



Salt Lake Academy High School

Student/Parent Handbook

2026-2027

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Salt Lake Academy High School is a charter school that opened in the fall of 2017. This charter school serves grades 9-12 and is located in the Salt Lake training center in Herriman Utah. Salt Lake Academy High School blends state-of-the-art learning tools, CTE Pathways, 1:1 technology, sports education, and meaningful relationships with staff to build a unique high school.

Mission

At Salt Lake Academy High School, we believe in the power of academics and athletics to maximize the potential of each individual. We are here to develop students who are lifelong learners, responsible global citizens, and champions of their own success.

Value Statement

We are a diverse community committed to using our academic and athletic programs to develop core values of respect, honesty, integrity, and hard work in the pursuit of excellence.

Vision

- We believe it is essential for secondary students to understand they are in control of their educational experiences and their paths to successful futures.
- We believe the most important factor in a secondary student's educational success is their relationships with superior teachers who empower students by providing guidance and encouragement.
- We believe teachers should be mentors who understand their student's strengths and weaknesses and who coach each student through their secondary education experience.
- We believe current technology coupled with a curriculum provides a powerful tool for individually-tailored student learning and for real-time assessment of progress to inform, encourage and guide students and their teachers.

Adoption of School Rules and Procedures

Salt Lake Academy High School has rules and procedures that are compatible with governing board policies, state law, and federal law. The governing board may review rules and procedures and require modification if not consistent with their policy or state statutes.

These procedures will be reviewed annually by Salt Lake Academy High School administration, instruction and support staff, students, parents and community members to help improve the procedures that will help make Salt Lake Academy High School a safe and academically challenging place for students to attend.

Written Notice and Posting of School Rules and Procedures

The school administration shall provide written notice of a school's discipline rules and procedures to:

- new and continuing students at the beginning of each school year
- transfer students at the time of their enrollment in the school; and
- the students' parents and guardians.

Salt Lake Academy High School shall post a list of school rules:

- On the website at saltlakeacademy.org
- In the student handbook
- In the administrative office at the school

Teachers are encouraged to post applicable class rules in their classroom. Parents may request a printed copy of Salt Lake Academy High School's school rules and procedures from the administrative offices.

Record Retention

School records, including special education records, are retained and disposed of according to Utah State Archives Records Retention Schedule.

Academic Procedures

Credit Shortage Option

If a student is deficient in credits at the end of a school year, the student may endeavor to remediate those deficient credits. All courses must be appropriate and approved for credit by the school counselor or school administration. A student and their parent/guardian will be notified by the school counselor if the student is credit deficient during the yearly Plan for College and Career Readiness (PCCR) meeting, and the school counselor will assist in arranging an opportunity to make up the deficient credits.

Students have the opportunity to make up deficient credits through assigned retaking of a course, counselor-suggested alternative, equivalent courses, State Online Education Programs (SOEPs) which are available independently to students and through school-overseen study hours, and other external routes—options should be explored with school counselors. High school credits earned at any accredited institution will count toward a student's graduation requirements who is enrolled full-time at SLAHS, so long as the student's records are received by the SLAHS registrar while the student is still enrolled in the school.

A senior student who has been working on credit recovery course(s) during her/his senior year and has not earned the credit by May 1st may not be allowed to participate in Graduation ceremonies or activities. If a student fails to receive the necessary credits to graduate with her/his class, the student may work with the school counselor on a plan to receive her/his diploma. School administration has the ability to modify the credit recovery program to meet student's needs.

Students interested in taking concurrent enrollment outside of school time, that are not offered at Salt Lake Academy, are eligible to transfer those college credits to the high school. These credits must be obtained from an accredited institution and must be approved by the high school administration. The counselor will assist a student in registering for a desired course. The student is responsible for all costs associated with the class, including tuition, books, and fees.

Report to Parents

Parents are encouraged to check their student's grades regularly on the ASPIRE parent portal, or through their parent observer Canvas page for assignment-specific information. Parents may receive reports on the progress of their student more frequently if they contact the school offices. Usually, a conference with teachers is beneficial in improving the progress of these students.

Concurrent Enrollment Courses

At the present time, concurrent enrollment courses are offered through Salt Lake Community College and Utah Valley University if Salt Lake Community College does not offer the program your student is searching for. A student wishing to take a concurrent enrollment course should make arrangements with the school counselor. Through the Concurrent Enrollment Program students can receive college credit at a greatly reduced cost. Students are responsible for the cost of these courses and all related materials and supplies.

The following are Salt Lake Academy High School's requirements that pertain to participation in concurrent enrollment classes:

- All students interested in doing concurrent enrollment courses must complete the required paperwork with Salt Lake Academy's School Counselor.
- CE course registrations and grades are recorded on permanent high school and college transcripts. Transcripts will be used to evaluate eligibility for scholarships and financial aid and for admission to certain academic programs.
- Withdrawing from or failing a CE course may impact a student's ability to receive financial aid in the future as well as a student's ability to enroll in additional CE courses.

- The school administration has final discretion to be able to amend any of these requirements.

Grading Scale

The purpose of this grading policy is to establish clear, consistent, and equitable expectations for evaluating student learning and academic achievement. Grades are intended to communicate a student's level of proficiency in course standards and learning objectives while encouraging growth, responsibility, and engagement. Students and families are encouraged to regularly monitor academic progress and communicate with teachers regarding questions or concerns.

In general, Salt Lake Academy will use the following scale to determine a student's academic grade:

- A = 93-100%
- A- = 90-92%
- B+ = 87-89%
- B = 83-86%
- B- = 80-82%
- C+ = 77-79%
- C = 73-76%
- C- = 70-72%
- D+ = 67-69%
- D = 63-66%
- D- = 60-62%
- F = 59% or below

Some teachers may utilize a different grading scale because of concurrent enrollment rules, AP courses.

General Teacher Grading Practices

To increase student academic achievement, the following grading practices will be implemented by teachers at Salt Lake Academy High School.

- Students have a minimum of one week (5 school days, including Fridays) to turn in late assignments after an excused absence. The teacher may determine any consequences for late assignments. After one week, the teacher may decide whether or not to accept the assignment and the conditions under which the assignment may be accepted.
- The retake policy for assessments is at the discretion of teachers per their disclosure document.
- Grades should reflect what a student has demonstrated learning on.
- Extra credit is not offered at Salt Lake Academy High School.

Schedule Changes

Individual schedules are planned by the student and the school counselor. For this reason, schedule changes are limited. Students who feel they have a valid reason for changing their schedule should contact the school counselor. All schedule changes must be requested at the first five days of the semester. Exceptions to this policy must be obtained from the school administration. Please see the posted QR codes around the school to request an appointment for a schedule change.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, challenges at home, challenges at school, social concerns, or any question the student would like to discuss with the counselor. Students wishing to visit the counselor should email the counselor to set an appointment, or through the scheduling form on the counseling page on Canvas. The counselor will prioritize the needs of students, and call students to the office as soon as possible.

Withdrawal from School

A student desiring to leave Salt Lake Academy High School must notify the front office. The student's parents/guardians must confirm the student's withdrawal. The office will give the student a check-out

sheet which must be presented to and signed by each of the student's teachers, showing that the student has made satisfactory clearance. This check-out sheet must be returned to the office and the student will be officially dropped from the attendance roll. All outstanding fees must be paid before an official withdrawal is completed.

Field Trip Policy

A student's eligibility to attend Field Trips is determined by the same eligibility criteria as athletics/extracurricular eligibility: students with a GPA of <2.0 *or* with 2 or more current Fs on their gradebooks are not eligible to attend a field trip. Each individual teacher must sign off, giving permission for the student to go from their class.

DAILY PROCEDURE

Block Scheduling

Salt Lake Academy High School will hold classes in a modified 4x4 block schedule. We will have four "A Day" classes, A1-A4 every Monday and Wednesday that school is held. We will hold courses B1-B4 every Tuesday and Thursday. Thursday's schedule will be modified slightly for homeroom academic progress monitoring. Flex Fridays will alternate weekly between A and B day, and students will have assignments due on Canvas for all their A day classes one week, and all B day classes the following week, repeating this pattern through the end of the school year.

Class Schedule Times

The following are the Bell Schedules for Salt Lake Academy High School classes Monday-Thursday. Mondays and Wednesdays will be "A" classes, while Tuesdays and Thursdays will be "B" classes. PLEASE NOTE: Zero Hour (Ao/Bo) is an extra course outside of the standard school day that you can request if desired. Please see your school counselor if you are interested in a zero hour class.

Monday / Tuesday / Wednesday

Ao/Bo 8:30-9:05
A1/B1 9:10-10:33
A2/B2 10:37-12:00
Lunch 12:00-12:37
A3/B3 12:41-2:03
A4/B4 2:07-3:30

Thursday

Bo 8:30 - 9:05
B1 9:10 - 10:28
B2 10:32 - 12:10
Lunch 12:10 - 12:47
B3 12:51 - 2:08
B4 2:12 - 3:30

Flex Friday

Please note that Flex Fridays are not a day off for students and that the school wants to ensure that learning is taking place.

Description

Flex Days will occur each Friday of the school year, and on other sporadic days throughout the academic school year. Each Flex Day, students will be expected to do work for four of their 8 classes. They will alternate back and forth from "A Day" to "B Day" for the school year, similar to a block schedule. Please see the school calendar if you have questions regarding which Flex Day it will be. The work that is due on a Flex Day will open at 3:30 P.M. the day preceding the Flex Day, and will close at 11:59 P.M. before the next school day. The work for Flex Days will be completed on the Canvas learning system. Teachers will create lessons that students will be able to log into and work through on the Canvas learning system.

Students who are failing any courses are invited to work with teachers on Campus each Flex Day (unless campus is closed) to help them stay on top of their assigned work, and/or to catch up in failing courses and return to good academic standing. If a student is failing multiple courses, missing class frequently, or

maintains a failing grade without showing improvement, the school may require the student attend Flex Fridays in person to receive the help they need, and may request a conference with the student's guardian(s) to discuss how we can best aid the student in their education. Teachers may also request a student attend in person if they are falling behind in the course or if they need to make up an assessment. Students are always welcome at the school campus on FF should they choose. Campus hours on FF will be from 10:30 AM to 12:30 PM. The office will be closed on those days specified on the school calendar as students are off. Any exceptions to this rule will be communicated to students and families in a timely manner through email and/or text. Attendance will be recorded on Fridays and will be marked accordingly with student engagement on online assignment.

On-Campus Attendance

Bus transportation will be provided to students who attend Flex Days on-campus. Pick up at the TRAX station in Daybreak at 9:45 AM, and students riding the bus will depart from campus at 1:00 PM in the afternoon.

Flex Day Make Up Work

Five days is the minimum time a teacher is required to give a student to make up work if they are considered absent for Flex Friday. Teachers must allow these five days, and individual teachers may extend the possible make up time, but are not required to do so by administration. Some exceptions may be made due to extenuating circumstances such as prolonged illness.

Breakfast and Lunch

Salt Lake Academy High School offers breakfast and lunch to students who wish to eat at the school. Below are the prices.

Student Prices:

- Breakfast \$3.00
- Lunch: \$4.50

Salt Lake Academy High School has an open campus lunch policy. Students are not required to stay on campus during lunch. However, with lunch being less than an hour, and there being limited affordable eating options for the students close by, it is encouraged that they stay on campus. If students are late returning to classes they will receive a tardy and the consequences associated with it. Students are free to bring their own lunch to school. Food will not be allowed to be brought in from outside sources unless the student brings it themselves. If you want to apply for free or reduced lunch please fill out an application that can be found in the main office.

Hall Pass

Students must have a hall pass from their instructor before leaving any class. No student is to be in the halls during class time without a pass.

Driving/Parking Lot

The ability to drive to school and park on school grounds is a privilege the school provides for its students. If you are abusing the parking privilege provided by Salt Lake Academy, you may be asked not to park on school grounds. Parking in the rear lot, or in any "Guest" or "Staff" designated, marked spots is *prohibited*.

The parking lot is off-limits during the day, except to leave during lunch period. Students who desire to leave campus during the school day must receive permission from the front office and sign out and back in at the office.

Visitors

Visitors are welcome at Salt Lake Academy High School. Visitors must report to the main office and provide a reason for their visit. All visitors must wear a visible visitor identification tag while in the building. **Student visitors are not allowed.**

Lockers

Lockers are assigned to individual students upon request. Only one student may be assigned per locker. Lockers must be kept clean and orderly at all times. Students cannot have displays of any kind on locker doors and locker doors must be kept closed during class time. Students must furnish their own lock. Salt Lake Academy High School is not responsible for any items removed from a person's lockers. Lockers are property of Salt Lake Academy and are subject to search without previous notification.

Homeroom

Homeroom is a time for students to work on missing work or create a plan for their missing work. Homeroom will take place on Thursdays between B2 and Lunch. If you have a grade below any F's or D's as of Thursday at 8:00 A.M., you will be required to attend your homeroom with your B2 teacher. If you do not have any D's or F's, you will have an extended lunch and will not be required to attend homeroom.

Study Session

Study session is a time for students to work on missing work or create a plan for their missing work. Study session will take place on Mondays and Tuesdays each week, and will take place during a student's sports period during the school day. Students will be required to attend study sessions if they have any F's Monday morning at 8:00 A.M.

Student Fees

FEES

Salt Lake Academy High School will ensure that stakeholders are aware of school fees and post them on the school website. In addition, a written copy will be available at the front office during registration.

Course fees are subject to change.

FEE WAIVER PROCEDURE

Students who wish to apply for fee waivers are asked to fill out a fee waiver application yearly. All students who are approved for the fee waiver will automatically qualify for a fee waiver. To apply:

- Obtain an application from the Front Office
- Complete the form and return it to the Financial Office Manager
- The Financial Office Manager will review and approve fee waivers
- You will be notified of your qualifying for a Salt Lake Academy High School fee waiver at the Financial Office Managers earliest convenience.
- If your application is not approved, you will receive information regarding the appeals process.

FUNDRAISERS

All fundraisers must be pre-approved with the school administration. Funds raised by an organization (Example: TSA, DECA, Student Counsel, Choir, or Sports) must stay with that organization and may not

be transferred from one organization to another. The staff member sponsoring the fundraiser will be responsible for explaining what the funds will be used for and distributing them accordingly. Additional funds raised above and beyond the cost of the original event may be used in the same organization at the sponsors discretion. All money raised by an organization must be turned into the office and will be accounted for through appropriate accounting practices.

Procedures for Attendance

Student regular attendance is vital for their success. We expect students to attend all of their classes, to be in class on time, and to be ready to learn and motivated to succeed. Please review the Salt Lake Academy attendance policy which can be found on our website.

 [High School Attendance Policy](#)

Salt Lake Academy Student Conduct and Discipline Procedures

It is essential for Salt Lake Academy High School to maintain a classroom environment which allows teachers to communicate effectively with students in the classroom and to allow students to participate safely in activities. To assist Salt Lake Academy High School staff in maintaining this type of environment, the following policies, regulations and procedures apply to all students in attendance in Salt Lake Academy High School's instructional and support programs as well as at school-sponsored activities.

Salt Lake Academy High School Discipline Flowchart

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault/Battery	Police investigation Possible Suspension to expulsion hearing			
Bullying: physical, verbal, emotional, or cyber bullying; sexual or racial bullying, racial slurs, verbal, physical and/or written intimidation and/or threats	Warning and contract If the harassment is of a more serious nature, up to suspension to an expulsion hearing level hearing Possible police involvement	Up to 5 days OSS Parent conference If the harassment is of a more serious nature, up to suspension to an expulsion hearing Possible police involvement	Up to 10 days OSS Parent conference Suspension to an expulsion hearing	
Bus violations	Student conference Parent notified Possible bus probation Possible suspension of bus-riding privileges	Student conference Parent notified Possible suspension of bus-riding privileges	Student conference Parent notified Possible suspension of bus-riding privileges	Suspension of riding privileges until parent conference Possible riding suspended for rest of year
Disruptive, disrespectful, or dangerous behavior	Teacher to address and contact parent (Overt disruptive, disrespectful or dangerous behavior may require immediate administrative intervention)	Teacher to address and contact parent (Overt disruptive or disrespectful behavior may require immediate administrative intervention)	Referral to AP office Student conference Possible suspension	

Dress code	Student conference Review dress code Student required to change Entry to discipline log Parent Contact by Admin	Student conference Review dress code Student required to change Entry to discipline log Parent Contact by Admin	Student conference Review dress code Student required to change Entry to discipline log ISS	Parent notified Review dress code Possible OSS
Improper use of electronic devices, cell phones, etc.	Verbal warning from the teacher	Parent contacted by teacher	Confiscated Parent contacted by teacher Returned at the end of class	Confiscated and taken to main office Parent contacted by teacher Student talked to by admin
Code of Conduct The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of Salt Lake Academy High School. While not every offense may result in disciplinary action, the list below indicates certain disciplinary actions for certain offenses. Disciplinary consequences may extend beyond this list as determined by the school administration, or Salt Lake Academy High School's governing board. In extraordinary circumstances where the minimum consequence is judged by the school administration to be insufficient to be in the best interest of Salt Lake Academy High School, the school administration may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including parking lots and school transportation, or at a school activity, whether on or off school property. Students are subject to reasonable searches when conducting investigations related to student safety. School officials are not obligated to contact parents before questioning students. Salt Lake Academy High School strives to implement a remainder plan that allows students to remain in school.				
Fighting/Physical Aggression (Offenses accumulate over time at SLAHS)	Up to 3 days OSS Parent contact Possible police involvement	Salt to 15 days OSS No contact agreement Parent conference Possible police involvement	Up to 10 days OSS No contact agreement Parent conference Possible police involvement	Suspension to expulsion hearing
Gang Activity	Up to 2 days OSS Parent contact Possible police involvement Severity clause: 1st Offense for Gang Assault, Intimidation, and/or Violence - Suspension to an expulsion hearing			
Grounds for Student Discipline A student may be suspended or expelled from school for any of the following reasons: • Frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language; • Willful destruction or defacing of school property; • Behavior or threat of behavior which poses a significant and significant threat to the welfare, safety, or morals of other students or school personnel; • Bullying, cyber-bullying, harassment, and hazing of students and employees are against federal law, state law, and policy, and are not tolerated by Salt Lake Academy High School. • Inappropriate use of Salt Lake Academy High School electronic resources or violation of Salt Lake Academy High School Acceptable Use Agreement; • Substantial disruption of class, assembly, or other school function				
Possession of pornography / Sexting	Suspension Parent contact Police involvement Possible suspension to expulsion hearing			
Sexual assault	Parent conference Police involvement Suspension to an expulsion hearing			
Spectators and filming of illegal activity (including fights)	Conference with student Parent notified Possible Suspension	Conference with student Parent notified Possible Suspension	Conference with student Parent notified Up to 3 days OSS	Conference with student Parent notified Up to 5 days OSS
Substance Abuse	Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;			
Substance Distribution	The actual or threatened use of a lookalike weapon with intent to intimidate another person or to As per SLAHS policy			
Theft of Item(s)	Parent notified Restitution Community Service Possible Police involvement	Parent notified Restitution Possible Police involvement	Parent notified Possible police involvement	Suspension to expulsion hearing
Tobacco and/or E-cigs	As per SLAHS policy			
Truancy (skipping)	As per SLAHS Attendance Policy			
Vandalism	Student conference Parent notified Restitution			

not limited to fireworks, matches, lighters, mace, pepper spray, laser pointers, or any other material or item that may cause substantial disruption to school operations;

- Possession, distribution, use, sale, or arranging for the same of pornographic material;
- Inappropriate use of a personal electronic device (PED);

Authority to Suspend or Expel

Authority to Suspend and Duration of Suspension for Regular Education Students The Salt Lake Academy High School administration may suspend a student for up to 180 days for violations of school procedures or consider expulsion from Salt Lake Academy. If the school administration considers a suspension of a student for 180 days or considers an expulsion is warranted, the school administration must notify the Salt Lake Academy Board of Education of such suspension/expulsion and allow the Board the opportunity to review the decision if they feel circumstances warrant such a review and potential reversal in school decision. In considering whether to suspend a student, the school administration shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources.

Authority to Suspend and Duration of Suspension for Students with Disabilities The school administration has the authority to suspend a student with disabilities (504 or IDEA) for up to ten (10) school days for any violation of school rules. Any additional removals after ten (10) school days in that same school year require the school administration to hold a manifestation determination meeting to determine whether or not the behavior was a manifestation of the student's disability.

Authority to Institute Change of Placement for Student with Disabilities Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the Salt Lake Academy High School Special Education Policy Manual and State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

Due Process for Student Discipline

Salt Lake Academy High School administration will afford due process for students in all student discipline matters. If a student is removed from school for any disciplinary reason, parents/guardians and student must attend a reinstatement meeting with an administrator.

Hearing /Appeal Procedures for Students who are Subject to Expulsion

If a hearing is requested in response to the Notice of Expulsion, the following procedures shall apply:

- After receipt of the request, Salt Lake Academy High School shall schedule a hearing as soon as possible but not later than ten (10) working days following receipt of the request.
- A written Hearing Notice shall be sent to the custodial parent or guardian informing the custodial parent or guardian of:
 - the name of the Hearing Officer;
 - the date, place, and time of the hearing;
 - the circumstances, evidence, and issues to be discussed at the hearing;
 - the right of all parties to cross-examine witnesses subject to the Hearing Officer's determination that this right should be limited to protect student witnesses from retaliation, ostracism or reprisal;
 - the right of all parties to appeal to the Salt Lake Academy High School Board of Education within ten (10) working days following the decision if the parties disagree with the

- Hearing Officer's decision;
 - the right of all parties to examine all relevant records.
- The Hearing Officer shall conduct the hearing on the record and shall:
- ensure that a written record of the Hearing is made, a copy of which shall be provided to all parties upon request, with the cost borne by Salt Lake Academy High School;
 - consider all relevant evidence presented at the hearing;
 - allow the right to cross-examination of witnesses, unless the Hearing Officer determines that this right should be limited to protect student witnesses from ostracism, retaliation or reprisal; ● allow all parties a fair opportunity to present relevant evidence; and
 - issue a written decision including Findings of Fact and Conclusions.

Hearing Rules

Formal Rules of Evidence do not apply to the Hearing and no discovery is permitted. However, the following rules will apply:

- parties may have access to information contained in Salt Lake Academy High School files to the extent permitted by law;
- hearings shall be closed to the press and the public;
- documents, testimony, or other evidence submitted by the parties after the hearing, will not be considered by the Hearing Officer;
- the Hearing Officer may excuse witnesses or parties, or suspend or terminate a hearing if persons involved in the hearing are abusive, disorderly, disruptive, or if they refuse to abide by the rules and orders of the Hearing Officer.

Appeals

Within ten (10) working days following receipt of the Hearing Officer's written decision, either party may appeal the decision, in writing, to the Salt Lake Board of Education. If the appeal is referred to the Board, the Board may schedule, and hold, a hearing consistent with Salt Lake Academy High School policy.

Formal Complaints

Salt Lake Academy High School does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, or age in its programs, activities, hiring, and employment practices. Title IX and Title VI are laws that prohibit sexual discrimination or harassment and discrimination on the basis of race, color, national origin, sex, gender identity, sexual orientation, or disability. More detailed explanations of these laws and the process of making a complaint related to their contents can be found in our [Formal Complaints Policy](#). Students, staff, or anyone who feels school policy, state law, or federal law have been broken may also find information regarding general formal complaints, and a form and procedure for filing those complaints at the same link.

Reporting Requirement

School employees who become aware of bullying, harassment, hazing, or related initiation activity, shall report such incidents immediately to the school administration so that prompt and appropriate action can be taken. Any person who reports incidents of bullying, harassment or hazing shall fill out a [Bullying, Harassment, and Hazing Incident Form](#) found at the end of this handbook. School personnel who fail to report incidents of bullying, harassment, or hazing to the school or Salt Lake Academy High school administration may face disciplinary action.

Parental Notification of Certain Incidents and Threats

A school administration shall promptly notify a parent/guardian personally of their student's threat to commit suicide; or an incident of bullying, cyber-bullying, hazing, harassment, or retaliation involving the student.

Investigation Initiated by School Authorities of Criminal Conduct

During an investigation for violation of school rules, it may become evident that the incident under investigation may also be a violation of criminal law. If the school administration has reason to suspect that a criminal act has been committed and in the opinion of the school administration law enforcement authorities should be notified, the following procedure should be followed:

- The school administration shall request that law enforcement authorities conduct an investigation during school hours and question students who are potential witnesses to the alleged criminal behavior.
- Unless circumstances dictate otherwise, questioning of the student by school officials shall not begin or continue until law enforcement authorities arrive.
- Under direction of the school administration, a school official shall inform the student's parent or legal guardian as soon as possible that the student may have committed a criminal act and that law enforcement authorities will be or are involved in the investigation.

Extra-Curricular Activities

Participation in interscholastic athletics and other extra-curricular activities is not a right. Therefore, students who are suspended or expelled may lose the privilege of participation during the period of suspension/expulsion and may not be allowed to invoke due process procedures to challenge the denial of extracurricular participation.

School Dress and Grooming Expectations

The governing board recognizes that dress and grooming affect the behavior of students, that there are sanitation and safety factors directly related to proper dress and grooming, and that the school, school administration, teachers, and parents need clear dress and grooming guidelines so that rules of dress and discipline can be enforced consistently. Therefore, Salt Lake Academy High School will enforce the following dress code.

Salt Lake Academy High School emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for school work. School personnel may prohibit the following types or styles of clothing at school or school activities:

- fails to provide coverage of the undergarments, buttocks, genitals, and chest with a fabric that is not see-through;
- bare or stocking feet;
- clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures
- clothing attachments or accessories which could be considered weapons;
- clothing that promotes or advertises an activity or substance a student cannot engage in on school property or legally possess or use (i.e., tobacco, alcohol, illegal drugs, pornography); and
- any clothing or apparel that conveys a specific, particularized message (e.g. political buttons, religious jewelry, or apparel, etc.) that school personnel can prove has caused or imminently will cause material disruption of classwork, or substantial interference with the work of the school or invasion of the rights of others may be prohibited.

Classroom Teacher Responsibilities

Since discipline within the classroom is the basic responsibility of each teacher, effective procedures handling inappropriate student behavior is necessary. All teachers shall establish and communicate classroom rules that are compatible with Salt Lake Academy High School procedures and rules.

Classroom Rules and Disclosure

To enhance classroom discipline the teacher shall:

- secure the school administration's approval of the classroom rules and disclosure and keep a copy on file in the school;

- inform parents or legal guardians of expectations and discipline procedures by providing, in writing or electronically, a copy of classroom expectations and rules; and
- involve students in the development of classroom rules for reasonable behavior and consequences and discuss expectations and rules with students as needed.
- ensure Flex Friday content is posted and available for students prior to 3:30 PM on the Thursday (or final day of in-person classes) before the assignment is due.
- be available to respond to student questions and emails from remote students from 10:30 AM - 12:30 PM on Flex Fridays

Teachers are encouraged to post applicable class rules in the classroom.

Referral for Inappropriate Behavior

If a student displays a pattern of inappropriate behavior(s) or of serious intensity the teacher shall consult with a parent or legal guardian and the school administration for possible referral to:

- Counselor;
- School Administration;

Data Privacy and Security

Salt Lake Academy protects all student data and strives to ensure that all internet access is filtered and monitored. The school administration of Salt Lake Academy High School is responsible for Information Technology and acts as its IT Security Officer (ISO) responsible for overseeing the school's security..

Salt Lake Academy High School will provide annual security training to all employees that emphasizes their personal responsibility for protecting student and employee information.

Network perimeter controls are implemented to regulate traffic moving between trusted internal resources and external, untrusted (Internet) entities.

Salt Lake Academy High School filters internet traffic for content defined in law that is deemed harmful to minors by using a combination of technological means and supervisory means to protect students from harmful online content. Students are supervised when accessing the internet and using Salt Lake Academy High School owned devices on school property. **When students take devices home, Salt Lake Academy High School relies on parents to provide the supervision necessary to fully protect students from accessing harmful online content.**

Family Educational Rights and Privacy Policy

To encourage positive parental involvement and to comply with Federal and State laws concerning family educational rights and privacy (FERPA) the following procedures provide standards for the protection of private information within the curriculum and other school activities.

Salt Lake Academy High School personnel, partners, or agents will not conduct any inquiry or activity to cause a student to reveal information concerning the student's or any family member's political affiliations or philosophies; mental or psychological problems; sexual behavior, orientation, or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; and religious affiliations or beliefs. This does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this section.

Parents may give written consent for students to participate in activities revealing personal information. Consent is valid only if a parent has been first given written notice, including a copy of questions to be asked of the student and parents have a reasonable opportunity to obtain written information concerning the records that will be reviewed.

Notice must be given at least two weeks before information is sought. A parent or guardian may waive the

two-week minimum notification period. Unless otherwise agreed to by a student's parent, the authorization is valid only for the specific activity for which it was granted. A written withdrawal of authorization submitted to the school administration terminates the authorization. A general consent used to approve admission to school or involvement in special education, remedial education, or a school activity does not constitute written consent.

If school personnel believes a student is being abused, or at-risk of attempting suicide, physical self harm, or harming others, the personnel may intervene and ask a student questions regarding the concern for the purposes of:

- reporting under the Child Abuse or Neglect Reporting Requirements
- referring the student to appropriate prevention services; and
- informing the student's parent
- youth suicide prevention, intervention, or post-intervention

Student Education Records

Parents have the right to inspect and review all of their student's education records maintained by Salt Lake Academy High School. If the education records of a student contain information on more than one student, the parent may inspect and review or be informed of only the specific information about their student. Parents may challenge and request Salt Lake Academy High School to amend any portion of their student's education record that is inaccurate, misleading or in violation of the privacy rights of the student. Salt Lake Academy High School shall consider the request and decide whether to amend the records within a reasonable amount of time. If Salt Lake Academy High School decides not to amend the record as requested, it shall inform the parent/guardian of its decision and of their right to a hearing.

Salt Lake Academy High School may not disclose information from education records without prior parental consent, except as provided by law. Salt Lake Academy High School may disclose directory information for appropriate reasons after giving parents annual notice of their right to request that their student's directory information not be released.

The following information relating to students has been declared directory information:

- name, address, and telephone number;
- date and place of birth;
- major field of study;
- parent's email address;
- participation in officially recognized activities;
- dates of attendance;
- degrees and awards received;
- most recent previous education agency or institution attended; and
- photograph.

Appropriate reasons for disclosure of directory information include, but is not limited to; newspapers and other communications for awards, posting in the building of awards, student directories, military recruiters, higher education institutions, etc. Salt Lake Academy High School shall not release directory information to any individual or organization for commercial use. Salt Lake Academy High School shall give full rights to student education records to either parent (or guardian), unless the school has been provided with evidence that there is a court order or legally binding instrument relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Acceptable Use Policy

Student use of computing equipment, networks, and the internet is a privilege. A student can lose this privilege and be subject to other disciplinary action should she/he choose to violate the conditions of this agreement. Salt Lake Academy High School technology equipment and networks are provided solely for educationally related purposes. Students have no expectation of privacy in electronic data or communications (i.e., files, emails, etc.) which have been created, entered, stored, downloaded, or accessed on the school's network or computer systems. System administrators may monitor, log, and review any or all data. Salt Lake Academy High School will provide the following digital technology

protection measures:

- Monitoring of student (and adult) internet and computer use
- Internet safety training related to appropriate online behavior, cyber-bullying awareness and response, social networking sites, chat rooms, etc.
- On campus internet content filtering on Salt Lake Academy High School networks
- Off campus internet content filtering on Salt Lake Academy High School devices
- Virus control software
- Individual student usernames and passwords

Each student and employee of Salt Lake Academy High School will be required to sign an acceptable use form annually.

Personal Electronic Devices (PED)

Per SLAHS policy “6410 - Personal Electronic Devices;” Students, personnel, and guests may generally possess personal electronic devices (i.e., privately owned devices used for audio, video, or text communication or any other type of computer or computer-like instrument) on school premises, at school activities, and while using school approved transportation; subject to this policy. Individuals are responsible for the security and safety of their own personal electronic devices. Expensive personal devices should be locked up when not in use, and watched by students who bring them. The school will not be responsible for finding or retrieving these items should they be stolen or lost.

Salt Lake Academy will no longer require all students to use a school-issued Chromebook. If a student wishes to bring their own laptop, they will be permitted to do so in alignment with our PED policy, but will still need to understand and agree to our Chromebook Agreement in case they need a school-issued device at any point in the year.

If a student is using their own laptop or device for general day-to-day studies, it must be clarified that personal devices will not be permitted for standardized assessments, and students who have not been issued their own Chromebook will be given access to a Chromebook, on campus, for the duration of any required testing.

If a teacher or administrator find the student’s use of their personal device to be a distraction from their academic progress or inadequate to complete necessary work in their courses, the school may revoke the student’s privilege to use their personal device on campus. If this occurs, the student will be issued a Chromebook and will be subject to the terms laid out in our Chromebook policy. A parent or guardian may appeal this decision, and will need to meet with an administrator to determine the best course of action for the student’s success.

The use of PED in a way that bullies, humiliates, harasses, or intimidates students, personnel, or guests is prohibited. Such use is considered cyber-bullying and will be subjected to student discipline procedures. The use of personal or school electronic devices is subject to the Acceptable Use Policy.

PEDs may be confiscated by instructional or administrative staff at any time, unless such action is explicitly prohibited by the student’s IEP/504 plan. Students may not use their PEDs during instructional time, and may be required to surrender the device to an instructor should the instructor’s instructions regarding the use, volume, or presence of phone’s during class be ignored. If a student’s PED is requested by an instructor and the student fails to release the device, an administrator may retrieve the device or the student may be sent to the office. Parents needing to contact their student shall do so through the front office and not directly to students via phone or text. Students receiving such communication during class periods and other instructional activities may be subject to disciplinary procedures regardless of the reason for the parent communication.

Cell Phone-Specific Procedures

Students may not use cell phones during instructional time—this includes the entire class period for which a student is enrolled in a course with SLAHS. Students are expected to deposit their cellular devices in the organizer available at the front of each classroom upon entering the room or secured, silenced, and put

away in their backpack. Students may use their cell phones during passing periods and lunch hours *only*. Should a student be discovered using their phone in the hallways during class hours, or inside a classroom, the phone will be confiscated and kept at the office until the end of the day. Students who refuse to turn over their phone to school staff will be subject to disciplinary action and administrator intervention. Continued infractions with phones will require a conference with administration, the student, and a parent or legal guardian to determine the appropriate next steps to take in order to ensure a positive, effective learning environment for the student and their peers.

Violation of PED Policy

School personnel are authorized to confiscate student PED that are possessed or used in violation of this policy.

Students may appeal confiscations to the school administration. Students who refuse to surrender their device will be suspended pending a conference with parents. For minor offenses, students may claim their PED from the front office at the end of the school day. For major or repeat offenses, administrators may require that a parent claim the confiscated PED and revoke student privileges to possess or use PED at school and/or school activities for a specified amount of time.

In situations where personnel have reasonable suspicion that a PED is evidence or contains evidence of criminal activity (including bullying), the PED may be turned over to law enforcement for investigation.

The school administration or operations director is authorized to revoke personnel and guest privileges to possess or use PED at school and school activities. Personnel and guests may appeal the school administration's or operation director's decision to the governing board at the next regularly scheduled board meeting. In situations where administrators have reasonable suspicion that an employee or guest PED is evidence or contains evidence of criminal activity the issue will be referred to the police.

Weather / Emergency closure of school

Weather and Emergency Closures

Salt Lake Academy High School will remain open, if possible, on all scheduled school days. On occasion, severe weather or road conditions may force school closures or delays in opening. Should parents or guardians feel that their localized conditions are unsafe, they should exercise their discretion in keeping their children home, even if Salt Lake Academy High School is not closing for the day. Such a decision will be supported by the school. If you live outside of Jordan School District boundaries, please call the main office to excuse your student for weather related closures if necessary.

Notification of Closure & Media Announcements

In the event of school closure or adjusted schedule, Salt Lake Academy High School will notify parents via text or automated phone call. Parents should also listen to designated radio and television stations for school closure. All announcements regarding closures are for one day only.

School telephones need to be open for emergencies; therefore, parents are asked not to call the school on closure days unless other methods of obtaining information have failed. If there is no media announcement, students and parents should assume the school is open.

Make-up Days

The Utah State Board of Education requires a minimum of 180 instructional days of school. Days lost because of extreme weather/road conditions will be made up first during teacher professional development days and then by adding days to the end of the school year.

Bullying, Harassment, and Hazing Incident Form

If you have been the target of bullying or have witnessed the bullying of a student, complete this form and submit it to the school administration. Complaints against building school administrations should be submitted to the Director of Operations. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: Time: _____

Name*:

Indicate the appropriate response to the following with a check mark(s):

• You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying:

Name of student(s) subjected to bullying:

Person(s) alleged to have committed the bullying or harassment:

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Names of Witnesses:

Have you reported this to anyone else: _____ Yes _____ No. If so, who?

*Signature of Complainant

***Students have the right to complete this form anonymously. However, it will be easier for the school to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of Administration

Date Received by school administration:

Investigative Action taken:

Result of Investigation/Action taken:

Claim found: Substantiated _____ Unsubstantiated _____

Signature of school administration: