



Utah Military Academy

UMA Cadet Code of Conduct

Updated

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Utah Military Academy Cadet Code of Conduct

The UMA VISION

The Utah Military Academy will prepare cadets as leaders to thrive in any competitive environment upon graduation with a focus on entrance into the military academies, ROTC scholarship programs in colleges and universities, or other technically challenging opportunities related to the military culture. All of these options result in maximizing cadets' lifelong potential.

The UMA MISSION

Utah Military Academy recognizes academic excellence is a requirement for admission to a United States Military Academy or to qualify for ROTC scholarships. In order for cadets to be fully prepared for its rigorous high school curriculum, the school will admit cadets beginning in seventh grade in order to build and strengthen necessary academic skills. UMA will continue to focus on high academic achievement throughout the cadet's high school career.

UMA will also engage the family and community in supporting this culture both on campus and off.

An important part of program implementation is the hiring and development of our professional staff. We recognize that many of the finest teachers may not have a military background. However, UMA will introduce and foster a complete adoption of military culture among our staff. It is from the demonstrated leadership of our staff, in support of the UMA Vision, Mission and Compact, that culture will be shared with cadets, family, and community.

Citizenship UMA is a community founded on the vision of our charter, and based on the principles reflected in the UMA Vision,

Mission, Vision and this Code of Conduct. This community includes the Hill Field Campus, the Camp Williams Campus, any other location where UMA cadets represent the school, and any online or web-based extensions of our community.

UMA is a school of choice. By enrolling at UMA, each cadet agrees to abide by the principles reflected in the UMA Vision, Mission, and Code of Conduct. By enrolling their child at UMA, each parent agrees to support their cadet(s) to that same end. If, at any time, parents or cadets cannot, or will not, support these basic principles, they are allowed to disenroll their cadets and enroll them in their boundary school or another school of their choosing.

Any violation of the policies housed in this manual may result in appropriate disciplinary consequences.

Core Values

Integrity First – We strive to be cadets of integrity, courage, and conviction. We should always do the right thing, even if no one is looking.

Service Before Self – Our academics and commitments take precedence over our personal desires.

Excellence In All We Do – We work for continued improvement in ourselves and in our school, reaching for excellence in all aspects of life. Work hard and achieve difficult things.

Due Process

At UMA, cadets are guaranteed due process. The core principle of due process is fairness. We believe that cadets should know that they will be treated fairly when they are accused of violating a rule.

At UMA, due process will be based on the following principles.

- UMA staff and administration will make a good faith effort to ensure that all rules are legal, ethical, reasonable, and consistent with UMA policy and in the best interest of all UMA cadets.
 - If any cadet believes that a rule fails to abide by any of these guidelines, they are encouraged to inform the administration. The administration will investigate any and all allegations.
- Rules will be made clear to cadets - preferably posted in writing.
- If accused of breaking a rule, cadets will . . . be told what rule they are accused of breaking, be told what consequences they might face if found guilty, be given an opportunity to defend themselves against the accusation.
- If found guilty of breaking a rule, cadets will be given a timetable for a decision about consequences. If found guilty, and if the decision has been made to assign a consequence to a cadet, those consequences will be communicated with a cadet and their parents.
 - those consequences will be carried out.
 - an anecdotal record of that event may be placed in the cadet's records.
- If a cadet or parent feels that the finding of guilt was unjustified, or if a consequence is unfair, they are encouraged to notify the administration. The administration will investigate all allegations.

UMA staff, administration and cadets will make a good faith effort to ensure that all of their actions are legal, ethical, reasonable, consistent with UMA Vision, Mission, Code of Conduct, and in the best interest of all persons associated with the UMA community.

Attendance Policies

Cadet attendance is at the core of a cadet's commitment to their own education, and to the UMA Mission and Vision. Regular and consistent attendance is a necessary commitment for those cadets hoping to successfully transition to the military or university level. Poor attendance is the most consistent factor in a cadet's failure to succeed academically. Parents/guardians are required by state law to see that their cadet attends school regularly. Cadets are expected to attend classes on time each day and to stay in class unless excused by a staff member. In addition to academics, cadets will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives.

Attendance

Cadets are responsible for completing all course work regardless of the type of absence. Chronic unexcused absences may result in disciplinary actions. Parents will be notified by letter if their cadet is chronically absent. Cadets that are absent for 10 consecutive days may be disenrolled.

Tardies

Cadets arriving to class after the tardy bell rings will be marked by their teacher with a "T." If a cadet arrives more than 15 minutes late to class, an "L" will be given to represent an extended tardy. These will not be excused unless a parent/guardian is responsible for the delay and calls the office.

Tardy Intervention Policy

Lunch Detention: Cadets who receive two or more tardies in a single day will be assigned lunch detention. (Refer to the UMA Discipline Policy for additional guidance.)

After-School Detention: Cadets who receive two or more tardies on two consecutive school days will be required to serve after-school detention during team time.

Administrative Intervention: Cadets demonstrating a continued pattern of unexcused tardiness will be required attend a meeting with their parent(s)/guardian(s) and a school administrator to discuss placement on a behavior contract.

Checking In/Checking Out

Cadets who arrive at school after 8:15 AM must receive a tardy slip at the front door.

For the safety and protection of cadets, checkout or release from school will require permission from a parent/guardian. A person checking a cadet out of school must show identification and be matched to the cadet's guardianship profile on Aspire. Cadets will not be permitted to leave unless properly checked out through the office. Cadets who leave campus without checking out will be marked truant.

Truancies

Cadets are considered truant when they are out of class without a valid excuse, whether on or off campus. Truancy is a Class III infraction as per the UMA Discipline Code and will result in appropriate disciplinary measures.

Pre-Arranged Absences

Cadets should only miss school in the case of family emergencies, illnesses, or extreme extenuating circumstances. Cadets who miss school for hospitalization, family trips, etc., that cannot be scheduled at more appropriate times, should pick up a Pre-Arranged Absence Form in the office and get it signed by teachers and a parent/guardian. Classwork missed must be completed. Cadets will work with their teachers to make sure all work is completed in a timely manner.

Safe Schools Policies

(Note - Many of these Safe Schools Policies were copied, with permission, from Davis School District and the Utah State Office of Education.)

Authority to Suspend or Expel

The UMA administration has the authority to suspend a cadet for up to ten school days per incident.

If the school administration contemplates suspending for longer than ten school days, or contemplates expelling a cadet, they shall make a referral to the UMA Case Management Team. *(For full Suspension/Expulsion Policy refer to Appendix A)*

Disruption of School Operations

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: theft; frequent, flagrant, or willful disobedience; defiance of school authority; any criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane vulgar, harassing or abusive language.

Drugs/Controlled Substances

Cadets who possess, use, distribute, sell, or arrange to sell real, look-alike, or pretend controlled substances, including, but not limited to, alcohol, tobacco and e-cigarettes may be suspended, expelled, transferred to alternative placement, tested for drugs, referred to the police for investigation and/or prosecution. Rumored cadet drug use/distribution will be reported to the administration and, in turn, to cadets' parents.

Harassment/Hazing/Bullying

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or cadet on the web, at school or school-related activity, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. This includes, but is not limited to, communication in person, via telephone, email, social media, or in writing.

Safe and Orderly Schools

It is the policy of UMA to promote a safe and orderly school environment for all cadets and employees. Criminal acts or disruptive behavior of any kind will not be tolerated, this includes wearing/displaying symbols, colors, or paraphernalia associated with anti-social groups. Any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators or police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

Search and Seizure

School officials may search a cadet's person, locker, backpack, vehicle, or other belongings on school property or at a school-sponsored activity when they have reasonable suspicion that the cadet has violated a law or school rule. Under Utah Code § 53G-8-509, cadets have no right or expectation of privacy regarding items or spaces on school grounds.

The school may also conduct general inspections, including the use of drug-detection dogs, at any time, without notice, student consent, or a warrant. These inspections may be done even without specific suspicion, as allowed by state and federal law.

Serious Violations

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/ or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

Threats to Cadet Well-Being

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported or rumored drug use, possession or distribution will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored self-harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Weapons and Explosives - Automatic One-Year Expulsion

Any cadet who on any UMA property, in a school vehicle, or in conjunction with any school activity, possesses, controls, uses or threatens the use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from UMA, UMA programs, and activities for a period of not less than one calendar year; unless an impartial Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" may include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids.

DEFINITIONS

A. Types of Disciplinary Actions

The following are standard disciplinary actions used at Utah Military Academy to address violations of the Cadet Code of Conduct. These measures may be used progressively or in combination, depending on the nature and severity of the infraction:

1. Verbal counseling or reprimand.
2. Restriction or loss of privileges.
3. Detention (before school, after school, or lunch detention).
4. Parent contact by phone.
5. Parent contact by written notice or email.
6. Conference with cadet and parent/guardian.
7. Referral to school counselor or mentor.
8. Referral to mental health services or intervention program as needed.
9. Temporary removal from classroom.
10. Grade/transcript hold (used only when a cadet owes fees or restitution).
11. Administrative detention (assigned by administration for behavioral correction).
12. Placement in Isolated Learning (ILP) for 1 to 10 school days.
13. Out-of-school suspension (1 to 10 days).
14. Recommendation for long-term suspension or expulsion.
15. Removal from extracurricular activities, field trips, or team participation.
16. Restitution for damages (including vandalism or theft).
17. Referral to law enforcement when applicable.
18. Referral to juvenile court.
19. Suspension of driving privileges (for high school cadets).
20. Academic credit loss due to excessive unexcused absences.

B. Definition of Terms

- Detention: Supervised time held before or after school, or during lunch, assigned as a disciplinary consequence.
- Hearing: A due process meeting in which a cadet has the opportunity to respond to allegations before a suspension or expulsion is finalized.
- Emergency Removal: Immediate removal of a cadet who poses a safety threat to self or others or causes a significant disruption. May not exceed 72 hours.
- Administrative Detention: A disciplinary session typically held after school or on Saturdays. Failure to attend may result in further disciplinary action, including ILP or suspension.
- Isolated Learning Placement (ILP): Temporary removal from regular classes to complete schoolwork in a supervised, isolated setting. Duration ranges from 1 to 10 school days. Cadets in ILP may not participate in extracurricular activities during this period.
- Out-of-School Suspension (OSS): Temporary exclusion from school and all UMA activities for 1 to 10 days. Cadets may receive modified work but are not guaranteed full academic credit.
- Expulsion: Long-term removal from UMA. Expelled cadets lose all school-related privileges and are not allowed on campus or at any school-sponsored events during the expulsion period.
- Privileges: Non-academic benefits such as participation in assemblies, events, dances, field trips, military balls, ceremonies, or extracurricular activities.

UMA DRESS CODE

Monday/Friday – HF Blue UMA Oxford or Polo Shirt with Khaki Slacks (Soft Uniform)

CW Black UMA Oxford or Polo Shirt with Khaki Slacks (Soft Uniform)

Shirt

Campus specific color Oxford shirt or Polo with UMA Logo. (Purchased through UMA). Shirts must be tucked in at all times. A plain black, blue, white, tan or grey long sleeve shirt may be worn under the polo or the oxford. A tie may be worn with the oxford.

Pants

ONLY slacks are authorized, no other type. Pant may **NOT** be tight fitting. Cargo pants with side pockets are okay. **Pants must have belt loops.** Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee.



Yes



Yes



No



No

Belt

A belt must be worn with slacks. Belt will be routed through all belt loops.

Shoes

Oxford shoes/boots/tennis shoes. NO open toe shoes.

Socks

Socks of any color may be worn with the soft uniform. Cadets **may not** tuck their pant legs into their socks.

Unauthorized Wear includes: Jeans, spandex material, or leggings. Joggers (pants with elastic or pull tie cuffs around the ankles are not authorized.

*Coat/outerwear policy in this document apply.

Tuesday & Thursday – Camouflage Uniform

Acceptable uniforms are:

ABU/OCP Uniform

Undershirt - Tan/sage green (with ABU) tan/coyote brown

Boots – Sage green/tan/coyote brown (with ABU) coyote brown/tan (with OCP)

Covers – ABU Patrol Cap/OCP Patrol Cap. Baseball style hats are not authorized for cadet wear.

*Coat/outerwear policy in this document apply. Hoodies **may not** be worn under military uniforms.

Wednesday - Blue Air Force Uniform

Name tag, belt, flight cap

A name tag (high school only) and flight cap are required parts of the Air Force Blues uniform. For males, the name tag is worn over the right breast pocket parallel with and centered above the top seam of the pocket on the male uniform. A female's name tag is worn centered on the right side, even within 1 1/2 inches higher or lower than the first exposed button. Flight Cap must be worn when outside.

Undershirt

A white v neck t-shirt for males must be worn underneath the blues shirt. For females, a white v neck t-shirt or tank top must be worn underneath the blues shirt.

Belt

A "Blues" belt is required when wearing the Air Force Blues uniform. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for proper fit. The belt "GIG" line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always keep straight. Check it frequently.

Socks

Only calf-length black socks may be worn



Shoes

ONLY Black Oxford shoes or pumps. Black pumps will be low cut and rounded throat with heels ½ - 2-1/2 inches. They may be high-gloss or patent finish

7th grade Civil Air Patrol cadets may wear the rank they have earned in uniform.

*Coat/outerwear policy in this document apply. Hoodies may not be worn under military uniforms.

FRIDAY – HF UMA Blue Polo or Oxford (OR UMA Spirit Shirt with tan slacks CW UMA Green Polo or Black Oxford (Or UMA Spirit Shirt with tan slacks

Spirit Shirt

On Friday's cadets are encouraged to show school spirit and wear their team/club hoodie, t-shirt, in place of their polo. Spirit Friday in no way alters the dress code standards. Jeans are not allowed.

- The shirt **must** be club or team approved.
- Both zip down and regular hoodies are allowed. However, they **MUST** have UMA or the school logo visibly printed on the shirt. **NO** other hoodie is allowed (Nike, UA, Adidas, ect.) ● The shirt **must** have UMA visibly printed on it.
- If a shirt is sleeveless (such as a basketball jersey), a t-shirt must be worn underneath.
- **Cadets may not wear tan T-shirts as Spirit Wear on Friday. This includes flight T-shirts and tan JROTC shirts.**

Pants

ONLY slacks are authorized, no other type. Slacks may **NOT** be tight fitting. Cargo pants with side pockets are okay. **Pants must have belt loops and must be worn around the waist. NO SAGGING!** Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee.



Yes



Yes



No



No

Belt

A belt **must** be worn with slacks. Belt will be routed through all belt loops.

Shoes

Oxford shoes/boots/tennis shoes. NO open toe shoes.

Socks

Socks of any color may be worn with the soft uniform. Cadets **may not** tuck their pant legs into their socks.

Unauthorized Wear includes: Jeans, spandex material, or leggings. Joggers (pants with elastic or pull-tie cuffs around the ankles are not authorized.

*Coat/outerwear policy in this document apply.

Other Uniform Items

PT Gear - Gym classes/JROTC/Sports

The only authorized uniforms for gym classes, JROTC PT Fridays and sports team practices is the UMA physical training (PT) uniform (tan T-shirt/campus specific shorts/ UMA sweats or black shorts/sweats). For sport team practices, cadets may wear approved specific practice gear obtained by the entire team but are restricted to the gym/practice area when in the practice gear.

*Coat/Jacket Outerwear Policy

In the AF Blue Uniform, JROTC cadets (8th -12th grade) are **ONLY** authorized to wear their JROTC issued AF Blue Lightweight Jacket, or Service Dress Jacket. 7th grade cadets may wear their UMA Hoodie or Windbreaker with their dress uniform.

- Jackets must be zipped between $\frac{1}{2}$ and $\frac{3}{4}$ from the top.
- In the ABU/OCP, cadets are **ONLY** authorized to wear the green/coyote fleece jacket, purchased separately. However, cadets may wear tan long-sleeved thermal shirts under their ABU/OCP blouse.
- Hoodies may not be worn under any military uniform.
- In soft uniforms cadets may wear any authorized UMA jacket, including team hoodies. (See the Spirit wear guide for more information on hoodies.)
- Authorized UMA jackets are issued items or purchased through logistics or UMA team/club.
- During winter months, cadets may wear any heavy coat of their choosing on the way to and from school, however, only the above-mentioned items are allowed to be worn inside the school building, and the heavy coat will need to remain in the cadet's locker.

Student I.D.

Cadets are required to always wear their student I.D. in all uniforms. ID must be worn on a lanyard/clip attached to their uniform. New I.D. cards may be purchased from the office for \$5.00. Lanyards may not hang from uniform pockets

During lunchtime, cadets with their current school issued I.D. cards will be given priority in the lunch line over those who have lost them. Cadets who have misplaced, damaged, defaced, or forgotten their current school issued I.D. card must wait until cadets who have their correct I.D. cards have gone through the lunch line.

Expectations when in Uniform

The Utah Military Academy is an institution where military traditions and core values are an important part of the academic experience. As a public charter school and “school of choice” we are a dedicated uniformed school. When the uniform is worn, it will be worn completely and not mixed with civilian clothing or civilian shoes or without required items such as belts, nametags, etc. Cadets and parents must understand that this is a US Air Force uniform, and must be worn with proper respect. **Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home.**

Cadets may not play sports while in the AF Blue Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform, UMA or the Air Force. Further, no uniform may be worn when engaged in partisan activity. Cadets may **NOT** wear military uniforms while performing fundraising activities.

Cadets at UMA are required to be **always in the appropriate uniform while on campus**, this includes after school TEAM times, and during extracurricular activities, all Athletic events, practices, and other UMA related activities.

Cadets in uniform may not engage in public displays of affection including, but not limited to, holding hands, walking arm- in-arm, embracing, caressing, and kissing.

Cadets are required to always wear their headgear outdoors. Headgear will also be worn during, during off-campus field trips, leadership/summer camps and for special events, such as Pass and Review. Unless performing one of the previously mentioned activities, cadets are never allowed to wear hats, bandannas, etc during school. This includes during PT, gym, or TEAM Time.

Care and Maintenance of Uniforms

CARE AND MAINTENANCE OF UNIFORM ITEMS: Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. The shirts (polo, white button up and Air Force light blue) may be washed, dried, and ironed (sizing/starch is recommended). **ALL DARK BLUE PORTIONS OF THE AIR FORCE UNIFORM MUST BE DRY CLEANED** and may not be washed. This includes pants, skirts, coats, jackets, ties, and hats.

After the initial issue of all uniforms and hemming of pants, it is the cadets’/parents’/guardians’ responsibility to properly maintain the uniforms. This includes dry cleaning, sewing on lost/loose buttons, necessary mending, replacement of broken zippers, and repair of torn/loose hems. Only when a Cadet outgrows an issued uniform item will he/she have the item replaced at no cost. *This does not include soft uniforms, such as the polos, oxfords, and PT sets.*

At HF, dry cleaning service is available through UMA. Cadets drop off uniforms on Thursday morning before the end of flight time and they will be ready to pick up after school on Tuesday. The cost is \$6.00 per item.

Grooming Standards

Because cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward UMA, the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

Grooming standards apply to all uniforms on all days except for female hair which may be worn down in soft uniform.

Hair

Hair for both males and females will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. It will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, or touch either eyebrow. All headgear must fit properly.

Unauthorized Hair Colors. Hair will not be burgundy, purple, orange, fluorescent, or neon (not all inclusive). Ombre (a gradual lightening or darkening along the lengths of the hair) or black hair with blonde highlights and blonde hair with black are unnatural in appearance and not authorized for wear. Other unauthorized examples include instances where hair and facial hair drastically contrast.

Unauthorized Styles: Mohawk, mullet, or etched design. Other cultural or societal trends that reasonably appear unnatural or that display vastly different shades of natural colors, regardless of the universally applied name. **Males only:** dreadlocks, coils, braids, twists, designs, and/or hair extensions are not authorized; see photo for examples. **Females only:** Partially shaved sides and/or back of the head with long hair on the top (requiring the wear of a ponytail, bun, or braid) is prohibited. See Figure 3.2 for examples of unauthorized hairstyles.

Male – Unauthorized Hair Examples



✗ Bangs touching eyebrows



✗ Etched design
✗ Unnatural appearance



✗ Un-tapered hair on back of head



✗ Locs



✗ Coils

Female – Unauthorized Hair Examples



✗ Front hair falls below collar



✗ Unnatural highlights



✗ Shaved sides with bun



✗ Multiple buns or knots



✗ Ombre

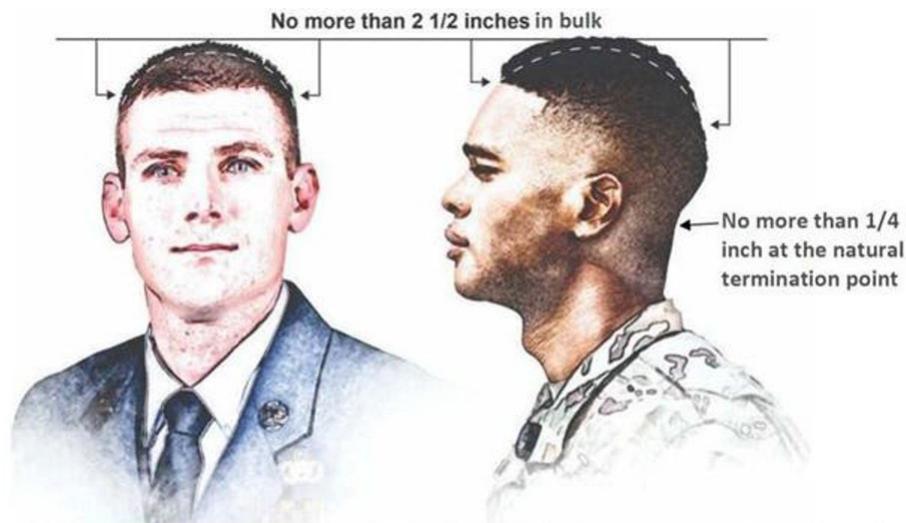
• Hair - Male Cadets:

- Tapered appearance on both sides and the back of the head, both with and without headgear so that when viewed from any angle the member's hair conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A block-cut is permitted with a tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and

1/4-inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and- tight or flattop cuts are authorized. Cadets may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4-inches length, or 1/4-inch width Men are not authorized hair extensions.

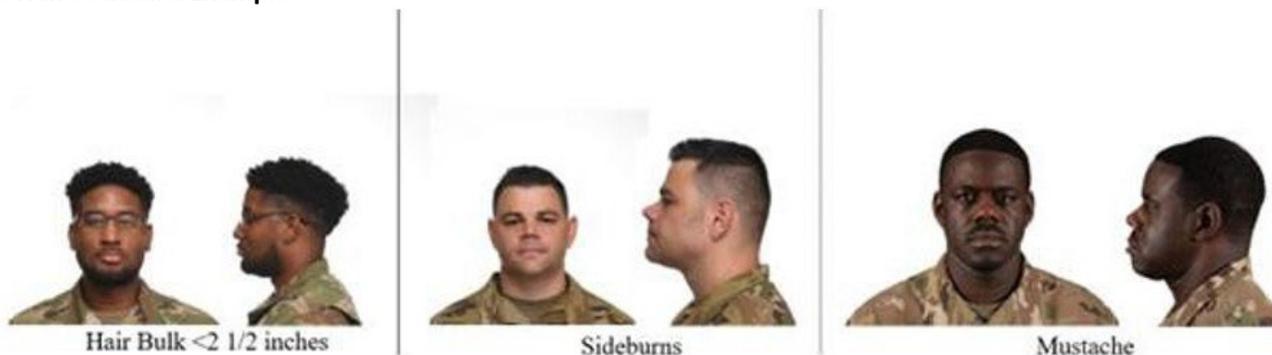
- Sideburns will not extend below the bottom of the inner ear, straight, not flared.
- **Mustaches:** No portion of the mustache will extend below the lip line of the upper lip. Additionally, the mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.
- **Beards:** Are not authorized unless cadet has a doctor's medical or religious shaving waiver.

How to Measure Hair Bulk



Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

Male Hair Standard Examples



Cut, Clipped or Shaved Part

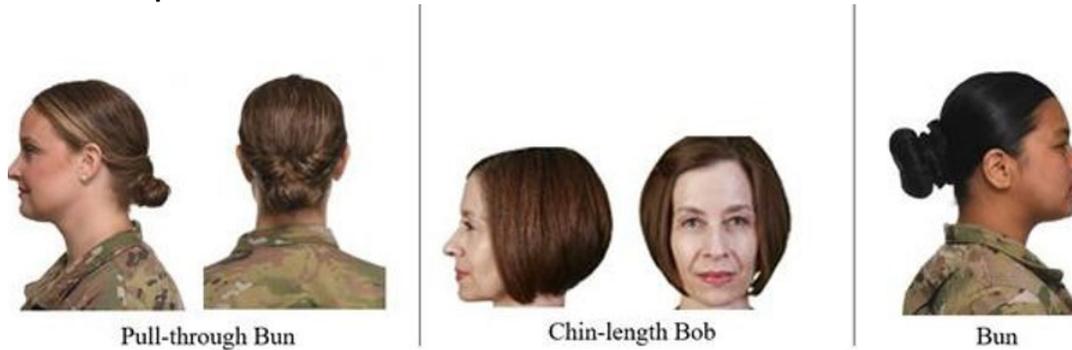


Part will not exceed 4 inches in length or 1/4 inch in width.

● Hair - Female Cadets

- No minimum hair length, to a maximum bulk of 4-inches from scalp and allows proper wear of headgear. Minimum hair standards must present a symmetric (around the axis of the head) or tapered appearance when viewed from all angles. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). When hair is pulled back and secured behind the head (will not be gathered at the crown or worn on the top of the head), radius will not exceed 6-inches to the left or right from the point where the hair is gathered for a total of 12-inches in width, 6-inches in bulk and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s), ponytail or equivalent shall extend down the member's back and cannot be worn over the shoulder or pulled in front of the body. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the Cadet standing in the position of attention.
- Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head and may not start at the crown of the head or be worn on the top of the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. Hair must allow for proper wear of headgear.
- Locs, braids, twists, micro-braids, french braids, dutch braids, and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, matching the individual's hair color. Multiple locs, braids, twists or cornrows may come together down the back in one or two braids, or a single ponytail as. All locs, braids and twists, when worn will be of uniform dimension, no wider than one-inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, no larger than a 1/4 in diameter, show no more than 1/4-inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat appearance.

Female Hair Examples



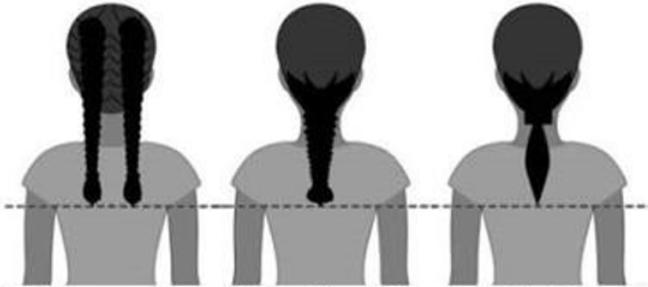
Examples of Locs, Braids, and Cornrows



Authorized Hair Style Examples



Ponytail/Braid Length



Hair may not extend below line below a running between the top of each sleeve inseam at the under arm through the shoulder blades.

Unauthorized Ponytails



Exceeds length requirement

Ponytail worn on top of head

- Hair Accessories If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must be black or match hair color. Invisible hairnets and hairnets that match hair color are authorized. Headbands or fabric scrunches will not exceed 2-inches in width. Claw clips are not authorized. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

Female Hair Accessories



Scrunchie



Hair Clips

**Female Hair may be worn down in soft uniform, hair accessories, if worn, must still meet uniform requirements.

Fingernails

Cadet fingernails must not exceed 1/4-inch in length beyond the tip of the finger and must be clean and well groomed.

If worn by females, nail polish will be clear or French or American Manicure. French manicures include white tips with a base of clear and American manicures includes ivory white or cream tips with a base of clear.

Ombre manicure style is not authorized. Do not apply designs to nails. Male cadets are not authorized to wear nail polish.

Eyelashes

Eyelash extensions are not authorized unless for medical reasons.

Cosmetics.

Male cadets are not authorized to wear cosmetics. Female cadets may wear conservatively styled cosmetics.

Lipstick, if worn by female cadets, will be a conservative shade that does not detract from the uniform.

Eyeliner, if worn by female cadets, cannot extend past the corners of eye opening (i.e., winged liner not authorized).

Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (e.g., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

Earrings

The wearing of earrings by male cadets at Utah Military Academy is **NOT AUTHORIZED**. Earrings may be worn by female cadets if they are small, conservative, round or square pearl, white, gold, or silver, diamond, diamond looking as a set with any uniform. Clip-on earrings must fit tightly and may not extend below the earlobe. Only one earring per ear is allowed and it must be worn in the earlobe. Transparent spacers may be worn in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow, etc.).

Gauges are not authorized. No other face piercings are authorized at UMA.

Jewelry

Cadets may wear a watch (band should not exceed 1 inch), a conservative bracelet no more than ½ wide and no more than 3 rings. Necklaces should not be visible in any uniform.

Cosmetic and jewelry standards apply to **all** uniforms.

Personal hygiene is imperative as part of the wear of uniforms. Daily showers, deodorant, and other personal grooming issues enhance professional expectation.

Consequences

Improper uniform wear will affect cadet's grades in their Military Classes as frequent uniform inspections are conducted. It will likely affect grades in other classes as well, because cadets will not be allowed in class until the issue is resolved. Planning and preparedness are very important aspects of our overall academic experience at UMA.

Tiered Intervention for repeated Uniform Infractions

- 5 uniform infractions - The cadet will receive detention, and will be required to meet with a member of the AFJROTC faculty to discuss improvements.
- 10 uniform infractions - We will send a letter home to the parent/guardian, and the cadet will be required to meet with a member of the AFJROTC faculty to discuss improvements.
- 15 uniform infractions - The AFJROTC faculty will hold a Disciplinary Board. The cadet and a parent/guardian will be required to attend. At this Board, we will assess your cadet's willingness to improve in deficient areas; and if necessary, provide a pathway for disenrollment from UMA.
later

Cadets who are wearing the uniform properly at the beginning of the day but who intentionally violate the Uniform Policy during the day will be given an infraction for Insubordination.

Other Guidelines

Accidents and/or Injuries During School

Cadets must report accidents or injuries to the classroom teacher or the main office immediately so that necessary treatment can be given to the victim and parents can be notified.

Advertisements

No literature, flyers, or advertisements can be posted or distributed in the school building or on school campus without first being approved by the school administration.

Application Procedures

Application procedures for those cadets wanting to enter UMA are on our website.

Athletic Eligibility

In order to participate in Athletic or JROTC competitions, students must maintain a minimum 2.0 GPA, and fail no more than one class per academic term. We abide by this and all other UHSAA Eligibility Requirements.

Cadet academic status will be evaluated at the end of each term. Also, poor attendance will affect eligibility. See Attendance Policies for more information.

Backpacks, purses, and messenger bags

Cadets are assigned a locker to store their belongings during school. Cadets may carry Backpacks, purses, and messenger bags to classes; however, they are not allowed in the gym or cafeteria during formation. Before formation cadets should drop their bag in their flight room. On Friday, bags should be taken to their second period class before formation.

Building Hours

The school building will be open from 0700 until 1630. The Office will be open to cadets from approximately 0745 until 1545. Cadets may make individual arrangements with staff to be in the buildings at times other than posted. However, outside of those hours, cadets must either be under the direct supervision of a staff member or leave campus.

UMA has no obligation to provide supervision before 0700 or after 1630. UMA does provide a myriad of opportunities during TEAM Time (HF 1515 to 1630) (CW 1515 to 1615) to those cadets who are in good standing. Those cadets who are not in good standing may lose their privilege to attend TEAM Time. Students not participating in TEAM Time or supervised activity may stay in the Teen Center, but are not allowed to wander the school building.

Bus/Train Conduct

UMA provides limited bus transportation. It is very important that cadets always remember that riding is a privilege and not a right. To ensure safety, cadets must demonstrate responsible behavior when riding the school bus. All cadets being transported are under the authority of the bus driver and must obey his/her requests. The school bus is regulated by the following rules:

- Stay off the pavement as the bus approaches.
- Enter the bus in an orderly manner.
- Be seated; stay seated while the bus is in motion.
- Obey bus driver's directions immediately.
- Do not place objects or body parts outside of the windows. ● Do not eat or drink on the bus.
- Do not litter or vandalize.
- Do not open the emergency door or window, except in cases of any actual emergency.
- Do not carry any item which could pose a hazard to passengers.
- **THESE POLICIES WILL BE FOLLOWED WHILE IN UNIFORM ON PUBLIC TRANSPORTATION! ● During COVID**

protocols cadets must wear a mask when riding on the bus.

1. Eligibility for Bus Service: Cadets enrolled at UMA are eligible for bus transportation. Cadets will need to comply

with UMA's behavioral and safety standards to continue their eligibility to ride the bus.

2. Behavioral Expectations: Students must follow instructions given by bus drivers and adhere to UMA's code of conduct. This includes, but is not limited to:

- Remaining seated and facing forward while the bus is moving.
- Using appropriate language and avoiding disruptive behavior.
- Respecting other students and their personal space.
- Following all safety protocols, including wearing seat belts if applicable.
- If a seating chart is provided, Cadets must adhere to the seating chart.

3. After-School Activities Policy

● Cadets who stay for after-school activities, and team times, must remain on school grounds during this time. They are not permitted to leave the campus and wander off, and then ride the bus.

● Failure to stay on campus may result in losing the privilege to ride the later bus scheduled for 4:30 PM. This rule ensures that all cadets are accounted for and remain in a supervised environment until transportation is available.

4. Consequences of Misbehavior: Cadets found to be in violation of any bus rule can lead to disciplinary action, which may include:

- **Verbal Warning:** For minor infractions, a verbal warning from the bus driver or school official.
- **Written Warning:** For repeated or more serious violations, the cadet will receive a written warning and parents will be notified.
- **Permanent Revocation:** For severe or repeated infractions, the school may permanently revoke bus privileges.

School Administrators will contact parents and/or the police in cases where cadets have engaged in disorderly conduct or behaviors that endanger passengers. All school policies including a prohibition of smoking, drinking, drug use, swearing, harassment, and any other inappropriate behavior apply to conduct on the buses. The bus is an extension of UMA property, and all UMA Discipline Policies and consequences apply.

SCHOOL DANCES

Utah Military Academy encourages cadet-led dances as positive, morale-building events that promote unity, school spirit, and leadership. All dances must be approved by campus administration and follow these guidelines:

1. **Behavior Expectations:** Cadets are expected to follow UMA's Code of Conduct at all times. Disruptive behavior, inappropriate contact, or conduct unbecoming of a cadet will not be tolerated and may result in disciplinary action or removal from the event.
2. **Dress Code:** All cadets and guests must adhere to the designated dress code for the event. Uniforms may be required for military balls or formal events. Themed attire must be modest and approved by administration in advance.
3. **Guest Policy:** High school cadets may bring one guest who is of high school age. All guests must be registered through the main office and approved at least 48 hours prior to the event. Guests must present valid photo identification at the entrance and follow all UMA rules. Unregistered or unauthorized guests will not be admitted.
4. **Closed Campus Policy:** Once a cadet or guest exits the dance, re-entry is not permitted. The dance will operate as a closed campus event.
5. **Supervision and Security:** All UMA dances must be supervised by a minimum of two UMA staff members and include one campus safety officer or SRO. Dances will not proceed without appropriate supervision.
6. **Consequences for Violations:** Violations of UMA policies during a dance may result in removal from the event, parental notification, loss of future dance privileges, and additional disciplinary measures as determined by administration.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR PARTICIPATION

Participation in extra-curricular activities is an important and valued component of cadet life at Utah Military Academy. These activities foster leadership, discipline, teamwork, and school spirit. Extra-curricular activities

are defined as non-academic and non-credit bearing programs, including but not limited to: JROTC Teams,

Athletics, Drill and Color Guard, Honor Society, Student Government, Clubs, School Dances, and Performing Arts.

To participate in any non-credit extra curricular activity, cadets must meet the following eligibility criteria:

1.Scholarship (Grades)

Cadets in grades 7–12 must be enrolled full-time at Utah Military Academy and maintain satisfactory academic standing.

Cadets must:

- Be passing all core academic classes during the most recent grading period.

- Have a minimum GPA of 2.0 to participate in athletics or competition-based activities. Cadets on academic probation or failing to meet GPA requirements may be placed on a participation hold until academic improvement is demonstrated.

2. Attendance

Cadets must be present at school for the entire academic day (before 0830) to be eligible to participate in any extracurricular activities that day (e.g., practices, games, performances, rehearsals, meetings).

- Absences must be excused in advance through proper channels.
- Emergency situations will be reviewed individually by administration.

3. Conduct

Cadets must maintain high standards of behavior both on and off campus.

Participation in extra-curricular activities is a privilege, not a right. All cadets are expected to uphold the UMA Uniform regulations and grooming standards, UMA Code of Conduct, and violations including those related to substance use, insubordination, or dishonesty may result in suspension or removal from activities.

All cadets are subject to due process and applicable disciplinary procedures for any violations that occur during extracurricular events.

Campus - Open/Closed

UMA will be an open campus for grades 9-12 during lunch. Cadets will be able to leave campus during lunch time but must be back and in class on time. Cadets who are repeatedly late from lunch will lose the privilege of leaving campus. **High School Cadets leaving campus at any time other than lunch must check out in the office.**

Cadets in grades 7-8 are expected to eat lunch in the cafeteria. Any cadets leaving campus during lunch must be checked out by a parent or guardian.

Cell Phones and Other Personal Electronic Devices (Watches/Computers/etc.)

UMA Cell Phone Policy

Objective:

The objective of a fair and reasonable cell phone policy is imperative to maintain a focused and productive learning environment for all cadets of Utah Military Academy. UMA has implemented a no cell phone policy within classrooms during instructional time.

Policy Details:

1. Cell Phone Usage: Students are required to keep their cell phones turned off and stored securely in their bags during class hours. Cell phone use is prohibited in classrooms, restrooms, hallways and school offices.
2. Cell phones, headphones and other listening devices may be used on school grounds before school, during lunch in the cafeteria, and after school.
3. Cell phones, headphones and other listening devices are not permitted during formation.
4. Cell phones must be placed in lockers, backpacks, phone holders or other locations away from students and their desks during any class time.
5. If a student needs to make an emergency phone call during class time, they must first request permission and then report to the front office to use a school provided phone.
6. Students may be subject to disciplinary action if the use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, and violating other school rules.

7. The school and its staff are not responsible for any damage to, or theft of, a student's cell phone. Students must secure and take care of their own phones. If the phone is confiscated and taken to the administration office, the school will secure the phone until the cadet or parent picks up the phone.

Consequences for Violation:

Any unauthorized use of cell phones during class may result in consequences, including warnings, temporary confiscation of the device, or other disciplinary actions as per school guidelines.

- First offense: The student's cell phone will be confiscated by a staff member and held in the office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- Second offense: The student's cell phone will be confiscated and held in the administrative office. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. The student's cell phone will be held until the student's parents pick up the phone.
- Third offense: The student's cell phone will be confiscated and held in the administrative office. The phone will be kept until a parent conference can be held and a plan developed for student success.

Parental Cooperation:

We seek the cooperation of parents in reinforcing this policy at home. It is very important to discuss the importance of limited phone use during school hours with your cadets. Students and their parents must read the cell phone policy and return assigned copy to the main office. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

Cheating/Plagiarism

UMA does not accept the practice of cheating. All instances of cheating will be reported by all teachers to the administration. Cadets caught cheating will receive no credit for that work and face administrative disciplinary action which may include completing additional assignments.

Early College cadets caught cheating risk losing their UMA scholarship. Plagiarism is a form of cheating. Cadets plagiarizing another's work and turning it into a teacher as their own will receive no credit for the work and face administrative disciplinary action. Cadets that allow others to copy their work are also guilty of plagiarism.

The University of Indiana Student Code of Rights, Responsibilities and Conduct handbook gives these guidelines on how to avoid plagiarism. You must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any information that is not common knowledge;
- quotations of another person's actual spoken or written words, or ● when paraphrasing another person's spoken or written words.

UMA teachers will work with their cadets to teach proper writing techniques and how to properly cite sources so that plagiarism does not occur.

Computer Use

Every cadet and their parent/guardian must sign a computer compliance form that outlines expectations of computer use on school property. Intentional misuse of a computer may result in the cadet losing the privilege of using UMA computers for the remainder of the school year. Any accidental misuse of a computer must be reported to a teacher immediately. Cadet programming or hacking will not be allowed on the school curriculum server unless approved by a staff member. Prohibited computer usage includes games. Gaming can be a serious distraction to a cadet's education and may be restricted by the UMA staff and/or administration.

Personal LAPTOP Computers: Teachers or administrators have the discretion of allowing or not allowing laptops in their classrooms. If allowed, cadets must follow computer compliance regulations with their laptop while on campus.

Lockers and Personal Valuables

A locker with a combination lock is assigned to each student at the beginning of the year. Lockers are for storing textbooks, coats, or other personal belongings, and should not be used for storing money or other valuables.

To help ensure safekeeping of personal property, students are encouraged to keep the lock combination confidential. Leave large amounts of money, MP3 players, iPods, etc. at home. The locker remains the property of UMA and may be subject to inspection by the school administration. The school is not responsible for theft from any locker.

There will be a \$5.00 fee if the lock must be changed or replaced due to cadet negligence. Cadets **may not** sell food or drinks from their lockers, backpacks or any other location on campus.

Non-Discrimination Statement

UMA does not discriminate on the basis of race, color, sex, national origin, age or disability in its programs and activities. UMA's Section 504 coordinator is Mr. Igor Neves, 801-689-3013 for HF and Ms. Nicole Aiken 385-498-6167 for CW. For assistance related to civil rights, you may contact the enforcement office serving our state. The OCR office for Utah is located at: Office for Civil Rights-Denver Office, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Phone 303-844-5695. Fax: 303-844-4304. Email: OCR.Denver@ed.gov

Parking

Parking is available at UMA, however do so at your own risk. UMA will not assume responsibility for any lost/stolen/damaged property. Cadet parking at UMA is a privilege, and can be revoked at any time for reckless driving, or damage of others property.

Pledge of Allegiance and National Anthem

The State of Utah requires the saying of the Pledge of Allegiance daily. However, cadets have the right not to participate in reciting the pledge. A cadet shall be excused from reciting the pledge upon written request from the cadet's parent or legal guardian.

Cadets in military uniform will stand at attention during the Pledge of Allegiance or the National Anthem. Cadets in any other uniform (including sports uniforms), will place their right hand over their heart. Cadets that choose not to put their hand over their heart or recite the pledge are expected to stand respectfully during the presentation.

This same policy applies to cadets in attendance as spectators at a sporting event or other function they are attending as a UMA cadet.

All cadets should show respect for any cadet who either chooses to participate, or not to participate.

Public Display of Affection

Public displays of affection, such as kissing, embracing, etc. are not acceptable on school grounds or at any school function. Offenses will result in the appropriate level of Infraction, depending on the severity. Cadets in uniform may not engage in public displays of affection including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing.

Schedule Changes

We try to give all cadets the schedule of classes they requested. Classes are limited and changes may be difficult to accommodate. Any schedule change requests should be submitted before each new term begins. Any schedule change requests received on or after the start of a new term will cost the cadet \$10. After one (1) week, schedule change requests will not be allowed.

Sex Education Policy

Utah Military Academy recognizes the value of teaching healthy behaviors in all of its forms, and we support Utah law in teaching an abstinence-based education. Specifically, in regards to birth control and disease prevention, we encourage abstinence as the only perfect means of prevention, though instructors are allowed to answer questions about contraceptives when asked. Parents should be the primary source of human sexuality education and related values.

Parents will be notified and given a permission form to sign to opt-in their cadets for participation in these discussions. Permission forms will be in the hands of parents two weeks prior to the start of instruction to facilitate discussion and provide adequate time for questions.

Skateboarding/Roller Blades

Skateboards, rollerblades, or roller shoes are not allowed on school campuses.

Social Media, E-mail, Etc.

UMA cadets who use social media, telephones or e-mail to threaten, intimidate, humiliate or otherwise harass or bully other cadets, even when such actions take place at home, shall be referred to the administration for disciplinary action. Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that violates UMA Code of Conduct and/or safe schools' policy. We strongly encourage parents to monitor social media use and remove privileges if necessary.

UTA Bus Pass

Cadets who would like a UTA bus pass will be given one for a yearly fee. (See fee schedule for annual fee.) If the 1st bus pass is lost, it will be deactivated, and they may purchase another bus pass at the replacement cost of \$20. The pass is activated by UTA in August (exact Date TBD by UTA) and deactivated by UTA in June (exact Date TBD by UTA). The fee covers all UTA services for the full school year. Parents and cadets must sign a contract when purchasing a bus pass. Inappropriate conduct may result in removal of public transportation privileges.

Visitors Passes

All visitors must report to the office. Visitors approved by the office will be given a visitor's badge to wear at all times while on campus. Visitors must check out of the office and return the pass before they leave campus. Visitor passes will not be given to students from other schools for attendance in classes at UMA.

Appendix A: Suspension/Expulsion Policy

Utah Military Academy believes all cadets have a right to learn in a safe and respectful environment, and cadet discipline is essential to maintaining a healthy educational environment. To that end, school behavioral expectations are explained and enforced from the first day of the academy. It is expected that teachers maintain order in the classroom and in other areas of the academy where they supervise cadets. Other faculty and staff support the culture of respect in the academy. In the event of a cadet violating behavioral expectations, disciplinary action may be taken by academy administration in compliance with academy policy and applicable state and federal laws and regulations.

The Board of Directors authorizes the administration to take appropriate action to preserve order among cadets and staff and to protect school property.

- A. The Board delegates to the Executive Director the authority to suspend cadets for up to 10-days.
- B. The Board of Directors will, consistent with Utah Code §53A-11-905(2), review cadet suspensions that exceed 10-days, and all expulsions.
- C. Acts of violence, use or possession of a weapon or facsimile, criminal behavior toward persons or school property, drug use or paraphernalia or other violations provided in Utah Code §53A-11-904(2) shall be dealt with in accordance with state law and this policy.
- D. Disciplinary procedures for cadets with disabilities who are qualified under IDEA or Section 504 of the Rehabilitation Act will also have the protection of those federal law and state policies.

PURPOSE

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, social skills and uniform code of military conduct skills.

TEACHING SELF-DISCIPLINE, CITIZENSHIP AND SOCIAL SKILLS

In every area of education if cadets lack skills we teach them. We believe the same should be true for cadet behavior, including self-discipline, citizenship skills, and social skills. At the Utah Military Academy we will provide support to cadets and the community at large by expressly teaching cadets these skills.

- A. Plans and policies shall be developed for classroom and cadet management which will be consistent with a disciplined, professional military environment and include:
 1. Written standards for cadet behavior expectations, including academy and classroom management
 2. Effective instructional practices for teaching cadet expectations, including self-discipline, citizenship, civic skills, social skills and proper military conduct
 3. Systematic methods for reinforcement of expected behaviors
 4. Uniform methods for correction of cadet behaviors
 5. Uniform methods for at least annual academy-level data-base evaluations of efficiency and effectiveness
- B. On-going staff development shall be provided for all staff regarding:
 1. Effective instructional practices for teaching and reinforcing behavior expectations
 2. Effective intervention strategies
 3. Effective strategies for evaluation of the efficiency and effectiveness of interventions
 4. Effective strategies for implementation of IEPs and 504 plans.
 5. Effective instruction in military comportment and expectations
- C. Utah Military Academy personnel have determined the range of cadet behaviors and establish a continuum of administrative procedures that may be used by academy personnel to address cadet behavior. These strategies are identified in the Cadet Handbook, and including:
 1. Classroom level strategies
 2. Cadet squadron, company, core and team level strategies
 3. Building level strategies

RANGE OF BEHAVIORS AND CONTINUUM OF PROCEDURES

Minor infractions, identified as Class I infractions, and are defined as infractions of academy rules that are generally handled by teachers or adult designees in the classroom. Chronic or excessive minor infractions, identified as Class II infractions, become major infractions and may result in referral to school administration. Minor infractions may result in a loss of privileges, phone calls home, and in-school suspension. Minor infractions include, but are not limited to, the following:

1. Failure to comply with Utah Military Academy's military code of conduct
 2. Failure to comply with JROTC uniform policy guidelines, adopted by Utah Military Academy and identified in the Cadet Handbook
 3. Disrespect, including put downs, talking back, insubordination and defiance
 4. Public displays of affection
 5. Inappropriate language and actions
 6. Tardies
 7. Uniform violations
 8. Disruptive behavior including talk-outs, chronic talking, and out of seat
 9. Horseplay
 10. Chewing gum
 11. Bus misconduct
 12. Noncompliance
- B. Major Infractions are defined as more serious violations of academy rules that may result in immediate office discipline referrals to school administration and generally lead to out-of-school suspension or more serious discipline. They are identified as Class III Infractions, as defined in the Cadet Handbook. These behaviors may also be referred to law enforcement. Major infractions include, but are not limited to:
1. Safe school violations, including assault, threats to kill/harm, discrimination
 2. Drug, alcohol, and tobacco violations
 3. Physical aggression including fighting and throwing objects at a person
 4. Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
 5. Chronic or excessive, or abusive language, truancy, tardies, or non-compliance with teacher direction
 6. Bullying and harassment
 7. Destruction of school or another's property
 8. Possession and/or use of weapons or look-alike weapons
 9. Building administrators are authorized to issue notices of disruptive behavior. These personnel shall provide documentation of habitually disruptive cadet behavior prior to court referral.

TRAINING

Utah Military Academy will provide training and strategies for cadets and staff in the following:

- Cyber bullying
- Social skills
- Adult supervision of cadets
- Provide for cadet assessment of the prevalence of bullying in school ● Proper military conduct

PROHIBITED CONDUCT AND RELATED DISCIPLINE

Prohibited conduct is forbidden at academy, on academy property, including academy vehicles, and at any academy activity. A serious violation that threatens or harms academy property, a person connected with the academy, or property associated with a person connected with the academy is forbidden regardless of where it occurs.

- A. A cadet WILL be removed from school for at least 1 year for a serious violation involving the following:
1. A real weapon or
 2. Explosive or flammable material or
 3. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption.

***Exceptions may be made on a case by case basis through the Board of Directors.*

- B. Upon determination of the Executive Director, and consistent with the Cadet Handbook, a cadet SHALL be removed from the academy for the following:
1. Possession, control, or actual or threatened use of a real weapon, explosive, noxious, or flammable material;
 2. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption;
 3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
 4. Using or threatened use of serious force;
 5. 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 a class A misdemeanor. C. A cadet MAY be removed from the academy for the following:
 1. Willful disregard for proper military conduct
 2. Willful disobedience or violating a school rule;
 3. Defying authority;
 4. Disruptive behavior;
 5. Foul, profane, vulgar, or abusive language;
 6. Defacing or destroying school property;
 7. Truancy, especially chronic truancy;
 8. Theft;
 9. Posing a significant threat to the welfare, safety or morals of a cadet, school personnel, or the operation of the school;
 10. Fighting;
 11. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, especially if repeated over time);
 12. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
 13. Possessing or using tobacco;
 14. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
 15. Inappropriate exposure of body parts;
 16. Sexual or other harassment; or
 17. Gang-related attire or activity.
 18. Excessive Class I and Class II Infractions, or a Class III Infraction, all identified in the Cadet Handbook.

The initial decision to remove, or to discipline a cadet is made by the Campus Dean of Cadets or Campus Academic Director, based on all available information and compliance with the Cadet Handbook and this policy.

The type and length of discipline is made initially by the Dean of Cadets or Academic Director and shall be based on factors such as previous violations, severity of conduct, and other relevant educational concerns, and is consistent with the Cadet Handbook.

When appropriate, cadets will be placed on appropriate behavioral contracts.

An academy employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:

- a) obtain possession of a weapon or other dangerous object in the possession or under the control of a cadet; b) protect a cadet or another individual from physical injury;
- c) remove from a situation a cadet who is violent; or
- d) protect property from being damaged, when physical safety is at risk. This does not prohibit an academy employee from using less intrusive means, including a physical escort, to address circumstances described in this subsection.

If damage or loss of academy property occurs, official report cards, diplomas, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

HABITUAL DISRUPTIVE BEHAVIOR

A. Definitions

1. Qualifying minor means a school-age minor who is at least 11 years old or turns 11 years old at any time during the school year.
2. Disruptive behavior means behavior outlined in Prohibited Conduct and Related Discipline: A, B and C above.

B. Notice of Disruptive Cadet Behavior

1. A Notice of Disruptive Cadet Behavior may only be issued to a qualifying minor.
2. A Notice of Disruptive Cadet Behavior may only be issued by the Campus Academic Director or a designee.
3. A Notice of Disruptive Cadet Behavior shall be issued when the cadet has:
 - a. engaged in disruptive behavior (that does not result in suspension or expulsion) 3 times during the school year; or
 - b. engaged in disruptive behavior that results in suspension or expulsion once during the school year.

C. A Notice of Disruptive Behavior requires that the cadet and parents meet with school authorities to discuss the disruptive behavior.

D. The cadet and/or parent may contest a Notice of Disruptive Cadet Behavior in the following manner:

1. If the notice is written by an assistant administrator or other designee, the appeal is made to the Campus Academic Director;
2. If the notice is written by the Campus Academic Director, the appeal is made to the Executive Director.

E. An academy representative shall provide to the cadet's parents a list of resources available to assist the parent in resolving the cadet's behavior.

F. The academy shall establish procedures for the academy counselor or other designated academy representative to work with a cadet in order to attempt to resolve the cadet's behavior problem(s).

G. Habitual Disruptive Cadet Behavior Citation

1. The Habitual Disruptive Cadet Behavior Citation may only be issued to a cadet who has received a Notice of Disruptive Cadet Behavior and:
2. Engages in disruptive behavior (that does not result in suspension or expulsion) at least 6 times during the school year;
3. Engages in disruptive behavior that does not result in suspension or expulsion at least 3 times during the school year and engages in disruptive behavior that results in suspension or expulsion, at least once during the school year; or
4. Engages in disruptive behavior that results in suspension or expulsion, at least twice during the school year.

H. A Habitual Disruptive Cadet Behavior Citation may only be issued by the Executive Director.

1. The citation shall be mailed by certified mail to, or served on, the parent of the cadet.
2. A cadet to whom a Habitual Disruptive Cadet Behavior Citation is issued shall be referred to the Board of Directors for consideration of further action, which may include expulsion.
3. Within five days after the citation is issued, a representative of Utah Military Academy shall provide documentation to the parent of the efforts made by an academy counselor or representative.

SEARCHES

1. Academy personnel may search cadets, lockers, personal property, and vehicles parked on academy property based on reasonable suspicion.
2. Academy personnel may also conduct random searches that might include all lockers and other academy property.

SUSPENSION AND EXPULSION DEFINED

1. Suspension is disciplinary removal from the academy with an offer of educational services.

2. Expulsion is a disciplinary removal from the academy by the Board of Directors for more than 10 school days without an offer of alternative educational service.

READMISSION AND ADMISSION

1. If a cadet is removed from school the cadet may be readmitted after the parent/guardian meets with the academy officials to make a plan to correct the behavior(s) and after the cadet completes both the days of suspension and any conditions imposed. This meeting may be brief and/or electronic.
2. The Utah Military Academy may deny admission to a cadet who has been expelled from any school in the last twelve months.

DUE PROCESS

1. If a cadet is removed from the academy or otherwise disciplined under this policy for less than 10 days, the cadet has the right:
 - a. to be informed of the alleged wrongdoing and
 - b. to meet with the Campus Academic Director to tell his/her side of the story.
2. The academy will use the following definitions and procedures for both short-term (less than 10 days) and long-term (more than 10 days) suspensions and expulsions:

DEFINITIONS

1. "Notification" means notice to parents by a reasonable, reliable process, e.g. by phone call, text message, mail, by notice in school newsletter, by cadet delivery, at school registration.
2. "Timely hearing" means a hearing will be scheduled no more than 5-academic days following the suspension/expulsion. Allowance may be made by mutual agreement of the parties, inability of the Utah Military Academy to contact parent(s)/guardian(s) despite documented good faith efforts, or lack of cooperation by parent(s)/guardian(s).

SHORT-TERM SUSPENSION

1. If a Campus Academic Director intends to suspend a cadet for less than 10 academic days the following procedures shall be followed:
 - a. Cadet and parents should be notified immediately of the academy's intent to suspend:
 - b. If the academy intends to suspend the cadet immediately, parents should be notified immediately.
 - c. Cadets younger than 14 should never be released until, and unless a parent or emergency contact is notified.
 - d. Cadets older than 14 should be released to a parent and should never be sent from the academy without making a very deliberate effort to notify a parent or emergency contact.
2. A cadet should hear a brief explanation of the reason(s) for suspension prior to suspension.
3. A cadet should have the opportunity to tell his/her side of the story prior to suspension.
4. This conversation or meeting between the cadet/administrator or cadet/teacher should be documented by the teacher/administrator in writing or on a permanent computer file.

LONG-TERM SUSPENSION OR EXPULSION

1. If a cadet is suspended for more than 10 academic days, the school will provide the following minimum steps:
 - a. Notice of reasons for suspension to cadet and parents, preferably in writing.
 - b. Notice of opportunity for a timely hearing.
 - c. If a parent requests a hearing, the parent shall have and receive notice of:
 - i. names of witnesses against the cadet and opportunity to present witnesses (witness(es) names may be protected if the academy determines they would suffer physical/psychological harm; cadet(s) cannot compel witnesses);
 - ii. reasonable time to prepare the case;
 - iii. the opportunity for counsel, if the academy uses an attorney;

- iv. the right to notice of procedures for the hearing in writing, to include this policy, also found on our Utah Military Academy website;
- v. the right to have the hearing recorded;
- vi. a fair hearing officer (credible and objective person or panel – not necessarily uninformed);
- d. The decision must not be based solely on hearsay; rules of evidence do not control.
- e. The cadet has no official protection against self-incrimination; though if criminal charges are also pending, this may require consultation with local law enforcement.
- f. A decision must be made only on evidence presented at the hearing.
- g. Cadet/parent has the right to written findings.
- h. Decision is by a preponderance (>50%) of the evidence.
- i. Cadets should have at least one level of appeal (for instance, if the first decision is by the Dean of Cadets to suspend, the cadet should have an appeal right to the Campus Academic Director).
- j. Cadets/parents must “exhaust administrative remedies” and participate and cooperate in administrative procedures, prior to appealing a decision to the Board of Directors.
- k. The Executive Director may, at the Board’s request, present the academy’s initial position to suspend a cadet for more than 10 days or expel a cadet. The Executive Director, working with the Campus Academic Director will provide his/her recommendation, including all supporting materials to the Board at the hearing or at the Board’s request.
- l. The cadet shall have access to all of the documentation against him/her at the hearing, prior to the Board’s decision/hearing officer’s recommended decision.

MISCELLANEOUS ISSUES

1. If a Campus Dean of Cadets, Campus Academic Director, or Executive Director offers a cadet/parent opportunity to explain or have a hearing, and the cadet or parent refuses or waives the right, due process is satisfied.
2. Make-up work - The academy shall allow make-up work for cadet absences during suspensions/expulsions or provide criteria under which make-up work is allowed.
 - a. Most courts favor allowing cadets to do make-up work for classes that they miss.
 - b. However, the make-up assignments may not, and need not be the same assignments/tests that the cadet missed.
 - c. Academy holidays, teacher workdays, school-wide activities or team assessments should not be used as excuses for delaying due process or for short- term suspensions resulting in long-term suspensions. If the academy foresees delays, the academy should use the more formal due process.
3. All suspensions will be determined, consistent with the Cadet Handbook, by a campus Dean of Cadets, campus Academic Director, or Executive Director.
4. Hearing may include scheduled conference calls, when that is the only manner in which a timely hearing can be scheduled, and both parties agree.

CADETS WITH DISABILITIES

If a cadet has a qualified disability, the campus Dean of Cadets, or campus Academic Director will explain the separate (and additional) procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, and notify the appropriate Special Education Director for that Campus.