

STUDENT & PARENT INFORMATION



To help you save time please note that all required signature pages have been copied on colored paper

- Part I (white copies) contain parent and student information regarding SUCCESS Academy information (including policies, procedures, events, and School Counseling Department information).
- Part II (color copies) contain all of the required signature pages for parents and students. Please have your student bring the signed color pages with them during their scheduled registration time.

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Message from the Principal

Welcome to another year at SUCCESS Academy! We look forward to seeing all the familiar faces we already know and are excited to welcome a new group into the SUCCESS family as well. SUCCESS Academy is a High Rigor and High support school, meaning that we have high expectations and we work hard to help students reach them. We have high standards for our students, we believe in them, and we pride ourselves on preparing them to be successful in college and life. There is always much to do to prepare for a new school year and this guide contains the important information you will need to be prepared to attend SUCCESS. Please review it carefully and if you have any questions, please reach out to us. May we all exemplify our motto “Diligence in the pursuit of Excellence.” Thank you, Mr. Hawkley

NEW STUDENT ORIENTATION AGENDA: August 10

We encourage all incoming 9th Grade SUCCESS Academy students and all incoming new SUCCESS Academy students (regardless of grade) to attend SUCCESS Orientation. This seminar will increase student confidence, and provide important information to students. Seminar participants will learn about digital tools and training to enhance and strengthen academic achievement. Registration paperwork can be turned in during this time.

Session I. Introductions and Welcome (Mr. Hawkley & Student Government)

9:00-9:45 (45 minutes)/11:00-11:45 (45 minutes)

- Welcome/ Introduction to SUCCESS (Mr. Hawkley)
- Icebreaker games (Student Government)
- Tour (Student Government)

Session II. Meet your counselor/Accounts and passwords (Counselors)

9:45-10:30 (45 minutes)/11:45-12:30 (45 minutes)

- Meet your Counselor(s)
- Email account and password
- Canvas account and password
- Naviance account and password
- Frequently Asked Questions and handout

BACK TO SCHOOL NIGHT

DATE: Thursday, August 10th, 2022

TIME: 6:00 PM

PLACE: SUU Multi-purpose building

We welcome parents to come visit with the SUCCESS Academy administration, counselors, teachers and staff to ask questions and be informed about course syllabus, teacher policies/procedures and best practices to help students be successful in their Early College classes. The schedule is below.

Freshman	
<u>AM Cohort</u>	
6:00-6:20	Physics (Mr. Jackson) Room 210
6:20-6:40	English (Mrs. Jensen) Room 202
6:40-7:00	Math (Mrs. Jones) Room 211
7:00-7:20	Computer Science/Learning Strategies (Mrs. McCollum) Room 201
<u>PM Cohort</u>	
6:00-6:20	English (Mrs. Jensen) Room 202
6:20-6:40	Physics (Mr. Jackson) Room 210
6:40-7:00	Computer Science/Learning Strategies (Mrs. McCollum) Room 201
7:00-7:20	Math (Mrs. Jones) Room 211
Sophomores/Upperclassmen	
6:00-6:20	Biology (Ms. McCollum) Room 201
6:20-6:40	Upper Level Math (Ms. Stoker) Room 201
7:20-7:40	Title I meeting for interested parents (Hawkley) Room 210 B. See page 6 for details on Title I and purpose of this meeting.

SUCCESS Academy Registration

SUCCESS Academy registration papers need to be returned to SUCCESS Academy's office August 7th-August 11th. The office will be open from 8:00a.m.-2:00.p.m.

Boundary High School Registration

CHS Registration & Pictures

Thursday, August 10th--**Seniors** 8:00-11:00 a.m.

Thursday, August 10th--**Juniors** 12:00-3:00 p.m.

Friday, August 11th--**Sophomores** 8:00-11:00 a.m.

Friday, August 11th--**Freshmen** 12:00-3:00p.m.

CVHS Registration

Student Registration is the annual process of students and parents signing required forms and paying fees for the year. See CVHS website or email from Principal Heaton for more information.

PHS Registration

Contact Parowan High School

First Day(s) of School Schedule

On the first day of school, Tuesday, August 15th, all SUCCESS Academy students will attend their boundary school and SUCCESS Academy. As a reminder the SUCCESS Academy class times are:

Morning Cohort 8:00-11:00

Afternoon Cohort 11:45-2:30

Student Cohort and Course Schedule

Mrs. Stratton and Mr. Bulloch have worked hard to schedule students into cohort groups. Please refer to your school schedule to determine which cohort you have been assigned. This is always challenging given the unique needs of our students. We respectfully ask that you do not request any changes to the cohort placement.

Class schedules are available online, but a copy has been included for your convenience. High school courses were selected based upon student requests and high school graduation requirements. Due to conflicting boundary school classes and availability there are usually few options for making changes.

However, if you have any concerns regarding your course schedule please email our counselor/academic advisor at the following address: stratton@successacademy.org or bulloch@successacademy.org

BUS SCHEDULE INFORMATION

Students may ride the bus to and from SUCCESS Academy and Canyon View High School. This is a tentative schedule. We will email you the final bus information when it becomes available. At this time there is not any transportation from Parowan. Here is the tentative bus schedule:

DEPARTURE AND ARRIVAL SCHEDULE FOR CANYON VIEW HIGH SCHOOL

Departure Time	Bus Numbers	Arrival	Time
7:45	CVHS	SUU	7:55
11:05	SUU	CVHS	11:20
11:30	CVHS	SUU	11:40
2:30	SUU	CVHS	2:40

Friday

Departure Time	Bus Numbers	Arrival	Time
7:45	CVHS	SUU	7:55
10:05	SUU	CVHS	10:15
9:45	CVHS	SUU	10:00
11:45	SUU	CVHS	12:00

If you would like your student to ride the bus please complete the “Optional Transportation Contract” found on page 26 in the color copies.

Early Out Friday

Please see the Friday schedule for times and busing.

Transportation & Parking at Southern Utah University

As a charter school students and parents are responsible to arrange transportation to and from campus. Students who will be parking a car on the SUU campus will need to purchase a parking permit from the SUU Parking Services. Please remember students are responsible to pay any parking citation issued to them from the SUU Police. Also, collegiate transcripts and student account access may be temporarily placed on hold until any fine is paid.

Payment of School Fees & Fee Waiver Information

This coming year we will not be collecting fees at SUCCESS Academy. However, we are encouraging parents, who feel they qualify, to still fill out a fee waiver application. We receive funding, such as Title I outlined below, for multiple educational and community programs that are directly tied to our fee waiver percentages. Applying for a fee waiver is optional for families, but if you feel you would qualify, we ask you to please fill it out so we have access to these support programs and funding sources. The fee waiver application is included in this packet.

"Fee Waiver Application" - If you are applying for Fee Waivers, please fill out the application and provide supporting documentation. Please have your student return the application on the first day of school in the front office. These applications will be confidentially reviewed and you will receive notice if you meet the qualifying criteria.

Please note that costs for yearbooks, class rings, letter jackets, school pictures, optional chrome book insurance fee, and other similar are not fees and will not be waived.

****The "Fee Waiver" application is included on the last page of the Part II documents.**

*****The Free & Reduced Lunch application & the Children's Health Insurance Program (CHIP) Insurance forms are available in the main office or online at the Iron County School District website.**

Fees are subject to change next year upon approval by the SUCCESS Academy Board of Trustees.

(Adopted Sept. 27, 2004) (Revised March 27, 2023)

Title I

One of the funding sources we access is called Title I. We use Title I funding to identify students who are struggling academically and provide additional learning support for them such as smaller class sizes and additional tutoring support. For more information and the opportunity to give feedback on our Title I plan, please visit our back to school night where we will hold a meeting for all those who would like to participate.

Collegiate Course Costs

SUCCESS Academy students may be required to pay fees for concurrent enrollment, collegiate courses, or advanced placement courses taken at SUU or their boundary school. The portion of fees related specifically to college or post-secondary grades or credits is not subject to fee waiver. Please contact your school counselor for more information regarding these specific collegiate fees. The Utah Legislature also implemented a \$5.00 dollar per credit concurrent enrollment fee for collegiate classes. Students will be billed by SUU for this fee.

As mentioned in the Plan for College and Career Readiness meetings, the **Eleventh (11th) and Twelfth (12th)** grade students will be purchasing textbooks at their own expense. Further, Seniors will need to pay collegiate student and course fees (please reference your SUU account to determine this amount). In most cases SUCCESS Academy will pay the associated "tuition/instruction" costs (up to \$3184 per student) for eligible Seniors who are taking high school and/or collegiate courses on the SUU campus and have received approval by their counselors for these collegiate courses.

Online Learning Opportunities

Students who are interested in additional online learning opportunities are encouraged to visit with their SUCCESS Academy School Counselor. Students may take online classes that are consistent with their four-year plan. Students and parents interested in this opportunity should make an appointment with a SUCCESS Academy School Counselor as soon as possible in order to accommodate these requests. For additional information please visit the following website: <http://www.schools.utah.gov/edonline/default.aspx>

Directory Information Disclosure Notice

SUCCESS Academy makes every effort to safeguard student education records and to protect students privacy and personal information. However, the Family Education Rights and Privacy Act (FERPA) allows directory information to be shared and disclosed without a signature (eg. yearbook, graduation programs, newsletter, website articles, science fair projects and awards, collegiate requests for prospective applicants, scholarships, etc).

This information may include:

- | | | | |
|------------------------------------|---|-------------------------------|--|
| ● First/Last Name | ● Address of Student | ● Telephone Number | ● Email Address |
| ● Date & Place of Birth | ● Participation in School Activities | ● Dates of Attendance | ● Schools of Attendance |
| ● Class Photo | ● Degrees and Awards Received | ● Major Field of Study | ● Weight & Height (for athletics) |

However, parents or students (18 or older) may request that this information not be released. If you **DO NOT** want SUCCESS Academy to disclose any of the above directory information please notify SUCCESS Academy in writing by the end of September. Please include the student's name, parent's name and email address, and the specific Directory

Information that you **DO NOT** want disclosed.

Eye & Scoliosis Screening

SUCCESS Academy in relationship with the Iron County School District may occasionally provide vision and scoliosis screening for select students. However, parents or students (18 or older) may request that this screening not take place. If you **DO NOT** want SUCCESS Academy to provide possible vision or scoliosis screening please notify SUCCESS Academy in writing by the end of September. Please include the student's name, parent's name and email address, in order to ensure that your student is **NOT** selected to participate in vision screening.

School Trust Land Council

SUCCESS Academy is seeking interested parents who are willing to participate on the SUCCESS Trust Land Council. Committee members use school wide data to make funding decisions which positively impact student academic achievement (eg. support staff, after school tutoring, ACT prep, summer school, textbooks, technology, etc.). If you are interested in participating, please contact the school administration. Elections are held each spring. There will be two parent positions from each grade level available for the School Land Trust committee. This is a two-year position. Meetings are held twice a year. This is a wonderful opportunity for you to have a direct impact on your child's education. If you are interested in serving on this committee, please **RSVP NO LATER THAN SEPTEMBER 1st**, to hawkley@successacademy.org.

Attendance Policy

With the intense academic schedule, it is imperative that students do not miss classes unless absolutely necessary. Be aware that students are expected to follow the attendance policy of the institution offering the class. For many of our students this may include their Boundary School, Southern Utah University, as well as SUCCESS Academy. Please make sure you are familiar with the SUCCESS Academy tardy and absence policies and remember we are requiring that parents excuse students within five days of the student's absence. Parents may call SUCCESS Academy between 8:00 a.m. and 3:00 p.m. to excuse student absences.

Student/Parent Responsibility: According to the Utah Compulsory Education Law (53A-11-101, *et seq.*), it is the student's responsibility to be present and on time in each of his/her classes throughout each school day unless students meet the requirements for release as set forth in the State Statute. However, it is important that parents understand that collegiate classes will not notify parents of a student's absence. Consequently, parents must communicate with their students regarding their attendance in collegiate courses.

Parents are required to call the SUCCESS Academy School Office whenever a student is to be excused as absent or the student may bring a note from the parent. Parents cannot excuse a student for being tardy to a class unless the student was with the parent or the parent deems the tardiness an emergency situation; in which case, the parent will need to dialogue with the teacher involved. Students who do not have a full school schedule must complete the Home Release form with their school counselor. Parents will be responsible for students during this home release time period. **Parents must excuse students within five days of the absence, or it will remain as an unexcused absence.**

EXCUSED ILLNESS—Medical, dental, or personal illness.

EXCUSED NON-ILLNESS—An absence for observance of a religious holiday, court appearance, counseling appointment, or family emergency.

SCHOOL EXCUSED—The school will excuse students participating in high school activities. This includes activities with the boundary high schools.

UNEXCUSED—Any unauthorized absence from school not excused by a parent/guardian.

**When SUCCESS Academy students are attending boundary high school classes or collegiate classes they are responsible to the attendance policy of that school or collegiate course.

Students will also be held accountable to the Attendance Policies of Southern Utah University and the Boundary School.

23.1 Regular and prompt attendance in classes and laboratory sessions is expected of every student.
Utah University.

23.3 **An absence does not excuse a student from completing work missed.**

23.4 It is the student's responsibility to find out which assignments are missed during an absence.

Most college professors do **not take attendance and will **not** accept late work unless previously arranged.

Communicate with your professor as soon as you know that you will be absent. This is a key component to getting credit for your work.

SUCCESS Academy Contact Information

<p>Suzie Stoker, M.Ed Mathematics suzie.stoker@ironmail.org</p>	<p>Angie Green, M.S. Mathematics green@successacademy.org</p>
<p>April Jones, B.S. Mathematics jones@successacademy.org</p>	<p>Kimberly McCollum, M.S. & M.P.P. Biology mccollum@successacademy.org</p>
<p>Tyree Jensen, B.A. Language Arts jensen@successacademy.org</p>	<p>Micah Jackson, M.Ed Science jackson@successacademy.org</p>
<p>Gavin Hawkey, M.Ed Principal hawkey@successacademy.org</p>	<p>Ben Kaufman, M.A. Executive Director kaufman@successacademy.org</p>
<p>Tammy Griffiths Office Manager tammy.griffiths@ironmail.org</p>	<p>Mackenzie Stratton Concurrent Enrollment Coordinator & Academic Advisor mackenzie.stratton@ironmail.org</p>
<p>Matt Bulloch, LPC & NCC Licensed Therapist bulloch@successacademy.org</p>	<p>Susan Matheson Scholarship Advisor matheson@successacademy.org</p>
<p>Julie Jordan Secretary/Technology jordan@successacademy.org</p>	<p>Shannon Johnson 8th grade math shannonl.johnson@ironmail.org</p>
<p>School Address: SUCCESS Academy at SUU 351 W. University Blvd., MPC 205 Cedar City, UT 84720 Website: www.successacademy.org School Phone Number: (435) 865-8790</p>	<p>Jaymi Carver, B.S. Special Education Coordinator carver@successacademy.org</p>

NOTE: Parents have the right to request and receive information on teacher credentials and qualifications.

Teacher Contacts

Parents are welcome to contact teachers using their email addresses. We welcome parental input and involvement. There will be parents meeting throughout the year. Also, there will be monthly newsletters, and we are updating the website to have more information available. Please see the enclosed parent involvement policy for more details.

SUCCESS Academy Student Computer Acceptable Use Policy

Success Academy has adopted and uses the same acceptable use policy used by Iron County School District. This policy is outlined below.

6-12 Student Computer Acceptable Use Policy

The Iron County School District has access to the Internet, which is governed and supported by the Utah Education Network.

Use of the electronic information resources in the School District shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Iron County School District, parents, and community members. The School District desires to provide electronic conferencing and global information resources via the World Wide Web, to students of the School District at no cost.

ACCEPTABLE USES

All Internet or computer equipment use shall be consistent with the purposes and goals of the School District. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

IMPERMISSIBLE INTERNET, COMPUTER EQUIPMENT & PERSONAL DEVICE USES

The following uses of the Internet, computer equipment & personal devices are prohibited:

1. Any violation of applicable school policy or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
3. Any attempt to bypass state, district, or school security (e.g. bypassing proxies or hacking servers or workstations) is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others;
5. Any copying, photographing, digitally transferring, or distributing test questions from state of school tests is forbidden;
6. Cyber-bullying any School District employee or student from any device on campus or off campus is forbidden. Disruption of normal activities caused by cyberbullying may result in disciplinary action;
7. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
8. Any violation of copyright, trade secret or trademark laws;
9. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
10. Any attempt to access information beyond the users authorized access to any electronic information resource;
11. Any destruction, defacement, theft, or altering of school district equipment;
12. Any storing of illegal, inappropriate, or obscene material on district-owned electronic equipment;
13. Any capturing and storing images or video of students or employees except for approved instructional purposes;

14. Installing any district-owned academic or productivity software on personal devices;
15. Excessive non-school related computer use during school hours.

PRIVILEGE

The use of the Internet and computer equipment within the School District is a privilege. The information produced from Internet access or computer use shall be deemed the property of the School District. It is confidential information to the user unless it is transmitted to others with the user's permission. Violation of this policy can result in the loss of computer access privileges.

MONITORING

The School District reserves the right to monitor and review any material on any machine at any time in order for the District to determine any inappropriate use of network services. School administrators may confiscate personal devices if there is evidence of probable cause. If a student is suspected of violating this policy, as it pertains to personal devices, or if a student's personal device has information to support the inappropriate actions of other(s), the student must provide all security PIN and password information necessary to unlock and provide access to data on the device to the school administration and or law enforcement.

DISCLAIMER OF ALL WARRANTIES

Iron County School District makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither the School District nor any supporting Internet services will be responsible for any damages that an Internet user suffers. The School District expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by the School District or the Internet server or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. The School District expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

SECURITY

Iron County School District will implement security procedures on Internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account. Any security problems will be reported immediately to the school/site administrator.

INSTRUCTION

Students shall be instructed in appropriate online behavior including online safety, interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. This instruction will be included in the curriculum for elementary keyboarding, middle school CTE (Career and Technical Education) introduction, and high school computer technology courses which are required for all students.

ENCOUNTER OF CONTROVERSIAL MATERIAL

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The district has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all data which a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. The School District expressly disclaims any obligation to discover all violations of inappropriate Internet access.

TERMS OF USE

1. Only registered students of the School District qualify for Internet access under this policy.

2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The school principal, vice-principal and/or responsible teacher may suspend or terminate any computer user's access for any reason whatsoever.
4. All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from the School District.
5. All student Internet use must have teacher/staff supervision.
6. Students will assume all risk for personal devices taken to school. If a private device becomes lost, stolen or damaged, Iron County School District is not responsible for any costs to replace the device or to restore lost data.

PENALTIES FOR IMPROPER USE

Any user violating this policy or applicable state and federal laws may be restricted from Internet use of any or all computers (in addition to other disciplinary options). Student electronic devices may be confiscated by school personnel and searched by law enforcement. Other additional options may include suspension, expulsion and/or referral to legal authorities.

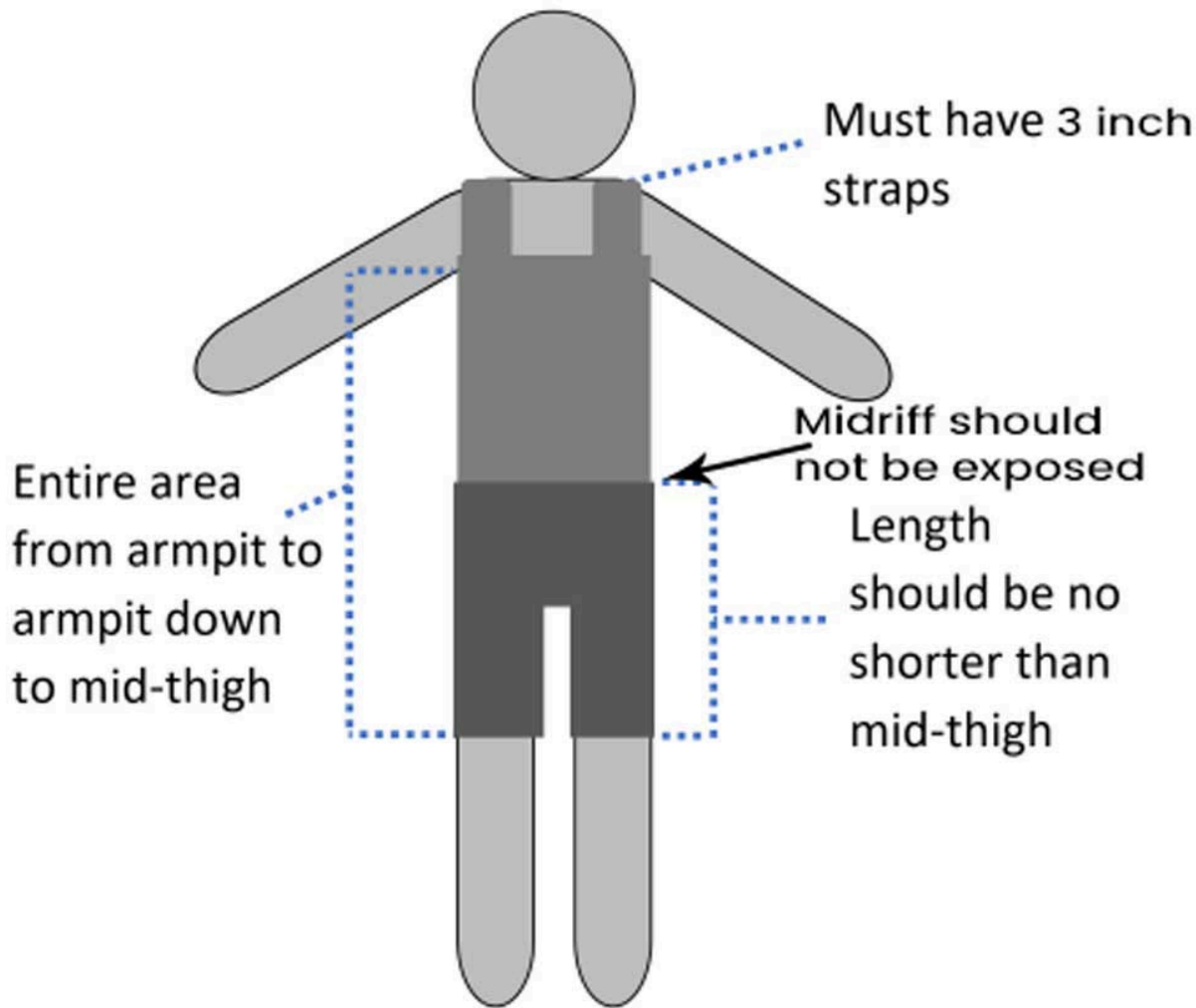
Adopted by the Iron County School District Board June 21, 2016

DRESS CODE

SUCCESS Academy recognizes the importance of proper dress and grooming at school. If there is a situation not addressed specifically in this code where, in the opinion of the administration, the individual's dress or grooming is harmful or distracting to the education process, the student will be asked to discontinue wearing said clothing. We follow Iron County district policy for student and teacher dress codes. The following expectations will be enforced at our school and any school sponsored activities (if a student is ever representing SUCCESS at an event, this is the expected dress). For students:

- Students are to dress in a neat and appropriate manner that reflects pride in themselves and in their school.
- Shorts and skirts must reach mid thigh
- Shirts or tops that expose bare midriffs during normal activity, tank tops, and spaghetti straps are not permitted. Shirts are required to have a three-inch shoulder strap and must have no longer than a two-inch gap from the armpit.
- No clothing deemed immodest in appearance because of excessive body exposure is allowed. Bust cleavage should not be exposed. Outer clothing should not reveal underclothing. Underwear is to remain true to its name; i.e., worn under regular clothing.
- Shoes must be worn at all times.
- Clothing with vulgar language, inappropriate pictures (sexually oriented, gang, and/or violence related), alcohol or cigarette advertising, depicting illegal substances or any other illegal activities is not permitted.
- Apparel that is gang related or appears to be gang related is not permitted. This includes, but is not limited to, oversized baggy pants, bandanas, headbands, spiked bands, chains on pants or wallets, or any article or clothing that would identify the student with a gang or be considered a weapon.
- Items such as excessive makeup or face paint or excessive, dangerous, or distracting body piercings or distracting hairstyles are not permitted.
- Students are permitted one small facial piercing.
- Inappropriate, vulgar or distracting tattoos must be covered.

Parents have the responsibility of ensuring that students are dressed properly for school. Students in violation of the approved dress policy will be sent to the office. A student in violation of the dress policy will not be allowed to return to class until their appearance is in compliance with this policy.



Behavior Expectations & Safe School Policy

Participation in SUCCESS Academy is a privilege and we are guests on the Southern Utah University campus. It is imperative that students behave in a mature manner. Behavior that would question our presence on the Southern Utah University campus cannot be tolerated.

SUCCESS Academy Safe School Policy

IRON COUNTY SCHOOL DISTRICT
Policy Handbook

The following definitions shall apply under this policy—

1. "Suspension" means removal of a student from the student's regular classroom assignment for a definite period of time.
 - a. "In-school suspension" means a temporary removal from the student's regular classroom for at least half a school day while remaining under the direct supervision of school personnel.
 - b. "Out-of-school suspension" means removal of the student from school grounds for disciplinary reasons, except:

- i. If the student is served solely under a Section 504 plan, “out-of-school suspension” means excluding the student from school for disciplinary purposes for one day or longer; and
 - ii. If the student is a student with disabilities under IDEA, “out-of-school suspension” means the temporary removal of the student from the student’s regular school to another setting for disciplinary reasons. Utah Admin. Rules R277-100-2(33) (January 8, 2021)
- 2. “Short-term suspension” means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time that is equal to or less than 10 school days.
- 3. “Long-term suspension” means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time that is greater than 10 school days.
- 4. “Expulsion” means termination of the student’s status as a student enrolled in the school. Expulsion may be for an indefinite or fixed period of time.
- 5. “Involuntary transfer” means reassignment of a student from one school, campus, or academic program, to a different school, campus, or academic program within the District. Involuntary transfer may be for an indefinite period of time or for a fixed period of time.
- 6. “School district location” means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- 7. “Disruptive behavior” means conduct which unreasonably interferes with the educational process or instruction of students in the classroom or elsewhere, including foul, profane, vulgar or abusive language.
- 8. “Bullying” means intentionally committing a written, physical, or verbal act that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. causing physical or emotional harm to the school employee or student;
 - b. causing damage to the school employee or student’s property;
 - c. placing the school employee or student in reasonable fear of:
 - i. harm to the school employee’s or student’s physical or emotional well-being; or
 - ii. damage to the school employee’s or student’s property.
 - d. creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - i. the pervasiveness, persistence, or severity of the actions; or
 - ii. a power differential between the bully and the target; or
 - e. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits. Utah Code § 53G-9-601(2) (2019)
- 9. “Communication” means the conveyance of a message, whether verbal, written, or electronic. Utah Code § 53G-9-601(3) (2019)
- 10. “Cyber-Bullying” means:
 - a. Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyber-bullying. Utah Code § 53G-9-601(4) (2019)
- 11. “Hazing” means a school employee or student intentionally, knowingly, or recklessly committing an act that:

- a. meets one of the following:
- i. endangers the mental or physical health or safety of a school employee or student; or
 - ii. involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - iii. involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or
 - iv. involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and either;
- b. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in any school or school sponsored team, organization, program, club, or event; or
- c. is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates. The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. Utah Code § 76-5-107.5 (2011) Utah Code § 53G-9-601(5) (2019)

12. "Retaliate" means an act or communication intended:

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

13. "Weapon" means "dangerous weapon," which includes any firearm or any object that is used for, or is readily capable of, causing death or serious bodily injury. "Firearm" means a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. The following factors are used in determining whether an object other than a firearm is a dangerous weapon:

- a. the location and circumstances in which the object was used or possessed;
- b. the primary purpose for which the object was made;
- c. the character of the wound, if any, produced by the object's unlawful or improper use;
- d. the manner in which the object was unlawfully or improperly used;
- e. whether the manner in which the object is used or possessed constitutes a potential imminent threat to public safety; and
- f. the lawful purposes for which the object may be used.

Possession of a weapon shall not violate this policy if possession is approved in writing by the responsible school administrator or if the item or material is present or to be used in connection with a lawful activity approved in writing by the responsible school administrator before the material in question is brought on school premises. (Persons under 21 years of age are not permitted to carry concealed firearms on school premises even if they have a permit or provisional permit to carry a concealed firearm.) Utah Code § 76-10-501 (2015) Utah Code § 76-10-505.5 (2021)

14. "Unlawful conduct" means any conduct by a student which violates any local, state, or federal law or regulation, or violates any District or school policy, or violates the legal rights of another person, and includes, but is not limited to, the following:

- a. Harassment: the crime of harassment occurs when a student, with intent to frighten or harass another, communicates in writing a written or recorded threat to commit any violent felony. Utah Code § 76-5-106 (1995)
 - b. Burglary: burglary means entering or remaining in a building or any portion of a building with the intent to commit an additional crime. Utah Code § 76-6-202 (2012)
 - c. Theft: theft means obtaining or exercising unauthorized control over the property of another with the purpose to deprive him or her thereof. Utah Code § 76-6-404 (1973)
 - d. Criminal mischief: criminal mischief means intentionally damaging, defacing, or destroying the property of another; or recklessly or willfully shooting or propelling a missile or other object at or against a motor vehicle, bus, airplane, locomotive, train, railway car, or caboose, whether moving or standing, or intentionally and unlawfully tampering with the property of another so as to recklessly endanger human life, health, or safety or recklessly causes or threatens a substantial interruption or impairment of critical infrastructure. Utah Code § 76-6-106 (2012)
 - e. Assault: assault means an attempt, with unlawful force or violence, to do bodily injury to another. Utah Code § 76-5-102 (2015)
 - f. Gang activity. Utah Code § 76-9-801 to 804 Utah Code § 76-9-901 to 907
 - g. Willfully defaces or otherwise damages school property. Utah Code § 53G-8-212 (2021)
15. Making a false alarm: a student makes a false alarm if he or she initiates or circulates a report or warning of any fire, impending bombing, or other crime or catastrophe, knowing that the report or warning is false or baseless and is likely to cause the evacuation of any building or public transport; improper activation of school alarms or safety systems. Utah Code § 76-9-105 (2017)
16. Disrupting the operation of a school: Disrupting the operation of a school occurs when a person, after being asked to leave by a school official, remains on school property for the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school. Utah Code § 76-9-106 (1992)
17. Terroristic Threats: A student commits a terroristic threat if the student threatens to commit any offense involving bodily injury, death, or substantial property damage, and:
- a. Threatens to use a weapon of mass destruction or hoax weapon of mass destruction; or
 - b. The student acts with intent to:
 - i. Influence or affect a government or unit of government or intimidate or coerce a civilian population;
Or
 - ii. Cause action of any nature by an official or volunteer agency organized to deal with emergencies;
Or
 - iii. Prevent or interrupt the occupation of a building or a portion of a building, a place to which the public has access, or a facility or vehicle of public transportation operated by a common carrier. Utah Code § 76-5-107.3 (2013)
18. "Sexual Harassment" has the definitions set out in Policy ACA.

Publication of Safe Schools Policy—

A copy of this policy shall be given to each student in school upon enrollment in the school. Each student transferring to a school in the district who was not attending a school in the district just prior to the transfer shall receive a copy of this policy. When a copy of this policy is provided to a student, a copy shall also be provided to the student's parent. Utah Code § 53G-8-204(2)(a) (2019)

A copy of this policy shall be posted in a prominent place in each school in the district. Any significant change in this policy shall be posted in each school in the district, and a copy of the revised policy shall be distributed to the students in each school. Utah Code § 53G-8-204(2)(b), (c) (2019)

Conduct Warranting Discipline—

A student may be disciplined for the conduct described below. The type of the discipline imposed will depend on the nature of the particular conduct.

1. Conduct Which May Warrant, But Does Not Require, Suspension or Expulsion:

- a. A student may be disciplined for any of the following prohibited conduct when it occurs in a school building, or on or in proximity to school property; in conjunction with any school sponsored activity; in or on a school vehicle; is directed at or against another student or a district employee; or when it threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.
 - i. Any unlawful conduct, as that is defined above.
 - ii. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.
 - iii. Willful destruction, defacing, or damaging of school property.
 - iv. 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.
 - v. Disruptive behavior, as that is defined above.
 - vi. Possession or use of pornographic material on school property that would constitute a misdemeanor offense under Utah Code § 76-10-1235. (This includes accessing such material through the District computer network or by using any District-owned device.)
 - vii. Bullying, abusive conduct, cyberbullying, retaliation, and making false allegations of bullying, bullying or retaliation.
 - viii. Any use of an electronic device or camera to record sounds or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student has been involved in prior violations of this policy.

(1). The use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty.

ix. The use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate.

- b. Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event.
- c. Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity on or off school property. "Tobacco products" includes an electronic cigarette or electronic cigarette product as that has been defined by state law (Utah Code §76-10-101).
- d. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school sponsored event.
- e. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing, Policy JFBA. Utah Code § 53G-8-205(1) (2019) Utah Code § 53G-8-602 (2018) Utah Code § 53G-8-209 (2020)

f. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code. Utah Code § 76-6-102 (2013) Utah Code § 76-6-103 (1986)

g. Engaging in conduct that contains the elements of any felony.

h. Sexual Harassment.

i. Gang-related activity: A “gang” as defined in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. Gang-related activity includes but is not limited to:

i. Wearing, possessing, using or distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.

ii. Use of a name associated with or attributable to a gang;

iii. Designating "turf" or an area for gang activity or occupation.

2. Conduct Which Requires Suspension or Expulsion

a. A student shall be suspended (out-of-school suspension) or expelled from school for participation in any serious violation affecting another student or a staff member, or any serious violation when it occurs in a school building, in or on school property; or in conjunction with any school sponsored activity including:

i. The sale, control, delivery, transfer or distribution of a drug or controlled substance, as defined in Utah Code § 58-37-2, an imitation

ii. Controlled substance, as defined in Utah Code § 58-37b-2, or drug paraphernalia as defined in Utah Code § 58-37a-3

iii. 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. Utah Code § 53G-8-205(2) (2019) Utah Code § 76-5-102 (2015) Utah Code § 76-5- 102.3 (2017)

3. Conduct Which Requires 1-year Expulsion

a. A student shall be expelled from school for not less than one year, subject to the 45-day review process for mandatory year expulsion set forth below, if the student participates in any serious violation affecting another student or a staff member, or any serious violation when it occurs in a school building, in or on school property; or in conjunction with any school sponsored activity including one of the following violations:

i. possession, control or actual or threatened use of a real weapon, explosive, or flammable device or material;

ii. the actual or threatened use of a look-alike or pretend weapon with intent to intimidate another person or to disrupt normal school activities. Utah Code § 53G-8-205(2)(b) (2019)

4. Discipline Rules for Students with Disabilities Suspension/Expulsion of Handicapped Students. Students identified as disabled under the Individuals with Disabilities and Education

Act, or under 504 of the Rehabilitation Act of 1973 must be given special considerations. Expulsion of a student for misbehavior that is related to a disability may constitute discrimination. Suspension/Expulsion of Handicapped Students

1. Short-term Suspension. The school district may suspend students with handicaps from school for a period not to exceed ten (10) official school days if it is determined that:

a. Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons; or

b. The student has engaged in conduct, which would otherwise warrant suspension or removal for a non-handicapped student.

SPECIAL NOTE: The maximum number of ten (10) days suspension is considered on a cumulative basis, within one school year. The number of days should be only as many as are necessary in the specific case.

Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.

2. Long-Term Suspension. Any expulsion/suspension of a student with disabilities for more than 10 days constitutes a change in placement. Prior to a change-in-placement, parents of the student must be notified of the proposed change and the Special Education Committee must first determine whether the alleged behavior is related to a handicapping condition. If the parent contests the proposed change, notice of due process rights must be given to the parent or guardian and the student must “stay put” in the present educational environment unless the parent or guardian agrees otherwise, pending resolution of the hearing.

Handicapped Students

A handicapped student may be expelled for engaging in conduct that would warrant such action for a non-handicapped student only if the Special Education Committee determines the misconduct is not related to the handicapping condition or inappropriate placement. In determining whether a student’s disruptive behavior is related to a student’s handicapping condition, the Special Education Committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The committee shall consider whether the student’s behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being conducted. The Special Education Committee shall determine the instructional and related services to be provided during the time of expulsion. The student’s IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

Remedial Measures and Disciplinary Sanctions—

Following a determination that a student has committed a violation, the student may be subject to one of the following remedial measures or disciplinary sanctions, as is determined to be appropriate for the violation or as is required by the terms of this policy or other District policies.

1. Remedial Measures

- a. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the violation. This remedial measure is available only where the violation is for willful disobedience, defiance of authority, or disruptive behavior when such conduct is not of such a violent or extreme nature that immediate removal from school is required.
- b. Continued school and class attendance accompanied by the student’s parent or guardian for a designated period of time. This remedial measure is available only with the consent of the student’s teacher or teachers and the agreement of the student’s parent or guardian. The parent or guardian must agree to attend all of the student’s classes for each day of the suspension. If the parent or guardian fails to attend class with the student, the student shall then be subject to suspension or other discipline in accordance with this policy.
- c. In-school suspension. Attendance in a designated in-school suspension program. Students shall be instructed in the essential elements of the courses in which they are enrolled at the time of removal.
- d. Home-based instruction. Instruction at home, provided that combined days of suspension and assignment to home-based instruction shall not exceed ten (10) school days in a semester.
- e. Voluntary transfer. Voluntary transfer to another school, campus, community-based alternative school or other special program within the district, subject to the admission criteria of such alternative programs.
- f. Withholding grade reports, diplomas and transcripts. If a school determines that school or district property has been lost or willfully cut, defaced or otherwise damaged by a student, the school may

withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages.

i. If the student and the student's parent are unable to pay for the damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, then the school shall provide a program of work the student may complete in lieu of the payment. In that case, the school shall release the official grade report, diploma, or transcript of the student upon completion of the work.

ii. If the Department of Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the Department or agency, may not be withheld from the Department or agency for non-payment of damages under this section.

iii. No penalty may be assessed for damages which may be reasonably attributed to normal wear and tear. Utah Code § 53G-8-212 (2021)

2. Disciplinary Sanctions

a. Detention. Students in grades kindergarten through six may be detained in school after regular school hours in the event the responsible school administrator determines that such action is justified in disciplining the student. No student may be detained after regular school hours until his or her parent has received prior notice of the detention to take place on a particular school day.

i. The notice provided for under this policy need not be completed prior to detention of the student if detention is necessary for the student's health or safety.

Utah Code § 53G-8-203(2) (2020)

b. Suspension (in-school or out-of-school).

c. Involuntary transfer. Involuntary transfer to another school, campus, community-based alternative school or other special program within the District.

d. Expulsion.

Authority to Impose Discipline—

The Board of Education hereby delegates to each school principal within the District the authority to suspend a student in the principal's school for up to ten (10) school days, in accordance with this policy. The Board of Education hereby delegates to the superintendent (or designee) the authority to suspend a student for up to one (1) school year. The Board of Education has the authority to expel a student for a fixed or indefinite period. Utah Code § 53G-8-206 (2019)

Procedure for Imposing Discipline—

Remedial measures or disciplinary sanctions may be imposed on a student only after it has been determined, following appropriate due process, that the student has committed a violation. The nature of the due process required depends in part on the magnitude of the penalty to be imposed. When a student is accused of sexual harassment, the procedure set out in Policy ACA shall be followed in place of the procedure in this policy.

1. Short-term Out-of-School Suspension

a. Informal due process hearing. A school principal may suspend a student from school for up to ten (10) school days for a violation. Prior to imposing such a suspension, the school principal shall meet with the student, if possible, to discuss the incident(s) and to provide the student an opportunity to respond. The principal shall then determine whether a violation has occurred and whether suspension or other discipline is appropriate. In appropriate cases, the principal shall consider and offer the student alternatives to out-of-school suspension, including in-school suspension and parental attendance with the student (where appropriate consent from teachers is obtained).

b. Short-term out-of-school suspension pending due process hearing. If the school principal makes an initial determination that the violation warrants long-term suspension or expulsion, the school principal

may recommend those sanctions and may impose a short-term out-of-school suspension pending a hearing on whether those sanctions should be imposed.

c. Departure from school grounds. A suspended student shall immediately leave the school building and grounds following a determination by the school of the best way to transfer custody of the student to the parent or other person authorized by the parent or applicable law to accept custody of the student. Utah Code § 53G-8-206(5)(a) (2019)

d. Notice of short-term out-of-school suspension. If a short-term suspension is imposed, the principal or assistant principal shall immediately provide notice to the student's parent. Notice shall, if possible, be given by telephone. If reasonable efforts to contact the parent by telephone are unsuccessful, then written notice shall be sent to the parent. The notice, whether verbal or written, shall include the following:

i. That the student has been suspended from school.

ii. The grounds for the suspension.

iii. The period of time for which the student is suspended from school.

iv. The date, time and place for the parent and student to meet with the principal or assistant principal to review the suspension. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension. *Goss v. Lopez*, 419 U.S. 565 (1975) Utah Code § 53G-8-206(4) (2019)

e. Notice of recommended expulsion or long-term suspension. If the principal or assistant principal has recommended that the superintendent expel the student or suspend the student from school for a period longer than ten days, that fact shall be included in the notice to the parent or guardian.

f. Meeting to review out-of-school suspension. At this meeting, the principal or assistant principal shall review with the parent and student the charges and evidence against the student and shall provide the student and parent with an opportunity to respond. During this meeting, the principal or assistant principal may determine whether the suspension previously imposed should be maintained, whether to adopt an alternative remedial measure, or whether the suspension should be terminated. The principal or assistant principal should also discuss with the parent a plan to avoid recurrence of the problem. Utah Code § 53G-8-206(5)(b), (c) (2019)

2. Long-term Out-of-School Suspension or Expulsion

a. Due process hearing. If the principal or assistant principal recommends long-term suspension from school or expulsion, he or she shall notify the superintendent of that recommendation. The superintendent shall then schedule a hearing to be held with the student's parent or guardian, the student, and the superintendent or the superintendent's designee. The hearing shall be scheduled to take place prior to the tenth day of the student's suspension from school where possible.

b. Notice of hearing. The superintendent shall provide written notice of the date, time and place of the hearing to the student and his or her parent or guardian so as to afford a reasonable opportunity for preparation. The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension from school for more than 10 days or for expulsion and the period of time for which suspension or expulsion has been recommended. The statement of the charges against the student shall include the nature of the evidence and the names of any witnesses whose testimony may be used against the student unless confidentiality is required due to the necessity to protect student witnesses. *Wagner v. Ft. Wayne Community Schools*, 255 F. Supp. 2d 915 (N.D. Ind. 2003)

c. Conduct of hearing. The superintendent or the superintendent's designee shall preside at and conduct the hearing at the appointed time and place. The district and the student may each be represented by a person of their choice. Each side may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues.

However, the district may present hearsay evidence if confidentiality is required due to the necessity to protect witnesses. *Wagner v. Ft. Wayne Community Schools*, 255 F. Supp. 2d 915 (N.D. Ind. 2003) d. Decision. At the conclusion of the hearing, the superintendent or designee shall make a final determination of the matter and shall state his or her determination to those attending the hearing. The determination shall then be placed in writing and mailed to the student and his or her parents. Upon a finding that the student has engaged in conduct warranting discipline, the superintendent may determine what discipline or remedial measures are appropriate for the conduct. If the superintendent determines that the appropriate sanction is expulsion, then that sanction must be authorized by the Board of Education as set out below. Apart from expulsion, the superintendent may impose any of the available remedial measures or sanctions as are found to be appropriate. In determining the appropriate sanction, the superintendent shall consider whether alternatives to suspension are appropriate or available. Utah Code § 53G-8-206 (2019) Utah Code § 53G-8-207 (2019)

e. Appeal. A student may appeal the determination of the superintendent to the Board of Education by filing a written notice of appeal with the superintendent within ten (10) days of the date the decision of the superintendent is mailed to the student. No further hearing will be held. The Board will review the evidence submitted to the superintendent and the written determination of the superintendent. The Board may affirm the superintendent's decision and modify the Superintendent's decision. The Board's written decision will be issued within thirty (30) days of receipt of the student's written notice of appeal.

f. Board evaluation of expulsion recommendation. If the superintendent recommends expulsion for an indefinite or definite period of time, then the superintendent will transmit that recommendation to the Board of Education along with the record of evidence submitted to the superintendent. The Board may review the recommendation based on this record or may at its sole discretion accept further evidence. Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanctions. This decision is final. Utah Code § 53G-8-206(3) (2019)

g. 45-day review of mandatory one-year expulsions. Where a student has been expelled for one year because of a violation involving a weapon, explosive, or flammable material, a hearing shall be held within 45 days of the imposition of the expulsion. This hearing shall be held before the superintendent or the superintendent's designee and shall be attended by the student and a parent of the student. At this hearing, the superintendent shall determine:

- i. what conditions must be met by the student and the student's parents for the student to return to school;
- ii. whether the student should be placed on probation in a regular or alternative school setting, and if so what conditions must be met by the student to assure the safety of students and staff at the school the student is placed in; and
- iii. if it would be in the best interest of both the school district and the student to modify the expulsion term to less than a year, giving highest priority to providing a safe school environment for all students.
- iv. If the superintendent or his or her designee determines that the student should return to school prior to the expiration of the one-year expulsion term conditioned on compliance with the conditions established by the superintendent, then the superintendent shall submit that recommendation to the Board of Education. If the Board of Education approves the return, the student may return to school pursuant to the conditions established. Utah Code § 53G-8-205(2)(b) (2019)

h. 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. Utah Code § 53G-8-205(3) (2019)

All student disciplinary hearings shall be conducted by the Board or its designee in an executive session. All evidence presented in such hearings shall constitute student educational records and shall be treated as “confidential”. The District hereby designates all student records as “protected” under the Government Records Access Management Act. The names of students giving statements used in a student hearing involving other students may be protected and redacted where necessary to protect the students from threats of harm or interference with the educational process.

Notification of Weapons on School Property—

Whenever a student is found on school property during school hours or a school sponsored activity in possession of a dangerous weapon and that information is reported to or known by the principal, the principal shall notify appropriate law enforcement personnel as well as school and district personnel who, in the good faith opinion of the principal, should be informed. Utah Code § 53G-8-510 (2018)

Education of Students Subject to Discipline—

The educational services that will be provided to students subject to discipline will depend upon the nature of the discipline.

1. Students subject to remedial measures. Students subject to remedial measures such as a remedial discipline plan, class attendance with a parent, or in-school suspension will continue to receive educational services from the district according to the remedial measure. A student transferred to another school or program within the district will receive educational services through that school or program.
2. Parental responsibility for education. When a student is expelled or is suspended from school for more than 10 days, it is the responsibility of the student’s parent to undertake an alternative education plan which will ensure that the student’s education continues during the period of the suspension or expulsion. The parent shall work with designated school officials to determine how that responsibility might best be met through private education, alternative programs offered by the district, or other alternatives which will reasonably meet the student’s educational needs. Costs for educational services not provided by the district are the responsibility of the student’s parent. Utah Code § 53G-8-208 (2020)
3. Review of student progress. The district shall contact the parent of each suspended or expelled student under the age of 16 at least once per month to determine the student’s progress. Utah Code § 53G-8-208(4)(b) (2020)
4. Record of disciplined students. The district shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student’s cumulative folder. Utah Code § 53G-8-208(4)(a) (2020)

Readmission of Suspended or Expelled Students—

1. Suspended students. A suspended student may not be readmitted to a public school until the student and the student’s parent or guardian have met with a designated school official to review the suspension and have agreed with the school official upon a plan to avoid recurrence of the violation resulting in suspension. At the discretion of the principal, the student may be readmitted if the student and the student’s parent or guardian have agreed to participate in such a meeting. However, a suspension may not extend beyond ten (10) days unless the student and the student’s parent or guardian have been given a reasonable opportunity to meet with a designated school official to respond to the allegations and proposed disciplinary action.
2. Expelled students. The superintendent or his or her designee shall review the expulsion sanction of each expelled student at least once per year and shall report the conclusions of such review to the Board of Education. The superintendent or his or her designee may make recommendations regarding

whether such sanction should be modified or removed, and what conditions, if any, should be imposed on the student's readmission. If the Board has expelled a student for a set period of time and has not otherwise specified, at the expiration of that expulsion term a student may enroll at his or her area school on the same terms as a new student.

Information Regarding SafeUT Crisis Line—

The SafeUT Crisis line established by the State through the University Neuropsychiatric Institute provides crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis. It also provides means for an individual to anonymously report (1) unsafe, violent, or criminal activities, or the threat of such activities at or near a public school, (2) incidents of bullying, cyberbullying, harassment, or hazing, and (3) incidents of physical or sexual abuse committed by a school employee or school volunteer. The Board shall inform students, parents, and school personnel about the SafeUT Crisis Line. Utah Code § 53B-17-1202(1) (2019) Utah Code § 53B-17-1204(4) (2019)

Response to SafeUT Crisis Line Reports—

The District shall respond to reports received through the SafeUT Crisis Line in accordance with models developed by the State Board of Education. Utah Code § 53G-8-203(1)(i) (2020) Revision Approved: January 25, 2022

SCHOOL COUNSELING DEPARTMENT INFORMATION

The school counseling department helps in the areas of academic achievement, personal/social development, and career development to ensure today's students become the productive, well-adjusted adults of tomorrow.

School Guidance Curriculum:

- Classroom Lessons via Keys to Success and Naviance
- Bulletin Boards
- Senior Seminar Class

Individual Student Planning:

- Group and/or Individual Plan for College and Career Meetings (PCCR, formerly SEOP)
- 4-Year Plans
- High School and Associate Degree Graduation Tracking
- High School and SUU Registration
- Naviance College Match and Scholarship Search

Responsive Services:

- Bully Prevention Program
- Suicide Prevention Program
- Response to Intervention Program

System Support:

- School Counseling Advisory Committee
- School Land Trust Committee
- Weekly Collaboration with SUCCESS Academy Teachers
- Collaboration with ICSD Secondary School Counselors
- Professional Development

COMMUNICATION

To ensure we are meeting the needs of our students and parents we are continually seeking ways to increase communication. Our main means of communication include:

- Online Counseling Calendar:
 - http://suusuccess.org/counseling/counseling_calendar.html
- Website/Handbook:
 - SUU SUCCESS Website: <http://suusuccess.org/events.html/>
 - SUU SUCCESS Counseling Website: <http://www.suusuccesscounseling.org/>
 - Freshmen Handbook
 - Sophomore Handbook
 - Junior Handbook
 - Senior Handbook
- Email:
 - Mackenzie Stratton (stratton@successacademy.org)
 - Matt Bulloch (bulloch@successacademy.org)
- Social Media:
 - Facebook (SUCCESS Academy at SUU)
 - Instagram (suu.success.academy)
 - Twitter (@SuccessUtah)
 - Goggle+ (Success Academy Utah)
- Phone/Email Blasts: Group phone/email messages
- Remind 101: Receive a brief text or email message if sign up

PLAN FOR COLLEGE AND CAREER READINESS MEETINGS

Throughout the year SUCCESS Academy counselors meet with students individually and/or in groups to help students plan for college and career readiness. They help students with college and career exploration, planning, and preparation. Counselors will meet with each grade level monthly in classrooms and use a program called Naviance (more information below) for college and career readiness activities.

As part of the planning process, the SUCCESS Academy counselors meet with each student individually for their Planning for College and Career Readiness (PCCR) meetings. Information given during the PCCR meetings may include grade checks, important information regarding each grade level, 4-year plans, tutoring, probation policy, SOS Signs of Suicide Prevention program and answer any questions you may have. Therefore, it is important for both students and at least one parent or guardian to attend. Scheduled meeting for each grade level are as follows:

- Seniors-Fall semester (Last week of August)
- Freshman-Fall semester
- Sophomores-Fall semester
- Juniors-Spring semester

SENIOR PCCR MEETINGS

Dear Senior Student and Parents/Guardians,

All Seniors will be meeting with Mrs. Stratton for their Individual Plan for College and Career Readiness meetings. I will be meeting with each senior, individually, at the end of August..

In these meetings I will go over important information regarding senior year, high school and SUU graduation progress, scholarships, financial aid, and answer any questions you may have. Therefore, it is important for both students and at least one parent or guardian to attend.

To schedule your appointment, copy or enter the URL address listed below and select a date and time. Meetings can be held online or in person. Please let your counselor know how you would like your meeting to be held.

AM Cohort Mrs. Stratton:

<https://calendly.com/stratton-1/senior>

PM Cohort Mr. Bulloch:

<https://calendly.com/bulloch/senior-pccr>

I look forward to meeting with you!

If you have any date/time conflicts or questions, please contact me via email.

Mrs. Stratton: stratton@successacademy.org

Keys to Success

As the leading College & Career Readiness tool for the state of Utah, the Keys to Success program motivates students to unlock their future by connecting them to scholarships, internships, and careers. With more than 100,000 users and hosting over \$160M in scholarships, Keys to Success serves as a one-stop shop for Utah resources. The Keys to Success app motivates its high school, middle school, and adult users to unlock their future by connecting them with educational pathways and workforce development.

As students explore these opportunities, they gain points towards prizes from local sponsors, providing them with a short-term incentive to prepare them for their future. Partnered with the Utah State Board of Education (USBE) and Utah System of Higher Education (USHE), the Keys to Success app content is tailored to support students, counselors, and administrators across the state.

At Keys to Success, we are dedicated to protecting students' privacy. When a student signs up for Keys to Success the only information we gather is their Name, Email, School, Graduation Year, Parent Email, and then Gender (can specify "Other" if they do not want to disclose). We have taken every security precaution to secure our data to ensure privacy and protection for your student.

For more information, please visit ktsutah.org.

SUICIDE PREVENTION PROGRAM

For 9th and 10th Grade Students:

The adolescent years are marked by a roller-coaster ride of emotions-difficult for most students and their parents. It is easy to misread depression as normal adolescent turmoil; however, depression (among the most common of mental illnesses) does occur in some adolescents. Depression-which is treatable-is a leading risk factor for suicide. In addition, self-injury has become a growing problem among youth.

To proactively address these issues, SUCCESS Academy is offering depression awareness and suicide prevention training as part of the SOS Signs of Suicide Prevention Program. The program aims to increase help seeking by students concerned about themselves or a friend. The SOS Program is listed on SAMHSA's National Registry of Evidence-Based Programs and Practices. In a randomized control study, the SOS High School Program showed a reduction in self-reported suicide attempts by 40% (BMC Public Health, July 2007).

Our goals in participating in this program are straightforward:

- To help our students understand that depression is a treatable illness
- To explain that suicide is a preventable tragedy that often occurs as a result of untreated depression
- To provide students training in how to identify serious depression and potential suicidality in themselves or a friend
- To impress upon youth that they can help themselves or a friend by taking the simple step of talking to a responsible adult about their concerns
- To help students know whom in the school they can turn to for help, if they need it

For 11th and 12th Grade Students:

The transition after high school is marked by the push and pull of dependence and independence, as well as new stressors that include being on one's own, changes in family relations, financial responsibilities, changes in social life, exposure to new people, ideas and temptations, and greater academic demands for those attending college. All these stressors contribute to a rollercoaster ride of emotions that can be difficult for graduates and their parents. It is easy to

misread depression as normal turmoil; however, symptoms of depression can be serious and are known risk factors for suicide.

To proactively address these issues, SUCCESS Academy is offering depression awareness and suicide prevention training as part of the SOS Signs of Suicide Prevention Program. The program aims to increase help seeking by students concerned about themselves or a friend. The SOS Program is listed on SAMHSA's National Registry of Evidence-Based Programs and Practices. In a randomized control study, the SOS High School Program showed a reduction in self-reported suicide attempts by 40% (BMC Public Health, July 2007).

Our goals in participating in this program are straightforward:

- To help our students understand that mental illness is treatable, and to help them assess whether or not they (or a peer) may have symptoms consistent with depression.
- To explain that suicide is a preventable tragedy that often occurs as a result of untreated mental illness.
- To train students to identify and respond to serious depression and potential suicidality in themselves or a friend.
- To introduce students to resources in the community and provide them with information on seeking help in college, the workforce, or armed forces.

SCHOOL COUNSELING ADVISORY COMMITTEE

SUCCESS Academy is committed to providing its students a comprehensive school counseling program. To improve our program, curriculum, and delivery strategies, we are creating a School Counseling Advisory Committee. To be effective and relevant, we believe it is critical that representatives from parents, students, school staff, and other community members all have the opportunity to provide input and service on this committee.

We invite you to serve on our School Counseling Advisory Committee. By serving on this committee, you have the opportunity to guide the SUCCESS Academy School Counseling program.

- Beginning Fall of 2022, regularly scheduled meetings will be held: one meeting each quarter. Attendance to these meetings is required to serve on the committee.
- Any individual who would like to volunteer to serve on this committee is requested to submit an **RSVP NO LATER THAN SEPTEMBER 1st** to stratton@successacademy.org
- The first meeting is TBA and will be held at SUCCESS Academy.
- If you have any questions, please call Mackenzie Stratton at 435-865-8791 or email at stratton@successacademy.org

Part II: Parent and Student Signature Forms

Please update information

STUDENT'S NAME _____ GRADE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE # _____ MOM'S WK # _____ DAD'S WK # _____

PARENT'S NAME _____

PARENT EMAIL ADDRESS _____

ADDITIONAL EMAIL ADDRESS _____

_____ Check if the above is an address change from last year.

Please log on to your Powerschool account and sign the Safe School Policy, Bullying, Cyber-bullying, Hazing, & Retaliation Policy, and Student Computer Acceptable Use Policy (RUP).

The Grades 6-12 Student RUP MUST be signed ASAP by both **guardian** and **student**.

To sign the forms electronically, you must use your current Powerschool Account. You will find your account login information in your back to school packet.

If you are having trouble accessing your account contact Mackenzie Stratton at stratton@successacademy.org.

IRON COUNTY SCHOOL DISTRICT

If your student will be riding the bus the contract below must be signed and returned to SUCCESS Academy.

As parents/guardians of a SUCCESS Academy student, I understand that the State of Utah Administrative Rules governing Charter Schools states that, "Charter Schools are not eligible for to-and-from school transportation funds." (R277-470-5).

As a result of this administrative ruling, parents must assume the responsibility of transportation to and from the Charter School. Iron County School District has agreed to provide transportation for SUCCESS Academy students to the boundary high school and further agrees to provide transportation from the boundary high school to SUCCESS Academy.

SUCCESS Academy students will be subject to all Iron County School District bus policies and may be denied access to the bus if in violation of those policies.

Student's Signature

Parent/Guardian's Signature

Date

Keys to SUCCESS

Please be aware that the following information may be collected and stored as part of an individual student's profile:

- 1) Personalized resume, which can include home address and phone number, education and work history, interests, hobbies and extracurricular activities.
- 2) Results from the following interest and career assessments:
 - Reality Check—Reality Check is a career development activity that helps student envision their future and then evaluate how well their education and career goals will support that future vision.
 - Career Cluster Inventory—Students rate 80 activities on how much they think they would enjoy doing them. Most of these activities are things they have done before. Answers are used to identify which of the 16 National Career Clusters a student might find most interesting.
 - Interest Profiler—Interest Profiler helps users identify interests and match them with a wide variety of careers. It doesn't tell users what they should be but organizes interests in six broad categories of work related to personality characteristics.
 - Work Importance Locator—Instead of questions, the Work Importance Locator uses twenty (20) cards with statements about different aspects of work. Users sort the cards into groups, based on how important the statement on each card is to the users ideal job - the kind of job the user would most like to have. There are five (5) levels of importance from Most Important to Least Important.
 - Entrepreneur's Assessment—The Entrepreneurial Career Assessment Form can help users learn more about entrepreneurs and more about themselves. By taking the assessment, users can gain insight into the differences between being self-employed and working for an employer.
- 3) Students may also save information regarding:
 - Scholarship searches, including personal and family characteristics such as parent's level of education and any religious affiliations. This information will help student's access scholarships and information supportive of their background.
 - Post-high school education and training searches, including colleges, universities and other training programs, including "following" colleges and universities, and inviting them to make contact with the student. Student contact details will be anonymous to the colleges and universities.
 - Programs of study, including intended training after high school.
 - Occupations of interest, including top choices for future employment.
- 4) Students will need a valid email address for the password recovery process. We recommend using school assigned student email accounts or parent email accounts.

Please indicate permission for your student to use the elements of the student profile described above by signing and dating below. Be sure to include the name of the student and your relationship to the student.

Student Name (Please Print) _____

Your Name (Please Print) _____

Relationship to the student (Please Print) _____

Your Signature _____

Date _____

SUICIDE PREVENTION PROGRAM PARENT PERMISSION FORM

Dear Parent or Guardian:

The SOS Signs of Suicide Prevention Program includes administration of a depression screening questionnaire. This tool cannot provide a diagnosis of depression, but does indicate whether your child should be referred for evaluation by a mental health professional.

Please sign the enclosed permission slip indicating whether or not you will allow your child to participate in the SOS Signs of Suicide Prevention Program, including the depression screening questionnaire.

If you have any questions or concerns about this program, please do not hesitate to contact us.

I, _____, as parent/guardian give permission for
_____ to participate in the SOS Signs of Prevention Program, including depression
screening questionnaire.

I, _____, as parent/guardian do not give permission for
_____ to participate in the SOS Signs of Prevention Program, including depression
screening questionnaire.

Signature of Parent/Guardian: _____ Date: _____



SUCCESS Academy School Parent Compact

The mission of SUCCESS Academy, An Early College High School, is to empower, encourage, and engage ALL students in the pursuit of Academic Excellence and citizenship.

Teacher Pledge: I will

- Have high expectations for all students
- Provide a clear syllabus
- Develop a classroom climate that is respectful to all students
- Develop and encourage independence and higher order thinking skills in my students
- Enforce rules fairly and consistently
- Help students become college and career ready

Student Pledge: I will

- Come to school prepared to learn
- Take and review notes in all classes
- Complete my homework
- Turn in every assignment by the deadline it is due
- Respect adults, myself and other students
- Obey school rules

Parent Pledge: I will

- Help my child to plan and organize so assignments are completed and turned in and on time.
- Support attendance every day and arrange for my child to arrive at school on time.
- Help my child become an independent learner through communication with teachers and other staff.
- Utilize learning tools like Canvas, Google calendar, and the course syllabus to help my child track and monitor key deadlines.



Parent Involvement Policy

SUCCESS Academy is a Charter High School under the direction of the Iron County School District. The following policy has been adapted from the Iron County School District's Parent Involvement Policy.

SUCCESS Academy regards parental involvement vital to the success of students. Parents are partners in helping their children achieve. They have the right to be involved in the design and operation of the Title I program. At the same time, they have the responsibility to help their children succeed in school. To accomplish this SUCCESS Academy will ensure that the required school-level parental involvement policies are followed.

In addition at least 3 percent of the Title I funds received by SUCCESS Academy is designed for parent programs. Parents are included, as appropriate, in decision-making and have input on how this money should be spent. The money is used to assist parents in improving student academic learning, provide parent training or to address other identified parental needs.

Parents are encouraged to give feedback regarding the Title I program as well as other school programs at their school. Surveys are conducted each year to help make district and school level decisions.

To help facilitate communication, selected parent representatives meet with school personnel a minimum of two times a year to provide an opportunity to have input on the education of their children. A variety of activities to educate parents about Title I services and other school programs are held throughout the school year. These activities may include:

- Back to School Night
- Plan for College and Career Readiness Conferences
- Newsletters (electronic)
- Parent Nights
- School/District Websites

SUCCESS Academy provides assistance to ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating students in an understandable and uniform format. Critical school documents will be provided to parents in their native language or interpreted by school personnel upon request.

In addition, SUCCESS Academy will provide assistance and information on the qualifications of their child's classroom teacher. Further, teachers are encouraged to be available before and after school to communicate with parents about students.

This is only a sample of the many activities that involve parents in the Title I program in SUCCESS Academy. There is a continuous effort to build parents' capacity for strong parental involvement and to provide a partnership between the district, the school, parents and the community to improve student academic achievement.

(updated 2012)

SUU Authorization to Release Educational Information

On the following page is a form that SUU requires to be able to release educational information. For SUCCESS Academy to be able to view SUU College grades during the school year, you must provide permission for SUU to release this information to SUCCESS Academy. We use this information to check on and follow up with students while they participate in college level courses while attending SUCCESS.

Please fill out the form but do not sign it until you come into the school. Each student must sign the form in front of our School Secretary, Mrs. Jordan, who is an authorized notary public and can serve as a witness. Please come into the school during normal business hours to sign it in front of Mrs. Jordan. Alternatively, a student may have this witnessed by another notary public and then turn it in. If you have additional concerns or questions, please contact the office.