THE UTAH COUNTY ACADEMY OF SCIENCES

2017 – 2018
Student Handbook
An Early College High School

Student Handbook
2017 - 2018

UCAS
940 West 800 South
Orem, Utah 84058

(801) 863-2222   Fax (801) 225-2214
E-mail address: info@ucas-edu.net
Office Hours: M-F 7:30am – 4:30pm

Welcome to UCAS!

“Utah’s Coolest Academic School”

This Handbook belongs to:

Name ______________________________________________________
Address ____________________________________________________
Phone _____________________________________________________
Student No. ________________________________________________
**UCAS**

2017-2018 Bell Schedule

53 minute periods with 7 minute passing time

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Period* (optional)</td>
<td>8:00 - 8:53</td>
</tr>
<tr>
<td>First</td>
<td>9:00 - 9:53</td>
</tr>
<tr>
<td>Second</td>
<td>10:00 - 10:53</td>
</tr>
<tr>
<td>Third</td>
<td>11:00 - 11:53</td>
</tr>
<tr>
<td>Fourth (lunch &amp; Advisory)</td>
<td></td>
</tr>
<tr>
<td>*Lunch-A</td>
<td>12:00 - 12:25</td>
</tr>
<tr>
<td>*Advisory-A</td>
<td>12:00 - 12:25</td>
</tr>
<tr>
<td>--or--</td>
<td></td>
</tr>
<tr>
<td>#Advisory-2A</td>
<td>12:28 – 12:53</td>
</tr>
<tr>
<td>#Lunch-2A</td>
<td>12:28 - 12:53</td>
</tr>
<tr>
<td>Fifth</td>
<td>1:00 - 1:53</td>
</tr>
<tr>
<td>Sixth</td>
<td>2:00 - 2:53</td>
</tr>
<tr>
<td>Seventh</td>
<td>3:00 - 3:53</td>
</tr>
</tbody>
</table>
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WHO'S WHO AT UCAS

Board of Trustees

Serene Bean ......................................................... Board President, Parent
Ghislaine Caussat ................................................. Board Vice-President, Parent
Abraham Teng ............................................................... Board Member, UVU
Mike Patch ............................................................... Board Member, UVU
Kim Haws .............................................................. Board Member, Parent
Anne Anderson ....................................................... Board Member, Alpine District
Landon Gardner ............................................ Board Member, Community

Administration and Main Office

Dr. Anna Trevino ........................................... High School Principal
Jonathan Frey .............................................. Assistant Principal
Jennilyn Derbidge ........................................... Assistant Principal
Dane Hanvey ................................................... Lead Counselor
Jody Lopez ..................................................... Counselor
Julie Schiffman ................................................ Student Services Director
Wendy Erickson ................................................ Registrar, Book Supervisor
Valerie Slaughter ................................................ Kitchen Supervisor
Tara Merryweather ........................................ Financial Manager

Faculty

John Ashman ............. Student Government, Physical Education, Student Success
Madison Bramwell .................................................... NHS, English 11
Angela Busath ................................................ Biology 1610
Jeff Bushman ........................................... Intro to Art, Commercial Art, Drawing
Beverly Cannon .................................................. Math
Brent Clark ................................................. Computers, Finance, Web-Design
Lisa Harrison ................................................ English 10
Rebecca Hay ................................................ Career Explorations
Kimberly Jones ........................................... Biology 1010
Warren Kunz .................................................. Physics
Julie Paz ................................................... Spanish, Communication, Humanities
Doug Schiffman ........................................... Math
Darla Wenger ......................... Journalism, Yearbook, Directed Studies, Health
STUDENT GOVERNMENT

Alex Hansen ............................................................. Student Body President
Garret Hunter ............................................................. Student Body Vice-President
Jesse Chou ................................................................... Student Body Secretary
Aaron Farnsworth .................................................. Senior Class President
Kylie Struhs ............................................................. Senior Class Vice-President
Jared Liddle .............................................................. Senior Class Secretary
Carston Buss ............................................................. Junior Class President
Belen Berta ............................................................. Junior Class Vice-President
Alma Casuga ............................................................. Junior Class Secretary
Emily Hall ...................................................................... Senator
Kyla Harris .................................................................. Senator
Ali Jenkins ..................................................................... Senator
Ashley Nabrotzky ........................................................ Senator
Kali Thomas ............................................................ Senator

John Ashman ................................................................... Advisor
Dane Hanvey ............................................................. Counseling Advisor

Sophomore Class officers will be selected in September by a vote of the students.

YEARBOOK

Arianna Lone ............................................................. Editor
James Light ............................................................. Assistant Editor

Darla Wenger ............................................................. Advisor

NATIONAL HONOR SOCIETY PRESIDENCY

2017–2018

Senior presidency
Albright Batdorj
Hannah Mealey
Colin Robinson

Junior presidency
Eliza Balantyne
Kali Thomas
Kyla Harris

Madison Bramwell .......................................................... Advisor
Dane Hanvey ............................................................. Counseling Advisor

ACT and SAT Code for Testing Registration

450-286
# UCAS
## 2017 - 2018 CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork Begins</td>
<td>August 15</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 4</td>
<td>Monday</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>October 10</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 19-20</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov.22-24</td>
<td>Wednesday-Friday</td>
</tr>
<tr>
<td><strong>1st Semester Ends:</strong> Days - 86</td>
<td><strong>December 15</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>Holiday Break</td>
<td>Dec. 18-Jan. 2</td>
<td>Monday - Tuesday</td>
</tr>
<tr>
<td>Classwork Resumes</td>
<td>January 3</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 15</td>
<td>Monday</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 19</td>
<td>Monday</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>March 9</td>
<td>Friday</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 19-23</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>UVU Graduation</td>
<td>May 4</td>
<td>Friday</td>
</tr>
<tr>
<td><strong>2nd Semester Ends:</strong> Days - 94</td>
<td><strong>May 24</strong></td>
<td><strong>Thursday</strong></td>
</tr>
<tr>
<td>UCAS Graduation</td>
<td>May 25</td>
<td>Friday</td>
</tr>
</tbody>
</table>

Please access our home page (www.ucas-edu.net) for the most current dates and information.

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## CLASS OF 2018
### HIGH SCHOOL GRADUATION REQUIREMENTS BY CATEGORY
#### Required Courses

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>English</td>
</tr>
<tr>
<td>2.5</td>
<td>Social Studies</td>
</tr>
<tr>
<td>4</td>
<td>Mathematics</td>
</tr>
<tr>
<td>1</td>
<td>Life Science</td>
</tr>
<tr>
<td>1</td>
<td>Physical Science</td>
</tr>
<tr>
<td>2</td>
<td>Elective Science (either life or physical)</td>
</tr>
<tr>
<td>.5</td>
<td>Physical Education - Participation Skills</td>
</tr>
<tr>
<td>.5</td>
<td>Physical Education – Fitness for Life</td>
</tr>
<tr>
<td>.5</td>
<td>Physical Education – Lifetime Activities</td>
</tr>
<tr>
<td>.5</td>
<td>Health Education</td>
</tr>
<tr>
<td>.5</td>
<td>Computer Technology - Information Processing</td>
</tr>
<tr>
<td>1</td>
<td>Career Technology</td>
</tr>
<tr>
<td>1.5</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>.5</td>
<td>Financial Literacy</td>
</tr>
</tbody>
</table>

20 Core Credits

4 Credits elective choices.

24 TOTAL CREDITS NEEDED FOR HIGH SCHOOL GRADUATION
Required Courses

3 Credits English 1010*
3 Credits English 2010 or 2020*
3 Credits Math 1030 or 1040 or 1050*
3 Credits Philosophy 2050
2 Credits Health 1100 or PE 1097*
3 Credits Humanities 1010+ or Communications 1020+
6 Credits Social Science – POLS 1100*+ or HIST 1700+
3 Credits Fine Art – Drawing 1110+ or Art 1010+
3 Credits Biology 1010+*
3 Credit Physical Science
3 Credit Biology or Physical Science

25 Credits elective credits level 1000 or higher.

60 TOTAL CREDITS NEEDED FOR UVU GRADUATION
*recommended for both High School and UVU credits
+ taught at UCAS

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

Graduation Attendance Requirement

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

Graduation Exceptions

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

Graduating with Honors or High Honors

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

COUNSELING DEPARTMENT

If you have educational, occupational or personal/social questions or concerns please see any of our counselors. Monday - Friday 8:00 a.m. to 4:30 p.m.
Mr. Hanvey…A-K  Mrs. Lopez………L-Z
UCAS POLICIES AND STANDARDS

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

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

UCAS BOARD POLICY ID
Policy on Student Academic Progress

POLICY ID

The academic progress of students is important to all UCAS stakeholders. Monitoring academic growth is a critical step in the educational process. For students attending classes at UCAS, every attempt will be made to return work done by the students in a timely manner. UCAS teachers will review student progress periodically and share the information with the students. Parents and students are strongly encouraged to monitor their own academic progress using the available on-line resources, attending parent teacher conferences, and contacting teachers directly when appropriate. Unsatisfactory progress in the academic area at UCAS should be shared with the student and the parent or guardian. Parents and students can check on the academic progress procedures that are implemented by viewing the UCAS school web-site and the student handbook for UCAS Academic Student Standing information.

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

The UCAS academic eligibility is defined as such:

A. To qualify for and to maintain the UCAS Early College Scholarship, ALL high school students must have maintained a cumulative GPA of 3.0 at UCAS. There is no rounding up of the student’s high school GPA to meet the UCAS scholarship requirement (*2.999 is considered a 2.9 GPA).

B. UCAS will pay for 12 to 15 on campus credits per student/per semester based on the student’s SEOP/CCR plan. Any tuition or fees incurred after this will be the responsibility of the student/parent. Payment plans are available through UVU. A maximum of 18 college credits is allotted per semester this includes the accumulation of concurrent enrollment and UVU classes. UCAS Early College
Scholarship will only pay for 60 college credits, this amount includes what the student has earned in concurrent enrollment courses and UVU classes.

C. Students must be enrolled on a full time basis for one school year at UCAS prior to enrolling in the Early College Program to be considered for the scholarship (except for math courses 1060 or higher as approved by UCAS).

D. Sophomores are not eligible for the UCAS Early College Scholarship – UVU on campus classes (except for math courses 1060+).

E. The UCAS Early College Scholarship is only available for the Fall and Spring semesters **Tuition** for day, evening, weekend and online classes. *(Summer courses are not covered by the UCAS Early College Scholarship)* Students are responsible for paying course fees, lab fees, exam fees, late fees or collections charges. Some textbooks (for non-STEM courses) and other course supplies are the student’s responsibility to purchase.

F. Any class changes of UVU courses must be approved by the UCAS counselor. **Failure to do so may result in course tuition and fees charged to the student.** Any student who withdraws completely from UVU classes after the university’s regular refund schedule and prior to the end of a semester will be billed for tuition and fees and will be responsible for the payment of all charges.

G. Students/Parents are required to pay back to UCAS all UVU tuition and fees, paid by the UCAS Early College Scholarship, for any courses in which they receive a ‘W’, ‘UW’, ‘E’) on their UVU transcript. Student/guardian will receive a bill in the mail for the amount owed. [http://www.uvu.edu/catalog/current/policies-requirements/tuition-and-fees.html](http://www.uvu.edu/catalog/current/policies-requirements/tuition-and-fees.html)

H. UCAS reserves the right to withhold funds for students who have violated safe school rules, have discipline incidents, or have less than 90% attendance in the UCAS program.

I. Students and parents are responsible for knowing the federal financial aid restrictions concerning the number of university credits earned and its long term effects on financial aid. Please refer to the UVU website for clarification on Federal Financial Aid and tuition.

Extenuating circumstances that fall outside the UCAS academic eligibility criteria may be reviewed by the UCAS review committee. Students can submit a written appeal to the committee for consideration. Appeals may be granted by the UCAS review committee.

Approved 3/21/2017
UCAS Scholarship to UVU:
Incoming sophomores must have a 3.0 cumulative GPA to meet UVU’s “Sophomore by Exception” requirements for concurrent enrollment. A current UCAS student earns a scholarship for UVU on-campus courses and eligibility for concurrent enrollment when they are on track to earn their high school required credit courses (See Policy JH Core Curriculum and Graduation requirements). UCAS students become eligible for enrollment in concurrent enrollment classes and UVU tuition scholarships as follows:

<table>
<thead>
<tr>
<th>Semester GPA and Cumulative GPA about a 3.0</th>
<th>Good Academic Standing: Full Schedule Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester GPA above 2.3, all passing grades, and cumulative GPA above 2.8</td>
<td>Full Schedule pending an approved letter of explanation written by the student</td>
</tr>
<tr>
<td>Semester GPA above 2.0, and Cumulative GPA above 2.8 (Specifically for students below a 2.3 semester GPA or with an F grade)</td>
<td>Maximum 3 UVU classes or concurrent enrollment per semester the following year: pending an approved letter of explanation written by the student</td>
</tr>
<tr>
<td>Semester GPA below 2.0 or Cumulative GPA below 2.8</td>
<td>No UVU classes on-campus OR concurrent classes next semester**</td>
</tr>
</tbody>
</table>

**Academic Warning:**
If your semester GPA drops below a 3.0, but the cumulative GPA is still above a 3.0 then the student is on “Academic Warning” for the next semester and would need to achieve a 3.0 the following semester to return to good standing.

**Academic Probation:**
If your cumulative GPA is below a 3.0 after the first semester of the school year, you are on “Academic Probation”. A student on academic probation must work the 2nd semester to improve their cumulative GPA to above a 3.0.

Students who have below a 3.0 cumulative GPA after the second semester of the school year are not eligible for concurrent enrollment classes the following school year. They will not receive a probationary semester at UCAS and will automatically be on academic suspension as detailed below.

**Academic Suspension:**
If your cumulative GPA is less than 3.0 at the end of the school year then you are on academic suspension. Students who have below a 3.0 cumulative GPA after the second semester of the school year are not eligible for concurrent enrollment or UVU classes the following semester.
Options include:

• Taking remedial classes over the summer to increase your cumulative GPA to above the 3.0 mark. This must be complete with courses on a transcript turned in to UCAS on or before August 1st at 12:00 noon.

• Taking high school only courses the following semester. Note: UCAS only has a VERY limited number of high school only courses. Depending on the credits a student has already completed this option may not be available.

• Consider other educational options: Other options may include packets and online high school through a home school study, programs at MATC, or traditional high school will be explored with parents, student, counselor and administration.

Failing Grades:
Students who receive an F, UW or E grade will also be responsible to pay UCAS back for the failed class before they can progress with their University courses. Failure to do so in a timely manner will limit opportunity to take UVU on-campus classes and graduation status. UCAS will not pay for UVU on-campus classes if a student has not recovered lost credit for classes required toward high school graduation before their UVU class(es) begin. Concurrent enrollment classes can only be taken once, a student cannot repeat any concurrent enrollment class for any reason.

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

*NOTE: Students must also comply with UVU academic standards: http://www.uvu.edu/academicstandards/*

UCAS BOARD POLICY JA
ATTENDANCE POLICY

Utah Compulsory Attendance laws require a parent or guardian to insure the on-time attendance of their children on a regular, uninterrupted basis. The Utah County Academy of Sciences (UCAS) Board of Trustees supports the following attendance policy in order to:

• Prepare students for the attendance expectations in their future careers
• Increase likelihood of student success
• Develop student responsibility
• Maintain a safe and orderly learning environment
• Encourage parental involvement in student attendance
• Increase daily student attendance

This policy sets attendance standards for all students enrolled in the Utah County Academy of Sciences. The staff members are also expected to adhere to this policy.
1. All students are expected to be in class and on time every school day, in every class. The UCAS Board of Trustees expects all students to have a minimum of 90% attendance per class per grading period.

2. Absences will cause students to miss significant instruction and learning opportunities. Students may lose credit if their attendance is less than 90%. In addition, students may experience grade reductions for truancy. UCAS has no control over Utah Valley University classes. Students who violate the Utah Valley University class attendance policy will suffer the consequences imposed by Utah Valley University or its instructors.

3. Excessive tardiness may result in a loss of credit or reduced grades.

4. Family emergencies, illnesses and court dates, along with some extenuating circumstances are legitimate reasons for being absent or tardy. Parents should follow current attendance procedures to excuse such absences. Having an absence excused removes the school attendance consequence but does not remove the students’ responsibility of doing the assignments, labs, and exams for each class. UCAS will try to accommodate students who miss an exam because of an excused absence. If students are aware that they will miss a class on an exam day, they should contact their teacher as early as possible to see if the exam may be taken a day or two early. If students miss an exam because of illness or emergency, they may be required to take an exam during the first school day that they return. A late exam may or may not be the same as the regular exam that was given to the rest of the class but will test material that the student should know. Students who have an unexcused absence on the day of an exam, or who choose to miss an exam, may be given an “F” for the exam at the discretion of the teacher. Teachers may, at their discretion, adjust this policy to accommodate the unique needs of the student or class.

5. On a case by case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent, guardian, teacher, or administrator, students may be excused without attendance penalty for the absence, I.E., the excused absence(s) will not contribute to the accumulated total of absences. The student will describe such experiences in writing, identifying the reason the student will miss school and the supervising adult will approve it. The proposal will be submitted to the principal or designee for consideration in a reasonable time frame before the absence occurs. The student will be expected to complete the assigned work and complete that work in a time frame agreeable to the teacher(s) of the missed class(es). Utah Valley University classes follow their own attendance policies. UCAS expects students to be in attendance for all of their Utah Valley University classes.

6. The UCAS administrators will be expected to make “reasonable accommodation” for individuals as per Section 504 of the American with Disability Act (ADA) or the Individuals with Disabilities Education Act (IDEA).
7. Incentives for student attendance may be offered as determined by the administration.

8. The school staff will expect daily student attendance and will initiate measures to correct attendance problems. Measures may include, but not be limited to:
   a. E-mail, phone or letter contact with parents or guardian
   b. Makeup sessions or other makeup requirements
   c. Detention(s)
   d. In-school referral(s)
   e. Counseling contact
   f. Attendance contract
   g. Class adjustments
   h. Home visit
   i. In-school suspension
   j. Alternative programs and placements
   k. Involvement of other agencies
   l. Police contact
   m. Suspensions
   n. Court referrals

9. The UCAS administration will establish, and the staff will support, clear procedures to implement this policy, including, but not limited to:
   a. Regular and accurate record of attendance
   b. Parental access to current attendance records
   c. Clear communication of school days and hours
   d. Beginning and ending school/classes on time
   e. Advance notice of attendance penalties

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

2. “Habitual truant” is when a student misses at least 10 times in a particular class period; OR fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems.

2.1 Violation of this policy or those who are habitually truant may bring about consequences, including, but not limited to, a concern letter, detention, suspension, expulsion, alternative placement, eligibility limitations – including access to Utah Valley University classes, or other interventions.

Petition Procedure:
Parents may petition the principal or designee to wave attendance penalties for legitimate absences (family emergencies, illnesses, court appearances, and extenuating circumstances) resulting in a student failing to achieve the 90%
attendance standard. Such petitions should be directed to the Review Committee in writing prior to the end of the grading period as directed. Students shall have any petition turned into the Review Committee no less than 10 days after the absence. Seniors shall have any petition turned into the Review Committee no less than 5 days prior to the commencement exercises. No petition will be heard for attendance consequences in Utah Valley University classes.

Approved 11/19/2013

UCAS ATTENDANCE PROCEDURES

Absences: Absences cause students to miss instruction and learning opportunities. When a student is more than 10 minutes late for class, they are marked absent. Students may lose credit if their attendance is less than 90% in any class. Absences due to medical reasons will be excused with a doctor’s note and will not be counted against the 90% attendance policy. Please see procedures for excusing student absences. In addition, students may experience grade reductions for truancy. (Please note: UCAS has no control over UVU course requirements concerning attendance. Students who violate the UVU class attendance policy will suffer the consequences imposed by UVU or its instructors.) *The Majors and Career Exploration course at UCAS is considered a UVU course with its own attendance procedures – see course syllabus for more information.

I. Attendance Excellence (Absences):
   a. 0-6 total days absent in any class - The student is attending most or all of their scheduled classes and is doing great. Congratulations are in order!
   b. 7-9 total days absent in any class - The student is approaching the maximum allowed missed classes. The student’s grades may be affected. The student needs to be diligent in attending all of their scheduled classes for the rest of the semester. Students and parents will be contacted by the administration.

II. Attendance Warning (Absences): 10 total days missed in any class
   The student is over the maximum allotted absences for the 90% attendance policy and will be required to serve an hour in detention for each class missed over 9 absences regardless of the reason missed. The student’s academics are being affected by the absences. There will be an attendance contract written and signed by the student, parent, and administrator.

III. Attendance Probation (Absences): 11-12 total days missed in any class
   The student has missed excessive days/classes of school well over the maximum 90% attendance policy. No more than 3 UVU on campus classes are allowed for the next semester. UVU CE classes are allowed.

IV. Attendance Suspension (Absences): 13+ days total missed in any class
   The likelihood of the student to be successful with this many absences is minimal. No UVU on campus or CE classes are allowed next semester.
The student will be assigned high school credit classes at UCAS or approved online programs. An alternative option may be advised as success at UCAS will be difficult.

**Tardiness:** When a student is tardy to class it affects not only that student, but the teacher and other students in the class. Punctuality is an important life skill and tardiness is disruptive to the educational process. The Tardy procedures are presented here in an effort to maximize learning for UCAS students. Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a 7 minute passing period between each class. After 6 minutes a warning bell or song will sound to indicate there is only one minute before they must be in class. Any student, not in the classroom when the final bell rings, is considered tardy. A student who is more than 10 (ten) minutes late will be marked absent. Excessive tardiness may result in a loss of credit or reduced grades.

I. **Attendance Excellence (Tardiness): 0-5 tardies in all classes** - UCAS acknowledges that there may be emergencies and legitimate reasons which would make a student late to class. Therefore, UCAS allows up to 5 tardies each semester before any consequences begin. When a student receives their 5th tardy, they will be contacted by an administrator and a warning given about being on time for all classes.

II. **Attendance Warning (Tardiness): 6-8 tardies in all classes** - The student will be required to serve one hour in detention after earning the 6th tardy. A detention will be serve for every 3 tardies starting with the 6th.

III. **Attendance Probation (Tardiness): 9-11 tardies in all classes** - The student will be required to serve one hour in detention after earning the 9th tardy. An attendance contract will be signed with the student, parent, and an administrator. Student activity eligibility may be affected.

IV. **Attendance Suspension (Tardiness): 12+ tardies in all classes** - The student will be required to serve one hour in detention after earning the 12th tardy. Further tardiness will be considered a violation of the attendance policy and the attendance contract. The student may be in jeopardy of having their UVU on campus classes limited in future semesters.

**Other Attendance Items to Note**

- Parents are encouraged to submit a pre-excuse request when they know that their student will be out of school.
- The UCAS building is designated as a closed campus during class hours. All students must check-in and check-out at the main office when entering or leaving the building during the school day.
- It is highly recommended that parents NOT excuse a student to miss one class period in order for the student to study for another class or a test. It is the
responsibility of the student to manage their time in such a way that they can attend all of their classes.

- Excessive absences may result in loss of credit, referral to tracking, referral to truancy school and/or court.
- A student may make an appeal to the UCAS Review Committee at any time. The UCAS Review Committee will look at the overall student success as well as the actual appeal letter that is written. Students with poor grades, poor attendance, or a history of behavior challenges are less likely to have their appeal approved. The UCAS policy will be followed as written in all but exceptional cases. If a student or parent opts to pay for their own UVU on campus courses they will still be required to complete all other requirements in order to remain an eligible UCAS student.
- Attendance appeals may not be considered if the student appeal is received more than 10 days after report cards are distributed.

**Procedures for Tracking and Excusing Absences**

- It is the responsibility of the parents and students to regularly check the student’s attendance electronically (on SIS) to ensure that all absences have been excused.
- Notification of absences either by in-school notices, emails, or phone calls are a courtesy. Lack of a courtesy communication in not a legitimate reason for not having absences excused within five school days.
- I understand that in order for an absence to be excused, the school must receive notice within 5 days of the absence or it will automatically turn into a detention for the student. This includes medically excused absences.
- Medical excuses MUST be received within 5 days of the appointment. Medical excuses are not an exception to the five day rule.
- Absences may be excused by emailing Ms. Slaughter (slaughterv@ucas-edu.net) or Mrs. Derbidge (derbidgej@ucas-edu.net). They may also be excused by calling the main office and either talking to a live person, or by leaving a voicemail (801-863-2222), or sending a hand written note by the parent. A blue courtesy note could also be filled out by the parent and returned to the office.
- If an absence is not excused, a detention must be served within 10 school days of the absence(s). Serving detention beyond the 10th day will result in an attendance contract and a possible reduction or removal of the student’s UVU scholarship.
- Detention is offered each morning beginning at 7:30 am. A student must serve one hour for each class missed, or for every 3 tardies starting with the 6th.
- I understand that whenever a student arrives late to school or leaves school during the school day, they are expected to sign in and out of the front office.
Failure to do so is a liability for the school and could result in further consequence such as assigned detention.

**ATTENDANCE OF EXTRACURRICULAR ACTIVITIES**

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

**UCAS ATTENDANCE AND GRADE TRACKING**

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

**UCAS BOARD POLICY JG**

**ORGANIZATION OF SCHOOL CLUBS**

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

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

2. **Application Process** - The written application for approval of a UCAS club must include the following:
   a. The applicant’s names including faculty and students
   b. The requested club name
   c. The requested regular meeting times, dates, and places
   d. A statement of the club’s purpose, goals, and activities
   e. A statement assuring that the club will comply with all applicable laws, rules, and policies
f. A budget showing the amount and source of any funding provided or
to be provided to the club and the proposed use of the funds

g. Requirements for membership

h. A club constitution or bylaws which will include the process of
selecting club leadership, etc.
i. A statement of the club’s curricular categorization (athletic,
economic/business, communications, community service, science,
computers, art/music/performance, or other).

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

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

4. **Club Guidelines** - All club activities and programs must be planned and
organized so that they are not detrimental to the physical, emotional,
psychological, or moral well being of students. They should not interfere
with the maintenance of order and discipline on the school premises nor
should they interfere with the orderly conduct of the school’s educational
activities. All club fees must be approved by the Board of Trustees and
shall be published with the approved school fee schedule.

5. **Appeal Procedures** - If a club is denied, suspended, or terminated by the
Club Committee, the club, advisor or person directly affected by the
decision has 10 days to file a written appeal to the Principal. The Principal
will issue a written determination within a reasonable amount of time. The
decision of the Principal is final.

Approved 2/17/2009

**CODE OF CONDUCT**

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

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

ACTIVITY CARDS

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

ADDRESS CHANGE

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

ATHLETICS and the NCAA

Students who anticipate participating in college athletics should contact their counselor for current NCAA requirements. It is the student’s responsibility to track and meet NCAA guidelines. Students are encouraged to stay at their home high school on a full time basis if participating in athletic activities.

BUSINESS HOURS

UCAS Main Office hours are 7:30 am to 4:30 pm during school days. The school is not open weekends or holidays. Most teachers will be available before and after school to answer questions and help students.

CHEATING

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

Schedule changes should be made before the start of each semester. An “F” grade will be recorded for a student who drops a class after 40% of the semester has been reached. There will be no schedule changes at mid-semester except those initiated by teachers or administrators, when a class is substituted AND when the change is approved by all teachers involved. Students are responsible to see that their schedules are correct.

CLASSROOM INTERRUPTIONS

Parents, students, and visitors may NOT interrupt classes. If an emergency arises, the main office will contact the student immediately. Non-emergency messages will be given to the students in between classes. Every effort will be made to get non-emergency messages to the students as soon as possible but not generally during class.

CLOSED CAMPUS

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

COLLECTIONS

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

UCAS BOARD POLICY CC

ACCEPTABLE COMPUTER SYSTEM USE POLICY

EMPLOYEE AND STUDENT COMPUTER, EMAIL, AND INTERNET USE POLICY/AGREEMENT

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

Access and use of the school’s computers, networks, and Internet access is provided for administrative, educational, communication, and research purposes consistent with the school’s educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the school’s computers, networks, and Internet access.
The school utilizes an Internet filtering system to assist in restricting access to Internet sites containing material that is obscene, pornographic, or harmful to minors. Even though the school and the UEN take reasonable efforts to block material that is obscene, pornographic, or harmful to minors, no filtering system or features will filter out all obscene, pornographic, harmful, or inappropriate material. It is the responsibility of the computer system users to maintain a high level of integrity to protect themselves and others from such inappropriate material. As used herein, references to the terms “obscene,” “obscenity,” “pornographic,” “pornography,” “child pornography,” and “harmful to minors” are defined by applicable state and federal laws, regulations, and cases.

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

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

1. Any use that is illegal or in violation of Board policies and/or administrative procedures, directives, or rules, including, but not limited to, harassment, discrimination (i.e., race, color, gender, nationality, religion, age, or disability), defamation, violent or threatening communications and behavior, infringement of copyright or trademark laws, offering for sale, purchase, or use of any prohibited or illegal substances, etc.
2. Any use involving obscene, pornographic, sexually explicit, sexually suggestive, or any other harmful or inappropriate material.
3. Any inappropriate communication that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
4. Any use for private or commercial financial gain, advertising, or solicitation purposes.
5. Any use as a forum to solicit, proselytize, advocate, or communicate the views of an individual or a non-school sponsored organization, to solicit membership in or support of any non-school sponsored organization, or to raise funds for any non-school sponsored purpose, whether for profit or not for profit.
6. Any communication that represents personal views as those of the school or that could be misinterpreted as such.
7. Downloading or loading copyrighted or illegal software or other hazardous applications or files is prohibited. Downloading network wide software is
allowed only with written permission from the school principal or other appropriate administrator.

8. Any student use of Internet chat rooms except when monitored as a class activity.

9. Any unauthorized attempt to bypass the school Internet filtering systems and features.

10. Any malicious use or disruption of the school's computers, networks, and Internet access or breach of security features.

11. Any physical or electronic vandalism to the computer system or equipment.

12. Failing to report a known breach of computer security or violations of this Policy to the school principal or other appropriate administrator.

13. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates Board policies and/or administrative procedures, directives, and rules.

14. Using the school's computer network or Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.

15. Any use involving damaging, dangerous, or disruptive material.

16. Any use involving personal or generalized attacks or harassment, or to communicate false or defamatory information.

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

The school retains control, custody, and supervision over all computers, networks, and Internet access owned, licensed, or leased by the school. The school reserves the right to monitor all computer and Internet activity by students, employees, and other computer system users. Students, employees, and other computer system users have no expectation of privacy in their use of the school's computer system and equipment.

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

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

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

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

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

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

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

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

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

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

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

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

REFERENCES
- Utah Code, §53A-3-422 & §53A-3-423

UTAH COUNTY ACADEMY OF SCIENCES
STUDENT COMPUTER USE AGREEMENT

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

Computer use is a valuable resource for a student's education. Student use of the school's computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although student use of the school's computer system at school will be supervised by school staff, the school cannot guarantee that students will not gain access to inappropriate material. The school encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the school's computers, networks, and Internet access. Use of the school's computers, networks, and Internet access is subject to the terms and conditions of Policy #CC - Computer and Internet Use Policy. Students have a responsibility to insure the following:
1. **Student Personal Safety:**
   a. When using the school's Internet access, students should not disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.
   b. Students may use school Internet access for teacher-directed educational activities and limited personal use as defined in policy #CC.
   c. Students may use school Internet access only when authorized.
   d. Student may use the school Internet access only when the school is open and supervision is present.

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

3. **Inappropriate Conduct:**
   The following are prohibited in public, private, or posted messages or files:
   a. Any inappropriate communications with other students or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
   b. Potentially damaging, dangerous, or disruptive material.
   c. Personal or generalized attacks or harassment.
   d. False or defamatory information.

4. **Inappropriate Access to Material:**
   a. The school's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
   b. Inadvertent inappropriate access should be reported promptly to the student's teacher or principal.

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

6. **Violations and Discipline:**
   a. In the event that a student introduces a virus to the school network system, the cost of repairing the network may be charged to that student.
b. In the event there is an allegation that a student has violated Policy 
#CC, the student will receive notice of the alleged violation and have 
an opportunity to present an explanation.

c. In the event of a violation of Policy #CC, appropriate disciplinary 
action will be taken in accordance with established Board policies and 
administrative procedures, including losing computer use privileges, 
suspension, and expulsion.

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

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

NOTE: This copy of the computer agreement is provided for your reference. 
Students and parents must sign and return a separate copy which has also been 
provided. 
Approved 9/16/14

COMPUTER USAGE AND FRAUD

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

CRIMINAL BEHAVIOR

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

DANCES

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

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

Students who do not attend UCAS may attend date dances if: 1) guests are invited to attend the dance, 2) guests are attending as a date of a UCAS student, 3) guests have filled out a “guest form” prior to the dance (this form requires parent signatures - guest forms are available in the office.), and 4) guests are not currently under an educational suspension. All guests to UCAS dances must be no younger than 15 and not older than 21. Activity cards or a driver’s license are required for entry at all dances.

DISCLOSURE STATEMENTS

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

DRESS AND GROOMING

UCAS BOARD POLICY JB

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

Standards for Students:

1. Hair shall be neat, clean and well groomed. The coloring of hair with neon or bright colors or patterns including costume spray is not acceptable. Extreme styles such as Mohawks, spikes, or dreadlocks are not acceptable.

2. Clothing shall be modest, neat, clean, and in good repair. Students must wear shoes. Clothing and/or jewelry shall not be worn which displays obscene or suggestive words or pictures or which advertises any substance which a student cannot legally possess or use. Clothing shall be worn so as to cover the shoulders, chest, midriff, and back. Underwear must always be covered and not be visible. Short shorts, biking shorts, extremely short skirts or dresses, low rider pants, tank, halter, crop tops, and spaghetti straps do not meet the modesty
standards of UCAS. Skirts and shorts length must be at least mid-thigh. Skirt slits must also comply with this policy. The Board has asked the UCAS Administration to use their best judgment in evaluating violations of this policy.

3. The wearing of bandannas, chains or any article of clothing or jewelry that may be associated with gangs or bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership, is not allowed.

4. As a show of respect for our school, we ask that headwear (hats, bandanas, caps, etc.) not be worn in the UCAS school building. (Headbands wider than 2 inches are considered headwear.) Religious exemptions will be determined by the administration.

5. Offensive tattoos or piercings outside of the ear need to be covered or removed. Accessories must not present a health or safety risk. Items that could be dangerous or be used as a weapon (spikes, needles, chains, etc.) are not allowed.

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

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

Approved 12/13/2016

Checklist for unacceptable attire

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

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

1. No electronic devices shall be used at school during class time without teacher permission.

2. Students may have electronic devices in their possession but they must be turned off during class and during testing or assessment.

3. Electronic devices may be appropriately used during lunch time, at class breaks and before and after school. If, however, that device causes a disturbance on school grounds, it may be confiscated.

4. Students shall not use electronic devices at any time or place for:
   a. Activities which disrupt the educational environment,
   b. Illegal activities in violation of state or federal laws or regulations
   c. Unethical activities, such as cheating on assignments or tests,
   d. Immoral or pornographic activities,
   e. Activities which violate Board policies and procedures relating to student conduct and harassment,
   f. Activities which invade the privacy of others.

5. Exceptions to this policy may be granted by the principal for the following reasons:
   a. Medical reasons,
   b. Teacher permission (instructional use),
   c. Emergency,
   d. Other reasons approved by the principal.

6. Consequences for Violation of this policy
   a. Teachers (employees, counselors, technicians, secretaries, other staff, etc.) may confiscate electronic devices during class time if used in violation of the above guidelines.
   b. Confiscated electronic devices will be returned to the student or to the parent.
   c. Refusal to surrender electronic devices upon request is considered insubordination and will result in suspension.
   d. Misuse of electronic devices may result in students losing computer access, UVU access, suspension, or expulsion.
   e. Electronic equipment that has been seized may be subject to search.
7. Other provisions
   a. Picture taking or recording by students is strictly forbidden in school or school activity private areas such as locker rooms, counseling sessions, restrooms, etc.
   b. Students are responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
   c. Parents and students will be notified of this policy as early as possible in the school year. The policy will be covered in the UCAS Student Handbook.

Approved 3/19/2013

ELIGIBILITY

UCAS students must remain in good standing to participate in many different programs. These programs include UCAS classes, student government, concurrent enrollment classes, UVU on-campus classes, and activities such as club leadership positions, yearbook, optional class fieldtrips, talent shows, etc. Participants in UCAS Concurrent Enrollment Classes, UVU on-campus classes, extra-curricular activities, and Student Government must meet the following GPA requirement:

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

UVU on-campus classes
   • 2.0 semester GPA or higher (see academic standing for details)

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

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

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

Any exceptions must be approved by the principal.
EMERGENCY EVACUATION

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

FUND RAISING DRIVES

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

GRADE CHANGES

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

HOME AND HOSPITAL INSTRUCTION

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

HOME SCHOOL

Parents wishing to home school their students must make application through the student’s home district. Upon approval, the following policies currently apply:

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

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

LOST & FOUND

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

NON-DISCRIMINATION

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

OVERNIGHT ACTIVITIES

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

PARKING

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

- Obtaining a free parking permit at the UVU Parking Office for lot “L10”.
- Paying for a regular UVU permit at the UVU Parking Office or online.
- Release time students may request a parking permit through the Release Time office.

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

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

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

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

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

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

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

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

Public Display of Affection Control Contract

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

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

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

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

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

REFUNDS

School refunds must be picked up two weeks before the end of the fiscal year, which is June 30.

SCHOLARSHIPS

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

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

Sexual harassment takes many forms. Here are a few:

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

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

What can you do?

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

SNOWBALLS

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

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

1. Parents or guardians of students are welcome and encouraged to come to the school at any time; however, they must sign in at the main office.

2. All visitors must sign in at the main office and obtain clearance before visiting any classroom, activity or student. Approved visitors will be issued a UCAS visitor pass which must be worn and remain visible during the entire UCAS visit and surrendered upon exit to the main office staff.

3. Visitors may visit UCAS between the hours of 7:30 a.m. and 5:00 p.m., if there is an educational reason for the visit. Educational reasons may include a visit with a teacher or counselor, a tour of the school for a potential new student or any educational reason that has been approved by an administrator.

4. Visitors may not loiter in the parking lot or in the immediate vicinity.

5. The UCAS administration will determine appropriate action or consequences for violations of this policy.

Visitor Policy Clarifications
When the policy refers to “UCAS” or the “school”, it is referring to all UCAS buildings, the surrounding play fields, parking lots, and all locations used by UCAS for classes or activities.

Visitors who are accompanied by an administrator or a member of the office staff are not required to obtain a visitor pass from the office.

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

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

Approved 9/16/2014

UCAS BOARD POLICY CD
DISCRIMINATION AND HARASSMENT

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

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

1. **Employees** (policy found in teacher manual).
2. **Students**
   a. No student of the Utah County Academy of Sciences may illegally discriminate on the basis of race, color, sex, disability, ethnic background, national origin, religion, creed, age, marital status, citizenship, disability, status as a veteran of the Vietnam era.
   b. No student of the Utah County Academy of Sciences may engage in illegally harassing conduct which creates a hostile environment for other students or employees of the school.
   c. UCAS employees with supervisory responsibility who know or have reason to know this policy is being violated must report the incident to the Principal and take action to correct the situation.
   d. It is the policy of UCAS to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.

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

**USDA Nondiscrimination Statement:**

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

3. Complaint and Investigative Procedures
   a. Those who believe they are victims of harassment or discrimination, or are witness to such acts, may utilize one or more of the following options.
      • Seek advice from a designated compliant officer, or employee representative or (others).
      • Seek to resolve issue directly with the accused.
      • Seek to resolve issues through supervisory personnel.
      • Register a formal complaint with the Principal who will initiate an investigation.
      • File a complaint with the Utah Anti-Discrimination and Labor Division within 180 days of cause of action, or within 300 days of cause of action with EEOC.

   b. Although any investigation will give deference to a complainant’s preferences, any investigation that ensues need not be based on the alleged victim’s choice of action.

   c. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement regardless of the complainant’s choice of action. The Principal will continue with his own investigation.

   d. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information as confidential, however absolute confidentiality of all information obtained through an investigation cannot be guaranteed.

   e. Complainants may be encouraged, but shall not be required to confront respondents.

   f. The accused may not contact the alleged victim during an investigation without permission of the Principal and the complainant.

   g. Specific to USDA Food and Nutrition Child Nutrition Programs: The School Foodservice Authority’s (SFA’s) procedures for receiving a complaint
cannot prevent a complaint from being accepted; and the procedures must identify the outside agency to which complaints are forwarded (i.e., SA, FNSRO, FNS Office of Civil Rights, or USDA Office of Civil Rights). Additionally, the SFA’s procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA’s complaint process be a prerequisite for accepting a complaint. The SFA must ensure complaints are forwarded to the USOE Child Nutrition Programs, FNS Regional Office, FNS Office of Civil Rights, or the USDA Office of Civil Rights. Complainant must file complaint within 180 days of the alleged act of discrimination. Complaints may be written, verbal, or anonymous. Civil Right complaints pertaining to the National School Breakfast and National School Lunch programs received by the school or foodservice director must be forwarded to the Utah State Office of Education Child Nutrition Programs, 250 E 500 S PO Box 144200, Salt Lake City UT 84114-4200, 801-538-7680 main phone; 801-538-7883 fax or emailed to the CNP Director or NSLP Coordinator. Complainants may also file a complaint as instructed on the Justice for All poster.

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

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

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

7. Complaint Procedure
   a. Any person who believes that he/she is the victim of discrimination, harassment, or who has knowledge of such conduct, should report that conduct directly to the Principal. Reports of policy violations may be oral or in writing. If a complainant is unwilling to file a written complaint, the Principal shall proceed with the investigation if deemed to be in the best interest of all parties
and the school. In all circumstances, the person receiving the complaint will utilize their best efforts to resolve the allegations.

- If a report is not in writing, an attempt should be made to acquire the complainant’s signature on the report form. If the alleged victim is unwilling to sign the report form attesting to the truth of the allegations therein, he or she should be informed that their refusal may prevent further processing of the complaint.
- The report form shall include identities of those claimed to be involved, a description of the behaviors complained of, the harm caused by the conduct, and the resolution sought by the complaining party.

b. If the initial report is directed to the Principal, the Principal shall complete the report form after interviewing the complainant. The Principal shall attempt to resolve the complaint directly with the parties. If the dispute is resolved to the satisfaction of the parties, the agreement reached shall be documented in writing with all parties signing and receiving copies. If terms have been met, the complaint will be closed. If terms have not been met, an investigation will begin.

c. Any reports received by the persons other than employees with line authority over the complainant or respondent must be referred to the Principal.

d. The Principal shall conduct an intake on all initial unresolved complaints brought to their attention. If attempts to informally assist the parties to reach a mutual agreement fail, the complaint shall be formally investigated.

8. Investigation

a. When conducting investigations, the Principal shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges, but at a minimum will include interviews with all complaints and respondents.

b. The Principal shall promptly inform responding parties of the existence and nature of the charges filed against the. This can be done by providing a copy of the written complaint, the report form, or a written summary of the complaint. The Principal shall also inform the responding parties of their rights and responsibilities, in writing, during the investigation, and will provide an overview of the anticipated investigative process. The parties shall be informed they are not to contact each other about the complaint and investigation.

c. An investigation shall be completed as quickly as practicable, but within 30 days of receipt of the complaint, unless extenuating circumstances require a longer period of time. All parties shall be notified of the extension of time.

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

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

Approved 3/19/2016

STATEMENT ON ORDERLY AND SAFE SCHOOLS

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

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

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

Students classified as having a disability under the provisions of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1972 shall have these policies and procedures applied to them in conformity with the requirements of IDEA and Section 504. (See Utah County Academy of Sciences Special Education Policies and Procedures.)
These policies and administrative procedures apply to actions of students during school hours, before and after school while on school or UVU property, while traveling in vehicles authorized by the school, at all school or UVU sponsored events, and when the actions threaten or do harm to persons or property associated with the mission or operation of UCAS.

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

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

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

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

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

AUTHORITY TO SUSPEND OR EXPEL A STUDENT

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

GROUNDS FOR SUSPENSION OR EXPULSION FROM A PUBLIC SCHOOL

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

2. A student shall be suspended or expelled from a public school for any of the following reasons:
a. Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material under UCA 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-2, or drug paraphernalia as defined in UCA 58-37a-3; or the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.
b. A student who commits a violation of Subsection 2(a) involving a real or look alike weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year subject to the following:
   1. within 45 days after the expulsion the student shall appear before the Board of Trustees or the Board’s designee, accompanied by a parent or legal guardian; and
   2. the Board or designee shall determine:
      a. what conditions must be met by the student and the student’s parent for the student to return to school;
      b. if the student should be placed on probation in a regular or alternative school setting consistent with Section 53A-11-907, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in;
      c. if it would be in the best interest of both the school and the student to modify the expulsion term to less than a year, conditioned on approval by the Board of Trustees and giving highest priority to providing a safe school environment for all students.
3. A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.

4. A suspension or expulsion under this section is not subject to the age limitations under UCA 53A-11-102(1). [UCA 53A-11-904]

ALTERNATIVES TO SUSPENSION

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

RESPONSIBILITY OF PARENT OR GUARDIAN

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

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

ACTS OF MISCONDUCT/DISCIPLINARY ACTION

LEVEL 1

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

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

Level 1 - DISCIPLINARY ACTION

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

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

ACTS OF MISCONDUCT/DISCIPLINARY ACTION
LEVEL 2

Level 2 acts of misconduct include, but are not limited to, the following:
2-1 Criminal activity
2-2 Theft or possession of stolen property (misdemeanor level)
2-3 Possession of a weapon (real, look alike, or pretend)
2-4 Assault
2-5 Fighting - with injury or injuries or involving more than two people
2-6 Trespassing
2-7 Harassment or Sexual harassment Level 2
2-8 Indecent exposure
2-9 Use of an incendiary device
2-10 Vandalism level 2 (damage over $200.00)
2-11 Hazing

Level 2 - DISCIPLINARY ACTION

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

Repeated or Flagrant Violation
Minimum: Student/Parent/Administrator conference and/or Suspension (up to 10 school days)
Maximum: Referral to the UCAS Discipline Council for alternative placement or suspension. Possible loss of UCAS Scholarship for tuition, books and fees at UVU
ACTS OF MISCONDUCT/DISCIPLINARY ACTION

LEVEL 3

Level 3 acts of misconduct include, but are not limited to, the following:
3-1 Possession of a firearm
3-2 Use or threatened use of a weapon (real, look alike, or pretend)
3-3 Aggravated assault
3-4 Arson
3-5 Extortion
3-6 Sexual battery
3-7 Placing any person in imminent danger
3-8 Assault upon any school personnel
3-9 Theft or possession of stolen property (felony level)

Level 3 - DISCIPLINARY ACTION

ANY VIOLATION

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

ILLEGAL BEHAVIOR

In addition to these penalties for misconduct, provisions of the Utah Criminal Code are applicable to behavior that is deemed illegal. UCAS Administrators are required to report all illegal activities to the police. Any disciplinary action taken by the school administration is independent of any criminal proceedings or decisions and is based upon the administrator’s best judgment of the situation.

STATEMENT ON ALCOHOL AND CONTROLLED SUBSTANCES ABUSE

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

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.
DISCIPLINARY ACTION: USE OR POSSESSION

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

1. The principal or designee, during the suspension period, shall:
   a. notify the appropriate law enforcement agency and give them all confiscated evidence and information;
   b. notify the parents;
   c. schedule a parent conference during the suspension period; review with the student and parent the Utah County Academy of Sciences Policies and Procedures on Attendance, Orderly Conduct, Safe Schools and Substance Abuse; and
   d. refer the student and parent to the school’s designated student assistance program and/or to an approved prevention program.

2. The student shall:
   a. sign a “UCAS Tobacco, Alcohol and Drug Non-Use Contract” with the parent and principal or designee;
   b. reveal the source of material associated with this violation;
   c. attend with parent an approved prevention program, the cost of which will be assumed by the parent;
   d. not participate in school sponsored activities until any suspension has been removed.

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

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

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

2. The student shall:
   a. make arrangements to meet with UCAS Administration;
   b. explore educational options available during the suspension period; and
   c. not participate in school- or district-sponsored activities or program until he/she has been reinstated by the UCAS Administration.
3. Reinstatement
   If a student desires to return to school after the suspension period, he/she must petition the UCAS Administration and show evidence that he/she has done all of the following:
   a. participated in a formal drug assessment, with the cost of the assessment assumed by the parent
   b. show evidence of having completed the most appropriate level of intervention program based on the assessment by a licensed individual or agency, with the cost of the intervention program assumed by the parent and
   c. Show evidence that he/she has personally and accurately revealed to school administration the source of the alcohol or controlled substance associated with the violation.

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

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

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

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

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

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

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

TOBACCO USE DISCIPLINARY ACTION

FIRST VIOLATION

The principal or designee shall:
1. issue a citation
2. notify the parents
The student shall sign the UCAS Tobacco, Alcohol and Drug Non-Use Contract with the parent and principal or designee.

SECOND AND FOLLOWING VIOLATIONS

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

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

STUDENT SELF-REFERRAL

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

RECORDS OF POLICY VIOLATIONS

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

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

**STUDENT RIGHT OF DUE PROCESS**

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

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

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

At each stage of the proceedings, the hearing officer(s) shall conduct a *de novo* review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the school. Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter.
Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

GLOSSARY

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

- **flagrant** - outrageous, notorious, scandalous, glaringly bad.
- **gang activity/apparel** - wearing of bandannas, headgear or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership. This includes gang signing.
- **graffiti** - any form of unauthorized printing, writing, spraying, scratching, affixing, or inscribing on the property of another, regardless of the content or nature of the material used in the commission of the act.
- **harassment level 1** – communication of a verbal, written or recorded threat, with intent to bully, tease, or frighten another.
- **harassment level 2** - intimidation and/or threat of violence.
- **indecent exposure** - unauthorized exposure of one’s genitals, buttocks, pubic area, or breast (if female) [UCA 76-9-702(1)].
- **imitation controlled substance** - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”
- **incendiary device** - any device designed to cause combustion or fire, including a lighter or matches.
- **in-school suspension** - the student remains in a supervised location in school where work is provided, but regular school freedoms are severely limited. Classes are not attended. The action may be recorded in the student’s folder.
- **insubordination** - failure to obey an order by school authority.
- **interfering device** - any device or object which interferes with the educational process, including lasers, laser pens, radios, portable music players, cell phones, pagers, or any electronic equipment or other disruptive objects.
- **intimidation** - engaging in behavior which prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal.
- **loitering** - occupying an unauthorized place on or near the school grounds, property, or activities.
- **mitigating** - to make less severe.
- **other similar harmful substances** - substances such as inhalants and prescription or over-the-counter drugs used inappropriately.
- **parent(s)** - natural parents, foster parents, or legal guardians.
- **possession** - physical control over real or personal property.
- **school days** - one of the regularly scheduled 180 days in a school year and/or a summer school program.
- **school personnel** - any school district employee, including administrators, teachers, coaches, counselors, staff, aides, interns and volunteers.
- **school property** - school buildings and lands owned or leased by UCAS, vehicles funded by the Board of Trustees, any areas rented or leased by the UCAS, and areas in and around any school- or district-sponsored event.
• **sexual battery** - a criminal, intentional, offensive touching (whether or not through clothing) of another’s buttocks, any part of the genitals, or the breast of a female. [UCA 76-9-702(3)]

• **sexual harassment level 1** - Sexual language, whether verbal or written, including joking; sexual conduct that is visual or silent or through any medium; or allegedly unintentional sexual touching -- all of which create a hostile environment.

• **sexual harassment level 2** - Physical, intentional, sexual conduct, touching, threat or intimidation that is not criminal.

• **special education** - specially designated instruction, at no cost to the parents or guardians, to meet the unique needs of a student with a disability. This education includes instruction conducted in the classroom, in the home, in a hospital or an institution, and in other settings and instruction in PE.

• **suspension** - involuntary temporary removal of a student from school attendance and activities.

• **theft** - to obtain or exercise unauthorized control over the property of another.

• **tobacco** - includes cigarettes, cigars, pipes, smokeless or other tobacco products in any form.

• **trespassing** - to enter or remain unlawfully on property, including being present on school grounds during a period of suspension or expulsion.

• **use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances** - shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor.

• **vandalism** - intentionally damaging or destroying the property of others.

• **weapon** - any item that in the manner of its use or intended use is capable of causing death or serious bodily injury, including, but not limited to, BB-guns, air guns, pellet guns, blow guns, sling-shots, cross-bows, archery bows, all knives, explosives, chemical, noxious, or flammable materials, and all items containing gun powder.