



Salt Lake Academy High School

Student/Parent Handbook

2024-2025

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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 Principal 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](http://saltlakeacademy.org)
- 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 make those credits up. All courses must be appropriate and approved for credit by the counselor or principal. A student and their parent/guardian will be notified by the school counselor if the student is credit deficient, 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 counselor 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. The principal has the ability to modify the credit recovery program to meet student's needs.

Students interested in taking courses for college credit outside of school time 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. These college classes will observe the same grading scale used for concurrent enrollment courses at the high school. 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. 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 Snow College and Salt Lake Community College. 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:

- If a student chooses to drop a concurrent enrollment class the student will be required to enroll in classes at Salt Lake Academy High School to complete a full high school schedule. The student will be required to make-up all work assigned from the beginning of semester in those classes;
- A student who does not obtain a C or higher in any concurrent enrollment class will not be allowed to take concurrent enrollment classes again;
- Students who either fail or choose to drop out of concurrent enrollment classes will not be allowed to take concurrent enrollment classes again; and

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

## Grading Scale

Each student is encouraged to attain the highest level of achievement of which she/he is capable. Competition against her/his own record for self-improvement and the satisfaction which comes from performing each task well is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of her/his classification. In order that an indication of achievement may be recorded and made available for reference when needed, the following system is used: A - Excellent; B - Superior; C - Average; D - Below Average; I - Incomplete; F- Failure. The proper mark will be recorded and credit given for incomplete work that is satisfactorily completed within a reasonable length of time; otherwise a failure will be recorded.

- 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

For the purposes of completing Grade Point Averages to be used by college applicants and the determination of class rank the following index shall be used:

- A = 4.000 points
- A - = 3.666 points
- B+ = 3.333 points
- B = 3.000 points
- B - = 2.666 points
- C+ = 2.333 points
- C = 2.000 points
- C- = 1.666 points
- D+ = 1.333 points
- D = 1.000 points
- D- = 0.666 points
- F = 0.000 points

## 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. 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.
  - Bell Ringer assignments have unique rules surrounding the ability to make up missed credit as well as timeframes offered to do so. See “Bellringers” in the next section.

- Students are allowed to re-take any assessment on which they feel they performed poorly. Teachers may require that students complete additional work to show they have prepared to retake the assessment. Students have up to one week (5 school days) to retake an assessment. A teacher may determine if more than one re-take is allowed or if more time should be given.
- Grades should reflect what a student knows and can do.
- Extra credit is not offered at Salt Lake Academy High School.
- Teachers have the right to weigh and modify each assessment and assignment points to fit into Salt Lake Academy High School's Grading Scale. They should explain how this works in their syllabi.
- The principal may ask a teacher to change or modify grades where the principal feels the grades do not meet the best interest of students at Salt Lake Academy High School.

## Bell Ringers

Bell Ringers are self-start activities, assignments, and exercises aligned with course curriculum, core standards, or ACT preparation given at the beginning of each hour at SLAHS. Instructors will integrate Bell Ringers as a weighted assignment category which is to account for ten percent (10%) of students' final grade:

- to encourage student engagement from the start of class,
- to promote regular, punctual attendance, and
- to reflect the value of improvements in student learning and achievement seen in numerous studies when Bell Ringers have been established as a school-wide practice.

Students are expected to be in class and starting work on their bellringer activities when the tardy bell rings at the start of every period. Students who fail to participate—due to unexcused absence, tardiness, or electing not to engage with the activity—will receive a zero (0) for the assignment that day **which cannot be made up**.

Students whose absence is excused by the office in accordance with school policy will be allowed to make up the work and should coordinate the make up work for the missing credit with their teacher.

No exceptions shall be made for unexcused absences or tardies.

## 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 require signatures from the student, all teachers affected by the change, and the school counselor. Exceptions to this policy must be obtained from the principal.

## 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 sign up to meet with the counselor in the front office. 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.

## 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. The principal has the option to allow a student to go on any field trip, if a valid reason is presented. Field Trip permission slips must be turned in by 3:00 p.m. of the due date listed on the permission slip form.

# DAILY PROCEDURE

## Block Scheduling

Salt Lake Academy High School will hold classes in a modified 5x5 block schedule. We will have five "A Day" classes, A1-A5 every Monday and Wednesday that school is held. We will hold courses B1-B5 every Tuesday and Thursday. Flex Fridays will alternate weekly, 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.

A1/B1	8:30-9:40
A2/B2	9:44-10:54
A3/B3	10:58-12:08
Lunch	12:08-1:01
A4/B4	1:06-2:16
A5/B5	2:20-3:30

## Flex Friday

### Purpose

There are several reasons that Salt Lake Academy High School (SLAHS) has decided to implement Flex Friday into its curriculum. Reasons are as follows:

- to increase attendance at the school
- to allow flexibility to students in their extra curricular activities, work, family life and studies
- to teach students how to manage their time and resources more effectively

- to help prepare students to be college and career ready
- and to improve our students ability to function in a 21st century digital society

These reasons should permeate any Flex Friday policy that the school sets forth in this document and should be used as staff, students, parents, and community members evaluate the implementation and the interpretation of Flex Friday policy. If the policy seems to not support the overall purposes of Flex Friday, school administration and the Board of Education for Salt Lake Academy High School should look at making adjustments to Flex Friday policy to insure support of the purpose of the program. It is important to note that Flex Friday is not a day off for students and that the school wants to ensure that learning is taking place.

## Description

Flex Friday (FF) will occur each Friday of the school year. Each Friday, students will be expected to do work for four of their 8 classes. “A Day” class periods will be on the first Friday and “B Day” class periods will be on the next. They will then alternate back and forth from odd to even for the rest of the year, similar to a block schedule. Students will be allowed to complete these assignments anytime between 3:30 PM on Thursday to 11:59 PM on Sunday of the week in which the assignments are given.

Students who are failing any courses are invited to work with teachers on Campus each Friday to help them stay on top of the online, 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 8:30 AM to 12:30 PM. The office will be closed on those days specified on the school calendar as students are off. The only exception to this rule will be on parent teacher conference days.

Flex Fridays are still scheduled class days. For this reason, students may be required to attend in person at any given week, or multiple weeks, throughout a semester. If a student is absent when the school has indicated that they are required to attend Flex Friday in person, it will be treated the same as missing class on any other school day. In general, students in good academic standing will be permitted to complete the work remotely. Reasons for requiring a student to attend on campus might include but will not be limited to the following reasons:

- A student goes two or more weeks without improving a failing grade in the same course.
- A student is identified as failing multiple courses or absent without an excuse from various class periods.
- Students continually show that they do not seem to comprehend the materials that were given them to study during FF.
- A teacher needs students to come in for an activity or event that they can not do online. This should not happen too often but can be requested by a teacher or the administrative staff.
- Extra Curricular Activities such as Sports or Clubs

A list will be posted by Wednesday of each week listing the students who are required to attend that week’s FF. Students who have been personally asked to attend Flex Friday in person by teachers, administration, or in an agreement following a conference with guardians and administrators will not appear in this posted list, and must remember to attend on their own accord.

The work for FF will be complete 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 should plan on 45-minutes to complete the work for each course on each FF. An assessment will be attached to ensure that student learning has taken place. In addition, follow up assessments will be presented in class to

ensure that the content from FF is being learned by students. The curriculum used will supplement and enhance instruction given in the face to face classroom. FF work may include a question that asks the student how long the assignment took the student to complete and allow the student to give feedback to the teacher about the assignment.

## Student Attendance

Attendance marks for students on Flex Friday (FF) will be entered by the classroom teacher in ASPIRE. Teachers will check to ensure that the assignment was completed in CANVAS. If the student has completed the assignment, including the associated assessment, then the student will be marked as “present” by the teacher. If a student fails to complete the assignment by midnight on Sunday night, they will be marked as “absent” in the course. Students who fail to attend the campus when required or who fail to complete an assignment will be marked as absent and be subjected to the school's attendance policy—even if the student completes the remote assignment and their teacher marks them present, administration may update the attendance to “absent” if the a student’s presence was required in person and the student did not attend.

## On-Campus Attendance

On-campus attendance begins at 10:00 AM and goes till 12:30 PM. Students who arrive late will be subject to the school's tardy policy. If a student is not on the mandatory-attendance list and has not been required by staff to attend in person, the school will presume that they are attending online and will not expect them to show up on campus. Parents will not be notified if students who are not mandated to attend do not show up on campus.

Bus transportation will be provided to students who attend Flex Friday (FF) on-campus. Pick up at the TRAX and Thanksgiving Point stops will occur at 9:30 AM, and students riding the bus will depart from campus at 1:00 PM in the afternoon.

## Communication

Students and parents of students who need attend in person on Fridays will be emailed by teachers.

Students who are struggling with their assignments on CANVAS and need help should reach out to their teachers via email.

## 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.

## Other

The principal has the right to interpret and make exceptions to this policy as he/she deems appropriate in ensuring that the purposes of Flex Friday are met. The FF committee may make changes to this policy to ensure that the purposes of this program are being met. All changes to the document should be presented to the Board of Education so they are made aware of them. The Board of Education has the final say on any aspects of the FF program.

## 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 \$varies
- Lunch: \$5.00

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.

## 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. Students are not to be in the faculty workroom without a pass.

## Random Drug Testing Policy

All covered activities, groups and organizations meeting or occurring during non-instructional time will be referred to as extracurricular. However, for legal purposes, extracurricular activities and groups will be further categorized as follows:

**Co-curricular Activity or Group:** A covered activity or group primarily involving students and occurring outside of academic class time, where

- The subject matter of the activity or group is or will be taught in a regularly offered class;
- The subject matter of the activity or group concerns the body of courses as a whole;
- Participation in the group is a requirement for a course; or
- Academic credit is granted for participation.

**Non-curricular Activity or Group:** A covered activity or groups primarily involving students and meeting outside of academic class time, which are not co-curricular.

**Driving:** The ability to drive and/or park on Salt Lake Campus is a privilege we provide for our students. This is an activity that will be defined under extracurricular activities at Salt Lake Academy.

**Covered Activities:** Activities regulated by the Salt Lake Academy and/or the Utah State High School Activities Association (UHSAA).

**Drug Testing:** Testing for alcohol and illegal or performance-enhancing drugs.

**Participation Days:** Each day that the extra-curricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

### I. General Procedures for All Student Drug Testing

#### Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The testing monitor shall verify the warmth and appearance of the specimen. If at any time the monitor

suspects the sample is being tampered with, the monitor may end the collection process and notify the Director or designee, who will determine whether a new sample should be obtained.

#### Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number.

The laboratory will report positive test results directly to the Director or designee. The Director or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the Director or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other educational records, and only school personnel with a need to know the information will have access to the information.

#### Positive Test Results

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the administration or the laboratory. The school may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

## **II. Random Drug Testing**

#### Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in covered activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the office by the beginning date for practice, activities, interscholastic contest established by UHSAA, or driving/parking on school grounds. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five (5) calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

#### Random Selection

Salt Lake Academy will randomly select ten participating students each month, starting in September and ending in May, for drug testing. The random selection process will result in an equal probability that any participating student could be chosen. School employees shall not have the authority to waive the testing of any student selected using the random selection process.

#### Testing

Samples shall be tested for but not limited to Cocaine-COC, Marijuana-THC, Amphetamine-AMP, Methamphetamine-MET/MAMP, Phencyclidine-PCP, Benzodiazepines-BZO (Xanax), Buprenorphine (BUP), Barbiturates-BAR, Percocet / oxycodone -OXY, Morphine (MOP), Methadone-MTD, Methylenedioxymethamphetamine-MDMA (Ecstasy). Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

## Consequences

Following a confirmed positive test result, the Director or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, and the parent/guardian. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

- **First Offense:** The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of twenty (20) school/participation days (summer participation can only count for ten (10) of the participation days) and must pass a drug test administered by Salt Lake Academy, at student expense, prior to participating in covered activities again. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade, as he or she would have had if allowed to participate in the activity.
- **Alternative First Offense:** With the consent of the student and his or her parents/guardians, the Director or designee may elect to reduce the suspension so that the student is only prohibited from participating in covered activities for a total of five (five) school/participation days as long as the student meets the following requirements:
  - Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Utah Division of Substance Abuse and Mental Health (DSAMH). The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the school will immediately implement the original consequences.
  - The student will be required to submit to drug tests every time Salt Lake Academy conducts random drug testing on other students for the next six testing months. This may carry over to the next school year.
- **Second Offense:** Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of ninety (90) school/participation days (summer participation can only count for ten (10) of the participation days) and must pass a district-administered drug test district prior to participating in covered activities again, at the student's expense. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled

class time. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had if allowed to participate in the activity.

- **Alternative Second Offense:** With the consent of the student and his or her parents/guardians, the Director or designee may reduce the suspension so that the student is only prohibited from participating in school-sponsored activities for a total of thirty (30) school/participation days as long as the student meets the following requirements:
  - Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Utah Division of Substance Abuse and Mental Health (DSAMH). The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
  - The student will be required to submit to drug tests every time Salt Lake Academy conducts random drug testing on other students for the next six testing months. This may carry over to the next school year.
  
- **Third Offense:** Students with three (3) positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with Salt Lake Academy. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had if allowed to participate in the activity.

#### Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

#### III. Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by school policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The school's attorney may be consulted as necessary.

#### Consequences

Students who test positive under this section will be disciplined in accordance with the school's discipline code and may also be temporarily or permanently excluded from all covered activities in accordance with other school policies or practices.

#### Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the school's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

## Driving/Parking Lot

The ability to drive to school and park on school grounds is a privilege the school provides for its students. In order for students to park anywhere on Salt Lake property, students must obtain a parking pass from the main office and complete a Consent to Random Drug Testing form (also obtained in the office). Students will have one week to obtain and complete these items at the beginning of the school year before this policy is enforced.

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.

### Parking Areas and Violations

Per SLAHS [\*\*Policy 4304 - Student Parking:\*\*](#)

Students may only park in the large, student parking lot left of the roundabout when entering the school drop-off area or *unmarked* parking spots in the staff lot directly in front of the entrance to the school. Parking in the rear lot, or in any "Guest" or "Staff" designated, marked spots is *prohibited*. Students found in violation of this policy will have their vehicle information logged and receive a warning on their windshield. Students may opt to pay a fine and remove the warning from their record, or avoid further infractions, and in so doing, avoid further consequences. Repeated violations on school records will result in the towing or booting of the vehicle at the owner's expense.

## 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. Students are not allowed to leave classes for the purpose of meeting with visitors without permission from the office.

## 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 should not keep money or valuables in an unlocked locker. Students must furnish their own lock. Salt Lake Academy High School is not responsible for any items removed from a person's lockers. Lockers will be inspected periodically.

## Student Fees

### FEES

Salt Lake Academy High School will ensure that stakeholders are aware of school fees and waivers by posting them on the school website as well as in the student handbook. 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 free and reduced lunch application. All students who are approved for free and reduced lunch will automatically qualify for a fee waiver.

To apply:

- Obtain an application from the High School Front Office Manager
- Complete the form and return it to the High School Front Office Manager
- The High School Front Office Manager will review and approve fee waivers
- You will be notified within two working weeks of submitting the application of your qualifying for a Salt Lake Academy High School fee waiver.

### FUNDRAISERS

All fundraisers must be pre-approved with the School Principal. 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 sponsor's 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

At Salt Lake Academy, we recognize the importance of regular student attendance in relation to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. Further we recognize that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the School's and student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the School's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance. State law authorizes charter school governing boards to make rules for organization and government in the charter school.

Therefore, a regular and punctual pattern of attendance is expected of each student enrolled at Salt Lake Academy High School. Each student is expected to attend school every day. A student is considered absent if the student misses 25% or more of a class.

A student participating in an extracurricular activity (sports, class trips, etc.) must be in attendance in all classes, including Academic Time, on the day of the activity in order to participate in the activity. Exceptions, due to valid extenuating circumstances, may be granted only by the Athletic Director (for athletics), the Principal or the Dean of Students, and must be discussed prior to the absence.

Salt Lake Academy High School (SLAHS) recognizes that the Utah Compulsory Attendance Law (Utah Code 53A-11-101) directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have graduated from high school or have been excused by the Board of Education.

We therefore expect the following from our community to promote regular attendance:

### Excused Absences (E)

1. Parents, guardians, or approved student contacts must excuse absences or tardy arrivals to school by phone call or with a signed note each day a student misses class.
2. In accordance with state guidelines, Salt Lake Academy High School requires parents provide one of the following valid reasons for excused absences: family deaths, mental or physical illness, and absences in accordance with a student's 504 or IEP plan—if the reason for excusal is different from the above, please explain it when you excuse the absence.
3. Whenever possible, students should speak with teachers when they expect an upcoming absence, and parents can excuse these absences via the same methods mentioned above.

### Unexcused Absences, Truancies, or Sluffs (X)

1. A student is marked as an unexcused absence (X) if they miss more than fifteen (15) minutes of class and do not have the absence excused via the procedures mentioned above.
2. Parents/guardians must excuse students before ten (10) school days pass after the date a tardy or unexcused absence is entered on a student's record.
3. If a student is marked absent without an excuse in the middle of a school day, the absence cannot be excused after-the-fact. Students must be checked-out properly prior to mid-day absences or the hours will need to be made up.

### Tardies (T)

1. Students are expected to arrive at school on time and attend each class within the school day on time.
2. If a student is arriving late to school for any reason meriting a valid excuse as described above, their tardy may be excused when the student checks in.
3. Student tardies in the middle of the school day cannot be excused.

### Attendance Rewards

1. Students without absences of any kind may be recognized by the school.

### Attendance Disciplinary Actions

1. Students who are regularly absent from class, with or without excuse, may be required to meet with administration to ensure they maintain progressing in their education, may be required to attend Flex Fridays in person to catch up on missed instruction, or may be requested to enter an attendance/behavioral contract or improvement plan agreed upon in a conference between the student, school administrators, and the student's guardian(s).
2. Guardians will be notified via robocall if a student is absent from a class at the end of the school day—if staff notices multiple unexcused absences, they will contact the guardian(s) personally and determine the cause of absences, and may request a conference to enter an attendance/behavioral contract between the student, school administrators, and the student's guardian(s).
3. Students who are chronically absent (missing 90% or more of their assigned class hours) will be subject to a conference with the administration and parents/guardians, further disciplinary action, and/or a behavior contract.
4. Students may not participate in any team games, nor travel with the team to a game, for any athletics program within the school if the student fails to attend any class for any reason on the day of the competition.

### Withdrawal after 10 Consecutive Absences:

1. Students are to be dropped from the school if they miss 10 consecutive school days unless those absences are excused for the following purposes: home and hospital services, hospitalization, illness, any pending court investigation or action, or pre-approved educational leave.
2. Exceptions and amendments to the above may be made for students on an IEP or 504 plan in accordance with state and federal law.

When students' absences are excused, they may make up school work missed when they return to school. Teachers are required to allow students one week from the time the student returns to class to make up any missed work, except in cases of prolonged illness. Exceptions to this rule must be obtained from the Attendance Review Committee (ARC).

### Activity Excused Absences (A)

When a student misses class for a school-sponsored activity such as a game or a club activity, the student will receive an Activity Excused Absence (A). Activity Excused Absences do not count against a student's attendance record.

Students who miss class to compete for an athletics program or team that is not offered by our school can get their absences changed to an (A) if they bring in documentation proving the reason for their absence. For example, students who wrestle for a different school, since our school does not currently offer wrestling, can miss class for tournaments and be excused with an (A). Students who play club soccer outside our school cannot miss class and receive an (A), because SLAHS offers soccer programs.

### Vacation/Extended Absence

If a student is going to be absent for more than five (5) consecutive school days, and wants to be excused from class, they must complete an Extended Absence Form, which requires administrative approval. Students who have received permission for an extended absence must still complete all class work during the designated period of time for excused absences.

An Extended Absence is treated the same as an Excused Absence (E).

### Sluffing

A student is considered as Sluffing (S) if the student is out of class without a teacher's permission and the school is aware that the student is supposed to be present in class. Any student who is caught sluffing may be subject to receive school disciplinary action.

### Hall Passes

When a student has received permission to leave the classroom during class time, the student must carry a hall pass. Any student who leaves the classroom without a hall pass will be considered as Sluffing. A student who is found regularly sluffing or abusing the privilege to use a hall pass will have hall pass privileges removed and will be required to have a staff escort in order to leave class during class time.

## 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.

## 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 that may result in disciplinary action is listed, the list below indicates certain disciplinary actions for certain offenses. Disciplinary consequences may extend beyond this list as determined by the Principal, Operations Director, or Salt Lake Academy High School's governing board. In extraordinary circumstances where the minimum consequence is judged by the Principal to be manifestly unfair or not in the interest of Salt Lake Academy High School, the Principal 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.

## Grounds for Suspension, Expulsion, or Change of Placement

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 threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, property associated with any such person, or to the operation of the school, including but not limited to fighting;
- possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage;
- possession, distribution, control, use, sale, or arranging for the sale of prescription medication or over-the-counter remedies; A student must leave any prescription medication in the front office and may access the medication as prescribed; A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, acetaminophen, cough drops, allergy medication, cough syrup, and mouthwash.
- possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, electronic cigarettes, or tobacco;
- possession, distribution, control, use, sale, or arranging for the sale of contraband, including but 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);
- inappropriate use of Salt Lake Academy High School electronic resources or violation of Salt Lake Academy High School Acceptable Use Agreement;
- substantial disruption of a class, activity, or other school function
- gang related activity or apparel;
- any violations of student code of conduct procedure that is serious or persistent

A student shall be suspended or expelled from school (or considered for a change in placement if a student with a disability) for:

- possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
- the actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal school activities;

- the sale, control, or distribution of a drug or controlled substance, an imitation controlled substance, or drug paraphernalia;
- 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.

## Authority to Suspend or Expel

### **Authority to Suspend and Duration of Suspension for Regular Education Students**

The Salt Lake Academy principal may suspend a student for up to 180 days for violations of school procedures. If the principal suspends a student for more than 30 days, the principal must notify the Salt Lake Board of Education of such suspension and allow the Board the opportunity to override the decision if they feel circumstances warrant such an override. In considering whether to suspend a student, the school principal 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 principal 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 of more than ten (10) consecutive school days in that same school year require the principal to hold a manifestation determination meeting to determine whether or not the behavior was a manifestation of the student's disability.

### **Authority to Expel and Duration of Expulsion**

The Salt Lake Academy principal may expel a student for violations under this part for a fixed or indefinite period, provided that indefinite expulsions shall be reviewed by the Salt Lake Board of Education, at least once each year.

## Parental Responsibility

If a student is expelled for a period longer than ten (10) days, the student's parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion. The parent or guardian shall work with the school officials to determine how the student's education will continue through private education paid for by the parents, an alternative program offered by the school or Salt Lake Academy High School, or other alternatives which will reasonably meet the educational needs of the student. Costs of educational services which are not provided by Salt Lake Academy High School are the responsibility of the student's parent or guardian.

The parent or guardian and the school officials may enlist the cooperation of the Division of Child and Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.

## 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 Suspensions of 10 Days or Less

The following procedure shall apply to all students facing suspension of ten (10) school days or less:

- The school principal or designee shall inform the student of the allegations against her/him, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts.
- If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to a school principal or designee.
- The student shall be requested to present his/her version of the incident in writing. Students with disabilities or young students who are unable to write their own statements shall be accommodated through the use of tape recorder, scribe, etc.
- The school principal or designee shall notify the custodial parent or guardian of the student of the following without delay:
  - that the student has been suspended;
  - the grounds for the suspension;
  - the period of time for which the student is suspended; and
  - the time and place for the custodial parent or guardian to meet with a school official to review the suspension.
- The school principal or designee shall also notify the non-custodial parent, if requested in writing, of the suspension.
  - This does not apply to the portion of school records which would disclose any information protected under a court order.
  - The custodial parent is responsible to provide the school a certified copy of any court order prohibiting notification to the noncustodial parent.
- The school principal or designee shall document the charges, evidence, and action taken.

In general, the notice and informal conference outlined above shall precede the student's removal from school. If, in the judgment of the principal, notice is not possible because the student poses a danger to a person or property or an on-going threat of disrupting the academics process, she/he may be removed immediately. However, in such cases, the necessary notice and informal hearing shall follow as soon as possible.

## Due Process for Expulsions

The school principal shall inform the student of the charges against her/him, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to the school principal. If the school principal contemplates expelling a student for longer than ten (10) school days, she/he shall:

- submit his reasoning to the Salt Lake Board of Education
- meet with the custodial parent or guardian to discuss the charges against the student and the proposed discipline. The school principal shall also notify the noncustodial parent, if requested in writing by a noncustodial parent, of the possible expulsion as long as the noncustodial parent is not under court order to not receive such information.
- send written notice by certified mail, return receipt requested, to the student's parent or legal guardian, which includes all of the following elements:
  - a description of the alleged violation(s) or reason(s) giving rise to disciplinary action;
  - the penalty being imposed (duration of expulsion);
  - a statement that a due process hearing may be requested in writing within ten (10) working days of receipt of the notice;

- a statement that, if a hearing is requested, the principal has the authority to appoint an impartial Hearing Officer(s), who may be an employee of Salt Lake Academy High School;
- a statement that the expulsion is taking effect immediately and will continue for the stated period unless a hearing is requested in a timely manner and the Hearing Officer determines otherwise;
- the mailing date of the notice; and
- a statement that, if a hearing is not requested within ten (10) working days after receipt of the notice, Salt Lake Academy High School's decision to expel the student will be final, and the parent's right to oppose Salt Lake Academy High School's decision will be waived.

## Hearing Procedures

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.

## Due Process for Change of Placement of Students with Disabilities

When 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 [Utah State Board of Education 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.

When a determination is made that the conduct of a 504 or ADA student is not a manifestation of the student's disability, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from school without educational services.

## Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act

When the student is receiving special education services or accommodations based on disability under IDEA, 504 or ADA, procedures outlined in the Salt Lake Academy High School Special Education Policy Manual and Utah State Board of Education 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.

When a determination is made that the conduct of a 504 or ADA student is not a manifestation of the student's disability, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from school without educational services.

## 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.

## Bullying, Cyber-Bullying, Harassment, and Hazing

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. Salt Lake Academy High School will implement prevention efforts where victims can be identified and assessed, and perpetrators educated, to create a safer school that provides a positive learning environment.

## Definitions

Bullying - means intentionally or knowingly committing an act that:

- endangers the physical health or safety of a school employee or student and;
- involves any brutality of physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, place of a harmful substance in the body, or exposure to the elements;
- involves consumption of any food, liquor, drug, or other substance;
- involves physically obstructing a school employee's or student's freedom to move; and
  - is done for the purpose of placing a school employee or student in fear of:

physical harm to the school employee or student; or harm to property of the school employee or student.

Bullying is commonly understood as aggressive behavior that:

- is intended to cause distress and harm;
- exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.

Cyber-bullying - means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual.

Harassment - means repeatedly communicating to an individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

Hazing - means intentionally or knowingly committing an act that endangers the physical health or safety of a school employee or student and:

- involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- involves consumption of any food, liquor, drug, or other substance;
- involves other physical activity that endangers the physical health and safety of a school employee or student; or
- involves physically obstructing a school employee's or student's freedom to move; and
- is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or if the person committing the act against a school employee or student knows the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

Retaliation - means an act or communication intended:

- as retribution against a person for reporting bullying, cyber-bullying, hazing and harassment; or
- to improperly influence the investigation of, or the response to a report of bullying, cyber-bullying, hazing and harassment.

The conduct defined herein constitutes bullying, cyber-bullying, hazing or harassment, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

## Prohibited Conduct

No school employees or student may:

- engage in any form of bullying or harassing a school employee or student, on or about school property, on a school bus, at a school bus stop, or while traveling to or from a school location or school event, or at any school-related or sponsored activity regardless of location or circumstance;
- engage in hazing or cyber-bullying a school employee or student.
- engage in retaliation against a school employee; a student; or an investigator for, or witness of, an alleged incident of bullying, harassing, cyber-bullying, hazing, or retaliation; or

- make a false allegation of bullying, cyber-bullying, harassment, hazing, or retaliation against a school employee or student.

## Investigation and Discipline

Each reported violation of the prohibitions noted previously shall be promptly investigated and discipline determined in accordance with this procedure.

## Reporting Requirement

School employees who become aware of bullying, harassment, hazing, or related initiation activity, shall report such incidents immediately to the principal 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 Principal may face disciplinary action.

Students who observe hazing activities and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.

## Coordination with other Policies and Procedures

School employees who engage in any of these prohibited behaviors may be subject to individual investigation resulting in employment action. Bullying, harassing, or hazing that is found to be based on a protected class is further prohibited under federal anti-discrimination laws and is subject to provisions of Salt Lake Academy High School Nondiscrimination Policy.

## Parental Notification of Certain Incidents and Threats

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

## Investigations

Whenever the principal has reason to believe that school policies or procedures have been broken, he or she shall proceed with an investigation. However, if the principal believes that laws have been broken or child abuse has occurred, she/he shall request appropriate authorities to conduct the investigation.

## Coordination with Law Enforcement

The principal has the responsibility and the authority, within her/his respective jurisdictions, to determine when the help of law enforcement authorities is necessary.

The principal may invite law enforcement authorities to the school to:

- conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity;
- maintain a safe and orderly educational environment; or
- maintain or restore order when the presence of such authorities is necessary to prevent injury to persons or property.

## 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 principal has reason to suspect that a criminal act has been committed and in the opinion of the principal law enforcement authorities should be notified, the following procedure should be followed:

- The principal 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 principal, 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.

### **Release of Student to Law Enforcement Authorities**

Law enforcement authorities may, without a court order, take a student into custody as outlined in Utah State Law. Where it is necessary to take a student into custody on school premises, law enforcement authorities shall:

- contact the school principal and relate the circumstances necessitating such action;
- consult with the school principal as to how an arrest is to be made in order to cause the least disruption to the school process;
- when possible, have the school principal summon the student to the principal's office prior to taking the student into custody;
- notify the parent or legal guardian of the action.

When a student has been taken into custody or arrested on school premises without prior notification to the school principal, school staff present shall encourage law enforcement authorities to inform the principal of the circumstances as quickly as possible. If the officers decline to tell the principal, the school staff members present shall immediately notify the principal.

### **Quelling Disturbances of School Environment**

Law enforcement may be requested to assist in controlling disturbances of the school environment which a school principal has found to be unmanageable by school personnel, and has the potential of causing harm to students and other persons, or to property. Such circumstances include situations where a parent or member of the public exhibits undue aggression, noncompliance with school rules and policies, or illegal conduct on or near school grounds, or at a school event, and who refuse to abide by a school principal's directive to leave the premises.

### **Coordination of Policies with Law Enforcement Authorities**

The principal shall meet at least annually with local law enforcement authorities to discuss Salt Lake Academy High School's Student Conduct and Discipline Procedures and rules on law enforcement contacts. Law enforcement authorities shall be asked to inform their staff about the terms of the Student Conduct and Discipline Procedures.

## **Emergency Safety Interventions**

A school employee may not subject a student to physical restraint or seclusion/time-out unless utilized as a necessary Emergency Safety Intervention.

### **Definitions**

**Emergency Safety Intervention** - is the use of seclusion/time-out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others, which is likely to cause serious physical harm. An Emergency Safety Intervention is not for disciplinary purposes. **Physical restraint** - means personal restriction immobilizing or reducing the ability of an individual to move his arms, legs, body, or head freely.

**Seclusion/time-out** - means that a student is placed, by school personnel, in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, he will be prevented from leaving the enclosed area.

### **General Procedures**

Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to Emergency Safety Intervention as well as the safe use of Emergency Safety Intervention and a release criterion. Emergency Safety Intervention shall:

- be applied for the minimum time necessary to ensure safety;
- be discontinued as soon as imminent danger of physical harm to self or others has dissipated;
- be discontinued if the student is in severe distress;
- never be used as punishment or discipline;
- in no instance, be imposed for more than 30 minutes.

### Students with Disabilities Receiving Special Education Services

Use of Emergency Safety Intervention for a student with a disability receiving specialized educational services under IDEA or Section 504, shall be subject to the applicable federal and state law and Salt Lake Academy High School policies and procedures for special education/504 programs.

### Physical Restraint

A school employee may, when acting within the scope of employment, use and apply physical restraint or force as an Emergency Safety Intervention as may be reasonable and necessary under the following circumstances:

- to protect the student or another person from serious physical harm;
- to take possession of a weapon, other dangerous objects in the possession or under the control of a student; or
- the student is destroying property.

When an employee exercises physical restraint as an Emergency Safety Intervention on a student, the following types of physical restraint are prohibited:

- prone, or face-down;
- supine, or face-up;
- physical restraint which obstructs the airway or adversely affects the student's primary mode of communication;
- mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation;
- any device used by a law enforcement officer in carrying out law enforcement duties; or
- chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student's Health Care Plan.

### Corporal Punishment

The use of corporal punishment as disciplinary intervention is prohibited. The use of physical intervention, while permitted in the scenarios and methods mentioned above, the extension of the intervention to discipline is not permitted.

### Seclusion/Time-Out

A school employee may, when acting within the scope of employment, place a student in Seclusion/Time-Out as an Emergency Safety Intervention under the following circumstances:

- the student presents an immediate danger of serious physical harm to self or others;
- any door remains unlocked; and
- the student is within line sight of the employee at all times.

### Notification

If an employee uses an Emergency Safety Intervention with a student, the employee shall immediately notify the school principal and the student's parent/guardian. If a crisis situation occurs requiring an Emergency Safety Intervention be used, the school or employee shall notify the student's parent/guardian, the school principal, and the school director as soon as possible and no later than the

end of the school day. If the Emergency Safety Intervention is applied for longer than fifteen minutes, the school or employee shall immediately notify the student's parent/guardian and school administration.

## Documentation

Parent notifications made under this section shall be documented in the student information system. Within 24 hours of using Emergency Safety Intervention, the school shall notify the parent/guardian that they may request a copy of any notes or additional documentation taken during the crisis situation. Upon request of a parent/guardian, the school shall provide a copy of any notes or additional documentation taken during a crisis situation. A parent/guardian may request a time to meet with school staff and the principal to discuss the crisis situation.

## Searches

Given Salt Lake Academy High School's custodial responsibility to preserve a safe environment for all students and staff, school officials have the authority to conduct reasonable searches of students and student property. To protect individual rights and guard against excessive intrusion, searches may be conducted

- with the student's consent; or
- without the student's consent when school officials have reasonable suspicion to believe a student possesses evidence that a policy or law has been violated.

The search must be reasonably related to the suspicion and not excessively intrusive. Whenever possible, another staff member shall be present at any search of a student or student property.

A school official may at any time request assistance of the appropriate law enforcement agency having jurisdiction over the facilities of the school. All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement authorities if school officials have reason to believe the contraband is related to the commission of a criminal act.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas.

Vehicles in the possession of students and parked on school premises may be searched.

Authorized searches of a student's person include;

- the student's pockets
- purses, briefcases, backpacks, or any objects in the possession of the student;
- a "pat-down" of the exterior of the student's clothing;
- removal of an article of exterior clothing such as a jacket, shoes, socks, and a student's electronic device if warranted and to the extent warranted.

If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing law enforcement authorities shall be summoned immediately to conduct further search and investigation.

The school principal, in conjunction with local law enforcement officials, may determine when, and if, a specially trained detection canine shall be used in the school to search for drugs, weapons, or other contraband. The sniffing of school lockers, personal items, or a student's vehicle on school property may be permitted. A positive alert by a detection canine may be considered reasonable grounds for a school official to conduct a search of the locker, personal items, or vehicle as outlined in this policy.

The authorization to search shall also apply to all situations in which the student is under the jurisdiction of Salt Lake Academy High School, including all students participating in extracurricular activities and athletics, dually enrolled students, and students taking online courses, when applicable.

## Parent Notification

School officials have no obligation to contact parents before detaining and questioning students, so that a parent should be notified.

## 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.

## Denial of Admission Based on Prior Expulsion

A student may be denied admission to Salt Lake Academy High School if he or she was expelled from any other school during the preceding twelve (12) months.

## 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, principal, 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.

## Site Based Interventions

A continuum of intervention strategies, including positive behavioral interventions and supports (PBIS), shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to expelling or changing the placement of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior, which are not so extreme or violent that immediate removal is warranted, good faith efforts shall be made by Salt Lake Academy High School to implement a remedial discipline plan to allow the student to remain in his or her school of attendance. Before the principal refers a student for expulsion, or change of placement under this section, school staff should demonstrate that they have attempted some or all of the following interventions:

- Implementing PBIS and supports which;
  - Clearly define universal behavioral expectations and the resulting common language used by all school members across settings and buildings;
  - Provide a unified teaching focus and maximizes efficiency of instructional time;
  - Increases use of appropriate behaviors;
  - Increases student time in academic instruction;

- Support a positive learning and working climate among students and staff;
- Create a more predictable learning environment for all grade levels;
- Fosters improved communication among students, faculty, Staff, parents, and other school members; and
- Efficiently provides extra supports for at-risk students; class schedule adjustment;
- phone contact with the parent or legal guardian;
- informal parent/student conferences;
- behavioral contracts;
- after-school make-up time;
- short-term at-home suspensions;
- law enforcement assistance as appropriate.

Positive Behavior Support addresses and encourages self-discipline, citizenship, civic skills, and social skills among our students. It teaches students to be responsible, respectful, and safe. These general expectations will be taught to students and practiced throughout each school year. Students will also learn specific expectations for the many different locations and events they encounter (i.e., gym, assemblies, hallway, etc.).

## Parental Attendance with Student

As part of a remedial discipline plan for a student, Salt Lake Academy High School may require the student's parent or guardian, with the consent of the student's teachers, to attend class with the student for a period of time. If the parent or guardian does not agree or fails to attend class with the student, the student shall receive a different disciplinary action in accordance with Salt Lake Academy High School discipline procedures.

## Supervision Duty

Faculty members are assigned supervision duties during non-instructional times such as in the morning before school, lunch time, and after school. Supervision areas include parking lots, lunch rooms, halls, and common areas.

## Classroom Teacher Responsibilities

Since discipline within the classroom is the basic responsibility of each teacher, good procedure using PBIS in 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 principal'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 8:30 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;
- Principal;
- Special education/504 team for evaluation;

## Suspension by Teacher to Office

A teacher may exclude a student from class when the seriousness of the offense, the persistence of the behavior, or the disruptive effect of the violation makes the continued presence of the student unacceptable. In such cases the student may be excluded from the class for at least the remainder of the class period.

- The teacher shall furnish the principal with documentation of the full particulars of the incident as promptly as teaching obligations permit. The principal will use his/her discretion to see the student before they receive a write up from the teacher.
- The excluded student shall report to the Salt Lake Academy High School Administrative Office and remain there until a decision is made.
- The parent or legal guardian shall be notified of action taken.
- The school principal shall determine whether the student may remain at school.
- If the student is to be sent home, the parent or legal guardian shall provide transportation.

## Conference with School Principal

- After a first referral, a conference may be scheduled with the teacher(s), a parent or legal guardian, and the school principal.
- After a second documented referral by the same teacher during a semester, a conference is required, involving the teacher(s), student, a parent or legal guardian and the school principal.
- After a third or subsequent documented referral by the same teacher during a semester, classes shall be closed to the student until a conference is held involving the teacher, student, a parent or legal guardian and the school principal.
  - The conference shall be held as soon as possible.
  - Parties shall be promptly notified of the decision.
  - If circumstances warrant, the school principal may close classes to a student before a third referral.

The above procedure may be altered by the principal at any time when circumstances exist which better serve the interest of the parties involved.

## Records – Interagency Collaboration

### School Principal Notification by Juvenile Court and Law Enforcement Agencies

Upon being notified by the Juvenile Court that a juvenile has been adjudicated or of being notified by a law enforcement agency that a juvenile has been taken into custody or detention for a violent felony, the school principal shall make a notation in a secure file other than the student's permanent file; and, if the student is still enrolled in the school, the school principal shall notify staff members who should know of the adjudication, arrest or detention. Staff members receiving information about a juvenile's adjudication, arrest or detention may only disclose the information to other persons having both a right and a current need to know.

## Student Discipline Records/Education Records

School officials may include appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. If a student is expelled for more than ten (10) school days, a notation of the expulsion shall be attached to the student's school record.

## Disclosure of Discipline Records

School officials may disclose student discipline information described above to teachers and other school personnel who have legitimate educational interests in the behavior of the student. School officials shall not release personally identifiable student discipline records to other government agencies, including law enforcement agencies, unless the agency produces a subpoena or court order, or unless the student's parent or guardian has authorized disclosure.

# Procedures for Ensuring Constitutional Freedoms

## Religious Expression

Salt Lake Academy is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Salt Lake Academy High School personnel, who are engaged in official duties, will not sponsor any religious activity or expression and will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation.

To ensure clarity in application of Salt Lake Academy's religious expression policy, the following guidelines have been developed and implemented.

## Prayer During Non-instructional Time

Students are permitted to engage in religious expression during non-instructional time, i.e., before school, after school, during lunch, and while not engaged in school activities. Religious expressions permitted include prayer, scripture reading, and saying grace before meals. However, the exercise of constitutional rights of religious expression may not be engaged in when the expression disrupts educational activities or school-sponsored activities. The decision to participate or not participate in religious expression is a matter of individual choice. No student will be permitted to harass or intimidate other students to participate or refrain from participating in religious expression.

## Access of Student Religious Groups to School Media

Religious related student groups will be given the same access to school facilities and school communications as are given to other groups. In all instances, Salt Lake Academy High School maintains the right to control the means and timing of such activities. In all such matters, they will neither favor nor disfavor religious related student groups or the activities sponsored by such groups.

## Release Time for Religious Activities

Upon written parental request, students may be released from school to participate in off-premises religious instruction or to satisfy religious obligations. Students who are released from class for religious activities will not be penalized for missing school. However, such students will be responsible for all assignments and for the content of lessons missed, if any. Salt Lake Academy High School does not provide transportation to or from off-premises for religious observances and will not be responsible for the safety or welfare of students while away from school.

## Religious Expression in Class Assignments

Students are free to express their personal beliefs about religion in homework assignments, artwork, or other written or oral assignments. Such assignments are evaluated by teachers based upon academic standards of substance, quality, and relevance. Students are neither rewarded nor penalized because of the religious content or lack of religious content in their assignments.

## Religious Activities of School Employees

When not engaging in work-related activities, i.e., before school or during lunch, school employees may take part in religious activities such as prayer or scripture study. Such activities should be conducted in private in order to avoid the appearance that the employees are acting in their employment responsibilities. School employees are prohibited from encouraging or discouraging religious expression and from actively participating in religious expression with students.

## Religious Emblems or Clothing

School personnel shall not require students to remove religious emblems or clothing if they are worn in a non-disruptive manner

## Equal Opportunity

Salt Lake Academy High School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. Salt Lake Academy High School further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

## Civil Rights, Section 504, Title IX, and Age Discrimination

Salt Lake Academy High School assures it complies with:

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.

Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.

The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which Prohibits discrimination on the basis of age in programs or activities receiving Federal Financial assistance.

## Appeal Procedure for Constitutional Freedoms

Level 1: A student or parent with a complaint may discuss it with the teacher, counselor, or the Principal involved to resolve the issue.

Level 2: If the grievance is not resolved at Level 1, and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form (available in Administrative Office). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event. The grievant may request that a meeting concerning the complaint be held with the Principal. The Principal shall investigate the complaint and attempt to solve it. A written report from regarding action taken will be sent to the student or parent within fifteen (15) working days after receipt of the complaint.

Level 3: If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the chair of the governing board within ten (10) working days after the grievant receives the report from the Principal. The grievant may request a meeting with the Governing Board. The governing board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the governing board at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after governing board action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Utah Civil Rights Commission, the Office for Civil Rights, or any other local, state or national agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging a violation of constitutional freedoms.

## Data Privacy and Security

The principal 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. The principal may contract services or delegate responsibilities to others but is responsible to ensure that the schools procedures are adhered to.

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

Salt Lake Academy High School ensures that staff computers are not left unattended and unlocked, especially when logged into sensitive systems or data including student or employee information.

Salt Lake Academy High School ensures that server rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school or office areas.

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.

Salt Lake Academy High School considers the protection of the data it collects on students, employees, and their families to be of the utmost importance and will protect student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ( "FERPA"), the Government Records and Management Act U.C.A. §62G-2 ( "GRAMA"), U.C.A. §53A-1-1401 et seq, 15

U.S. Code §§ 6501–6506 (“COPPA”) and Utah Administrative Code R277-487 (“Student Data Protection Act”). Parents and employees will be notified if there is a breach in student or employee data privacy due to a security breach.

## 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 principal 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.

## Complaint Procedure

Parents who believe their FERPA rights have been violated may contact the principal or file a complaint with:

Family Policy Compliance Office (FPCO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(800) 872-5327

Informal inquiries may be sent to FPCO via the following email address:

FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date the parent has learned of the circumstances of the alleged violation.

## 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

## User Responsibilities

Use of school devices or WiFi requires students comply with the policies and procedures laid out both in the Acceptable Use and Chromebook Handbook sections of this handbook. Successful registration requires parent/guardian/student agreement with these policies, and thus enrolled students have already assured they will abide by these rules.

When using Salt Lake Academy High School technology, users will:

- Use technology only with permission and supervision of authorized personnel
- Follow supervisor instructions immediately and ask for help when necessary
- Use school technology solely for educationally relevant activities
- Immediately report equipment failures
- Immediately report accidental access to unauthorized or inappropriate Internet sites
- Follow basic net-etiquette and be a good network citizen
- Check school provided email at least once per school day
- Follow guidelines set forth in the Student/Parent Chromebook Handbook

## User Restrictions (listed examples are not all-inclusive)

When using Salt Lake Academy High School technology, users will not:

- Access or distribute materials that are objectionable in a public school environment
- Use one's identity, misrepresent one's identity, or use another's identity to illegally access student or school information or send any form of electronic communication
- Download, upload, install or execute software without prior approval from authorized personnel
- Violate intellectual property rights by knowingly downloading or distributing copyrighted material
- Engage in illegal activities defined as a violation of local, state, or federal laws, including but not limited to corrupting, destroying, or manipulation of system data
- Engage in hacking, sniffers, keyloggers, packet capture software, password grabbers, spy-ware, or software that compromises school technology in any way
- Change or manipulate the configuration of computer equipment or software
- conduct business, political, or religious activities
- Execute non-educational gaming
- Erase or reset memory cache, web page links, or location history
- Use any interactive real time Internet activity (chat, networked gaming) without prior approval from authorized personnel
- Copy system or curriculum programs or files from a computer or the network without permission from authorized personnel
- Send spam emails

## 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. 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. School personnel shall not access data on PED, except to conduct an authorized search or to identify a lost or confiscated device's owner.

Students may appeal confiscations to the school principal. 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), an administrative search of the device may be conducted and may be turned over to police.

The principal 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 principal'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.

## Emergency Response Plan

Salt Lake Academy High School's emergency response plan can be found at the end of these emergency procedures.

### 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. Any individual student whose resident school or school district closes for weather/road conditions is excused from attendance for that day.

If the Jordan School District closes all of their schools for the day (or announces a late start) because of weather/road conditions, then Salt Lake Academy High School will also close. The closure of any other school or district will not automatically mean that Salt Lake Academy High School will close.

### 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.

Student/Parent  
Chromebook Handbook  
*2024-2025*



***Handbook Contents***

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## **Terms of Salt Lake Academy Chromebook Use Agreement 2024-2025**

*By using or taking possession of a Chromebook owned by Salt Lake Academy, a user and their parents/guardians are agreeing to comply with these Terms of Chromebook Use Agreement, \*Salt Lake Academy Technology Usage Procedure, and the expectations detailed in the Student/Parent Chromebook Handbook.*

### **Personal Device Policy:**

To reflect our updated PED policy in the Student/Parent Handbook for 2024-2025, students will be permitted to use their own laptop or device for their academic studies in classes this year. Per the PED policy, if a student's device is found to be inadequate for their studies, or a distraction, SLAHS may revoke a student's permission to bring the device to campus, and may require the student to check out a school-issued Chromebook for the remainder of the year, in which case, their responsibilities with the Chromebook will be subject to the terms found in the remainder of this Agreement. If you/your student would like to use a laptop or device of your own, please indicate this desire in the appropriate checkbox on the signature page for this agreement.

Students will not be able to use personal devices to complete some required testing. In these cases, students will have to keep their PED in their backpack, locker, or elsewhere as directed by school staff, and will be given access to a school Chromebook for the duration of the testing period.

### **Terms of Agreement:**

Qualifying students will be issued a School-owned Chromebook. There is no financial obligation issued to student/parent/guardian unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with the Student/Parent Chromebook Handbook and School Technology Usage Procedure. Any failure to comply may terminate qualification and rights of possession effective immediately and Salt Lake Academy may repossess the property.

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the School for noncompliance, terminated upon withdrawal from active enrollment in the School, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly on the campus of Salt Lake Academy.

### **Title:**

The legal title to the borrowed device belongs to Salt Lake Academy and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Student/Parent Chromebook Handbook and the School's Technology Usage Procedure. Because the borrowed device is the property of the school, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a School-owned device.

### **Loss or Theft:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the high school office within two school days of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the

incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the high school office within two school days of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

If the device is lost or stolen and the proper reporting is completed (see previous) the student/parent is only responsible for the deductible for the lost or stolen device of \$100 per occurrence. The School will subsidize the remainder of the replacement cost. The School is self-insured for all the student used Chromebooks. Therefore, any revenue received from the student/parent lost or stolen deductible policy will be placed in the device insurance fund to help offset the cost to the School. This is intended to keep the initial student usage cost at a minimum.

### **Damage:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school. In the case of damage to a borrowed device, the user must report a potentially damaging incident to the high school office within two school days of the occurrence. Failing to report damage or potentially damaging incidents in the timely manner described here will result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property. A list of common repair costs is found on page 3 of the Student/Parent Chromebook Handbook.

If the device is damaged and the proper reporting is completed (see above) the student/parent is only responsible for costs up to the deductible of \$50 per occurrence. The School will subsidize the remainder of any cost over the deductible for repairing the device. The School is self-insured for all the student used Chromebooks. Therefore, any revenue received from the student/parent damaged deductible policy will be placed in the device insurance fund to help offset the cost to the School. This is intended to keep the initial student usage cost at a minimum.

Any damage that is determined by the School to be caused from normal wear and tear of the device will be repaired at no cost to the student/parent.

### **Repossession:**

If you do not fully comply with all terms of the Student/Parent Chromebook Handbook and the Technology Usage Procedure including the timely return of the property, Salt Lake Academy shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

### **Appropriation:**

Your failure to return the property within 48 hours without the School's consent may be considered unlawful appropriation of the School's property. If not returned within this timeline it will be turned over to the appropriate law enforcement agency.

### **Student Usage Cost**

Student Chromebooks and the necessary accessories are provided by Salt Lake Academy. If used in compliance with all expectations detailed in this handbook and School Technology Usage Procedure and then returned without damage as described in the "Repair Costs" section below, no fees or financial obligations are issued at the time of return of the borrowed property.

### **School Costs**

The current student Chromebooks are being lease/purchased by Salt Lake Academy

To replace a Chromebook that is completely lost and, consequently, cannot be used throughout the full 4 years is **(\$350)**.

### **Replacement Costs**

A student/parent/guardian is only responsible for cost of replacement of a lost Chromebook if the loss of the borrowed property is not reported according to the "Reporting Loss/Damage" section found on page 4 or the borrowed device is lost as the result of handling, storing, or using in a manner not in compliance with the "Security, Storage, and Transport" guidelines found on page 4.

The replacement cost of a lost Chromebook is based on the cost of a replacement device according to the partnership lease/purchase terms. Replacement costs for the current model of student Chromebook is **(\$350)**.

A student/parent/guardian is fully responsible for the replacement cost of any Chromebook accessories lost while in their possession.

Replacement costs of Chromebook accessories are based on the price for which Salt Lake Academy purchases replacement accessories from 3<sup>rd</sup> party vendors.

Student/Parent replacement cost is explained under "Loss or Theft" on page 2.

### **Repair Costs**

Repairs will be made to a borrowed device if the nature of the damage makes the device inoperable or leaves the device in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user.

A student/parent/guardian is responsible for cost of repair of a damaged Chromebook if the damage to the borrowed device is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the "Reporting Loss/Damage" section found on page 4, or failure to comply with the "Handling, Care, and Use" and/or "Security, Storage, and Transport" expectations found on page 4.

Replacement costs of Chromebook accessories are based on the price for which Salt Lake Academy purchases replacement accessories from 3<sup>rd</sup> party vendors.

www.saltlakeacademy.org

Student/Parent repair costs are explained under "Damage" on page 2.

### **Table of Estimated Repair/Replacement Pricing**

The costs of any other parts needed for repairs will be based on the manufacturer's current price list.

### **Special Accommodations / Restricted Access**

#### **Parent/Guardian-Initiated Accommodations:**

It is the belief of Salt Lake Academy that every student should be granted equal access to the resources provided by the School for learning. It is not the School's recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to School-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with Salt Lake Academy High School from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file with the school's office. We will then follow the accommodation approved by both the parent and administration.

#### **Administrator-Initiated Accommodations:**

Noncompliance with the expectations of the Student/Parent Chromebook Handbook or violation of the School Technology Usage Procedure can result in the loss of privilege with, or restricted access to, School-provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of Salt Lake Academy technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

## Handling, Care, and Use

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via the assigned Chromebook. Do not allow other users to use the Chromebook assigned to you.
- The Chromebook is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the Chromebook.
- Make sure you start each school day with a fully charged battery on the Chromebook.
- Make sure the device logs on to the school's network regularly to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Make sure the device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.)
- Make sure the surface of the device is not altered or defaced. Do not decorate the assigned device or remove labels, stickers, or tags from the device that are affixed by school personnel.
- Make sure that only school personnel troubleshoot, diagnose, or repair the borrowed device. Do not allow 3<sup>rd</sup> party service people to handle the assigned Chromebook.

## Security, Storage, and Transport

- Keep the Chromebook powered off when not in use.
- Do not hold, lift, or suspend the Chromebook in the air solely by the battery or by the screen/display.
- Make sure to power the Chromebook completely off before inserting it into a carrying case or bag if it will be stored there for a duration of longer than 5 minutes.
- Handle the Chromebook with caution, do not throw, slide, drop, toss, etc. the Chromebook, even while in a bag or carrying case.
- Relocate a Chromebook that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.
- Take the Chromebook home every day for nightly storage. Do not leave it in your school locker for overnight storage.
- Keep a Chromebook at home out of reach of younger

siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.

- You are responsible for making sure you do not share or switch the Chromebook, its power charger, and/or other accessories with other users.
- Power the Chromebook down and keep it protected while transporting it in a vehicle.
- Secure the Chromebook out of view from anyone outside of a vehicle if it is temporarily stored in a parked vehicle. Do not ever store a Chromebook in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at your residence.
- Never leave the Chromebook in a vehicle overnight or for an extended time period.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if you have it at school related activities, performances, sporting events, etc.

## Reporting Loss/Damage

- In the case of loss or theft occurring at school, the borrower must report the incident to the high school office within two school days of the occurrence.
- In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the police report to the high school office.
- Failing to report loss or theft in the timely manner described above will result in a financial obligation for the borrower in the amount of replacement costs of the lost property.
- In the case of damage to a borrowed device, you must report the potentially damaging incident to the high school office within two school days of the occurrence.
- Failing to report damage or potentially damaging incidents in the timely manner described above will result in the user assuming responsibility of necessary repair costs for the damaged property. A list of common repair costs is found on page 3 of the Student/Parent Handbook.

## File Storage / Back-Up

- Every student will have a dedicated Google Drive space that can be used to save files related to the school. It is accessible anywhere there is an internet connection and can be synced down to devices for offline use.
- Flash drives, SD Cards, etc. formatted as storage devices can be used on Salt Lake Academy Chromebooks.

## Home Network Usage

- All Salt Lake Academy usage expectations and policies pertain to use on home networks just as they do when at school.
- Salt Lake Academy Chromebooks are designed to work as a single, independent workstation in a home network that allows for such, either by cable or wirelessly.
- Salt Lake Academy Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.
- Do not attempt to install networking software on the Salt Lake Academy Chromebook.
- This is a cloud hosted solution that will work at home as well as on school grounds.
- Do not attempt to install or reconfigure virus protection software, security settings, firewall settings, IP configuration, or operating system defaults on the Salt Lake Academy Chromebook, even if your home network calls for it.
- Do not attempt to install or configure any software or device settings via a “Network Connection Wizard.”
- Many “plug and play” printers that are compatible with Windows will work with a Salt Lake Academy Chromebook if connected directly to the Chromebook via USB cable.
- Chromebook printing requires either direct USB connection or google cloud print to work. Check with your printer manufacturer to ensure compatibility with Chromebook for printing

## Wireless Internet Access

- All Salt Lake Academy usage expectations and policies pertain to use on public Wi-Fi networks just as they do when at school.
- Salt Lake Academy Chromebooks can connect to any standard Wi-Fi network or secured Wi-Fi network for which the user has the appropriate network key or pass code to connect.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your Salt Lake Academy Chromebook Internet access away from school.
- Salt Lake Academy Chromebooks cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning an IP address.

## Content Filtering

- The content filter, as configured by the School and as it operates on the device in possession of a student who is using the device in compliance with the Student/Parent Chromebook Handbook and the School’s Technology Usage will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet.
- Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that particular time or not.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student’s technology use privileges.
- Any access of unapproved content online, whether through a School-owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy and prohibited.

## Virus Protection

- Salt Lake Academy employs a 3<sup>rd</sup> party virus protection application on all School computers that is updated regularly.
- The virus protection, as configured by the School and as it operates on the device in possession of a student using the device in compliance with the Student/Parent Chromebook Handbook, and the School’s Technology Usage Procedure will restrict inadvertent download of unapproved materials and deter attempts to deliberately download unapproved materials. This does not absolve the user from attempting to download unauthorized materials that can compromise a device or the network.
- Attempts to disable, reconfigure, or circumvent the virus protection is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student’s technology use privileges.
- Any download of unauthorized content, whether on a School device or on any personal media storage device (flash drive, SD card, CD, memory card, etc.) that connects to a school device is a violation of usage policy.

# 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 principal. Complaints against building principals 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 Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

Claim found: Substantiated \_\_\_\_\_ Unsubstantiated \_\_\_\_\_

Signature of Principal: \_\_\_\_\_