a pharmacist to an ultimate user under a lawful prescription; see also definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”
- criminal activity - any activity that violates applicable criminal codes.
- disciplinary reassignment - disciplinary action involving transfer to another room or school or alternative school placement for a specified period of time.
- distribution - means to deliver other than by administering or dispensing a controlled substance or a listed chemical (see use, possession/sale).
- district - the superintendent and/or designee(s).
- drug paraphernalia - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”
- due process - notification to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. Due process includes the right to a hearing, the right to counsel, the right to confront and cross-examine witnesses, and the right to appeal.
- expulsion - permanent removal of a student from school by the Board of Education.
- extortion - obtaining of money, information or personal property from another by coercion or intimidation.
- fighting - physical conflict between two or more individuals.

- firearms - a pistol, revolver, shotgun, sawed-off shotgun, rifle, or sawed-off rifle, loaded or unloaded, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.
- flagrant - outrageous, notorious, scandalous, glaringly bad.
- gang activity/apparel - wearing of bandannas, headgear or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership. This includes gang signing.
- graffiti - any form of unauthorized printing, writing, spraying, scratching, affixing, or inscribing on the property of another, regardless of the content or nature of the material used in the commission of the act.
- harassment level 1 – communication of a verbal, written or recorded threat, with intent to bully, tease, or frighten another.
- harassment level 2 - intimidation and/or threat of violence.
- indecent exposure - unauthorized exposure of one’s genitals, buttocks, pubic area, or breast (if female) [UCA 76-9-702(1)].
- imitation controlled substance - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”
- incendiary device - any device designed to cause combustion or fire, including a lighter or matches.
- in-school suspension - the student remains in a supervised location in school where work is provided, but regular school freedoms are severely limited. Classes are not attended. The action may be recorded in the student’s folder.
- insubordination - failure to obey an order by school authority.
- interfering device - any device or object which interferes with the educational process, including lasers, laser pens, radios, portable music players, cell phones, pagers, or any electronic equipment or other disruptive objects.
- intimidation - engaging in behavior which prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal.
- loitering - occupying an unauthorized place on or near the school grounds, property, or activities.
- mitigating - to make less severe.
- other similar harmful substances - substances such as inhalants and prescription or over-the-counter drugs used inappropriately.
- parent(s) - natural parents, foster parents, or legal guardians.
- possession - physical control over real or personal property.
- school days - one of the regularly scheduled 180 days in a school year and/or a summer school program.
- school personnel - any school district employee, including administrators, teachers, coaches, counselors, staff, aides, interns and volunteers.

- school property - school buildings and lands owned or leased by UCAS, vehicles funded by the Board of Trustees, any areas rented or leased by the UCAS, and areas in and around any school- or district-sponsored event.
- sexual battery - a criminal, intentional, offensive touching (whether or not through clothing) of another's buttocks, any part of the genitals, or the breast of a female. [UCA 76-9-702(3)]
- sexual harassment level 1 - Sexual language, whether verbal or written, including joking; sexual conduct that is visual or silent or through any medium; or allegedly unintentional sexual touching -- all of which create a hostile environment.
- sexual harassment level 2 - Physical, intentional, sexual conduct, touching, threat or intimidation that is not criminal. Exchanges of sexually explicit material and/or the solicitation of someone to send sexually explicit material to you which may be determined to be illegal.
- special education - specially designated instruction, at no cost to the parents or guardians, to meet the unique needs of a student with a disability. This education includes instruction conducted in the classroom, in the home, in a hospital or an institution, and in other settings and instruction in PE.
- suspension - involuntary temporary removal of a student from school attendance and activities.
- theft - to obtain or exercise unauthorized control over the property of another.
- tobacco - includes cigarettes, cigars, pipes, smokeless or other tobacco products in any form.
- trespassing - to enter or remain unlawfully on property, including being present on school grounds during a period of suspension or expulsion.
- use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances - shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor.
- vandalism - intentionally damaging or destroying the property of others.
- weapon - any item that in the manner of its use or intended use is capable of causing death or serious bodily injury, including, but not limited to, BB-guns, air guns, pellet guns, blow guns, sling-shots, cross-bows, archery bows, all knives, explosives, chemical, noxious, or flammable materials, and all items containing gun powder.