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00—Introduction

00-101—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.

00-102—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.

00-103—Core Values and Commitment

Integrity First,
Service Before Self,
Excellence In All We Do

Cadets recite the Air Force Core Values at the beginning of every class. When a cadet commits to internalizing these values, the UMA Cadet Code of Conduct will be simple to follow.

There are four primary classroom rules that must be followed at UMA. Remember the Acronym STAR. Each letter in STAR represents each of the classroom expectations. Additionally, the insignia of a military General is a star, which encourages leadership and reminds cadets to prepare for the future, because even little decisions can have lasting consequences in the future.

S. Sit Smart
T. Track
A. Ask/Answer Appropriately
R. Respect All

Failure to abide by these classroom rules will result in disciplinary measures, as outlined in the UMA Discipline Code.

00-104—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 in regard to 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 digital file. ie. educators handbook, and/or Aspire.

- 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.

01—Board Governance

01-101—Committee Policy

The purpose of Committees is to assist the Board, the Executive Director, and the Parent Involvement Committee in accomplishing the Mission and Charter of Utah Military Academy

The Board establishes the following standing committees to report to the Board:

- Academic Excellence
- Financial Accountability
- Capital Fundraising
- School LAND Trust

The Board directs the Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public Relations
- Technology
- Safety

The Director will establish additional committees and the Parent Organization leadership will establish additional PIC committees as they deem necessary for the performance of their specific responsibilities and authority within the Academy's Mission and Charter.

The Director and Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the school's Charter and Mission.

The Academic Excellence Committee is delegated the responsibility to present to the Board annually an accountability plan for gathering data about the school's academic progress, staff, student, and parent relationships, and the Director's job performance. The Academic Excellence Committee is responsible to compile the data required by the school's accountability plan and charter and present the data plus a summary to the Board. Members of the Academic Excellence Committee will be appointed by the Board.

The Financial Accountability Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of the Academy and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors. The Treasurer will chair the Financial Accountability Committee and the Business Manager will be a member. Other members of the Financial Accountability Committee will be appointed by the Academy Board.

The Capital Fundraising Committee is delegated the responsibility to raise large donations to the school for use in capital improvements and other large one-time expenses. The Capital Fundraising Committee will coordinate with other fundraising committees established by the Director or Parent Organization. The Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to the school. Members of the Capital Fundraising Committee will be appointed by the Board.

The Parental Involvement Committee assists the Director in designating elected parents to sit on the School Lands Trust Committee. An additional member of the school staff will be elected annually by the administration to serve on the School LAND Trust Committee. The School LAND Trust Committee is designated to make decisions about the School LAND Trust funds and given the responsibility to make a school plan consistent with Utah Code Section 53F-2-404. The School LAND Trust Committee shall annually hold a discussion with school administrators about safety concerns and efforts to address them.

Members of committees reporting to the Director will be appointed by the Director and may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the school's Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.

01-102—Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Utah Military Academy (Herein known in this Manual as **School**), or result in personal financial, professional, or political gain on the part of such persons at the expense of **School** or its members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of **School**. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to **School** and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of **School**. *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to **School**.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

    a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.

    b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.

    c. A board member or their organization stands to benefit from an **School** transaction or staff member of such organization receives payment from **School** for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

    d. A board member's organization receives grant funding from **School**.

    e. A board member or staff member is a member of the governing body of a contributor to **School**.

    f. A volunteer working on behalf of the School who meets any of the situations or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect **School**'s best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. A Board member or Committee member who is formally considering employment with **School** must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with **School** must submit a written request for a temporary leave of absence to the Secretary of the **School** Board, c/o **School's** office, indicating the time period of the leave. The Secretary

of **School** will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the **School**.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending **School**'s resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with **School** or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties.

Utah Military Academy

This form must be filed annually by all specified parties, as identified in the **School** Conflict of Interest Policy Statement (ratified by **School's** Board of Directors on {Date of ratification})

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

_____
Date

01-103—Complaint Policy

Definitions:

Complaint: A written submission from any individual within the Utah Military Academy School community (i.e. student, parent, employee) who:

1. Sets forth the allegation that there has been a violation of any school policy, reasonable and accepted practices, or state or federal rule or law;
2. Specifically identifies the policy, practice, rule or statute violated.

Complainant: Any individual or group of individuals aggrieved by a decision or condition falling under policy, reasonable and accepted practices, or state or federal rule or law.

Organizational Structure: The hierarchy of Utah Military Academy for addressing all Complaints. The organizational structure varies depending on the area of alleged violation. Below is the hierarchy used for Complaint procedures in this policy:

Classroom Instruction	Special Education	Other Operations
Classroom Teacher	Special Education Teacher	Directly involved party
Academic Director	Special Education Director	Business Manager
School Director	School Director	School Director
Board of Trustees	Board of Trustees	Board of Trustees

Procedure

Step I:

Any individual alleging a Complaint is encouraged to resolve the problem, if possible, through a discussion with the person or persons suspected of a violation, beginning at the lowest level of organizational structure.

1. Students and parents should discuss classroom concerns first with classroom teachers.
2. Employees should discuss concerns first with directly involved parties.
3. When individuals hear complaints or receive formal Complaints, they should make sure that Complainants or potential Complainants have first attempted in good faith to resolve problems with persons directly involved.

Step II:

In the event that the informal discussion with directly involved parties does not resolve the issue, the Complainant shall file a formal written Grievance Form with the next responsible individual in the organizational structure. Grievance Forms are available from the office manager or from the school's website.

1. The Grievance must be filed within twenty (20) working days of the date the Complainant knew, or should have known, of the circumstances that precipitated the Complaint.
2. The responsible individual shall respond in writing, within five (5) working days following receipt of the Complaint.
3. If the next responsible party is the School Principal or Middle School Dean, Step II does not apply, and the

Complainant moves to Step III.

Step III:

If the response (decision) at Step II does not resolve the problem, the Complainant shall forward the Complaint to the School Director to initiate Step III.

1. The School Director shall investigate the complaint with the parties concerned in the Complaint within fifteen (15) working days of the Complaint having been filed at Step II.
   NOTE: The School Director may choose to convene a Complaint committee of two to three additional administrators or members of the faculty as part of the investigation of a complaint and in order to recommend a decision on the issue of Complaint.
2. At the conclusion of the investigation, the School Director shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the Complaint within five (5) working days.
3. The Complaint shall be considered resolved if the Complainant and the Board of Trustees accept the recommendations of the School Principal or Middle School Dean.
4. If no written report has been issued within the time limits set forth in "3" above, or if the Complainant shall reject the recommendations of the School Principal or Middle School Dean, the Complainant shall have the right to appeal to the Board of Trustees for review of the Complaint at Step IV.

Step IV:

Complainants may appeal to the Board of Trustees for a hearing of Due Process.

1. A written request for Board of Trustees' review of the Complaint must be submitted to the Board Secretary within 10 days of the date of the School Principal or Middle School Dean's report or the expiration of the time limits set forth in Step III.
2. The Board of Trustees shall review the Complaint and the School Director's report, and may hold a hearing.
3. The Board of Trustees may affirm the School Principal or Middle School Dean's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
4. The Board of Trustees written decision shall be issued within 21 working days of receipt of the Complainant's written appeal by the board secretary.
5. If no written decision has been issued within the time limit set forth in "4" above or if the Complainant shall reject the decision of the Board of Trustees, the Complainant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

1. Complainant will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and the School Administration. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The Complaint officer will issue a letter of understanding to the parties outlining the modified timeline.
2. No person shall suffer recrimination or discrimination because of participation in this Complaint procedure.
3. Employees shall be free to testify regarding any Complaint filed hereunder.
4. Confidentiality will be observed pending resolution of the Complaint.
5. A representative of his/her choice may accompany the Complainant in all stages of these proceedings.
6. The business manager will maintain records of all Complaints. The records will be kept in a separate and confidential file. Information regarding Complaints will be classified as private.
7. Gossip among school employees will not be tolerated. When employees have concerns they should follow the procedure in this policy to resolve such concerns. Gossip undermines the efforts of all employees to

operate a successful school and may be grounds for disciplinary action, up to and including termination of employment.

COMPLAINT FORM

NAME_____ POSITION TITLE _____

(If parent or cadet, put "parent" or "cadet")

DAYTIME PHONE _____

INSTRUCTIONS: The Complaint procedure has four steps. The first is informal resolution, the second, third, and fourth are a formal written complaint to administration and/or the school director, and the fifth a review by the Board of Directors. This form may be used by an employee, parent, or student to initiate a formal complaintat Step 2. If you are considering initiating a complaint, you should review the complete complaint policy, available from the Director of Operations.

STEP 1 INFORMAL RESOLUTION

Step 1 of the complaint process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

STEP 2 FORMAL COMPLAINT

From the date of the grievable event, you have 15 working days to file a formal, written complaint. The written complaint is considered filed when it is submitted to the Director of Operations, as outlined in policy.

You must provide the following information:

1. The date of the grievable event. _____

2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

_____

_____

_____

_____ Total number of pages attached _____

3. The resolution or remedy you want. _____

_____

_____

_____

_____ Total number of pages attached _____

4. Grievant signature and date filed with Director of Operations.

_____ _____

Grievant's Signature Date

_____ _____

Director of Operations' Signature Date received from employee

STEP 3 FORMAL COMPLAINT

If you do not resolve your complaint at Step 2, you may advance the complaint to Step 3 by notifying the Director of Operations, as outlined in policy. The notification must be in writing and must be received within 10 working days of receipt of administration/supervisor's response at Step 2.

01-104—Records Management Policy

The Board of Trustees is committed to see that school records are managed in an efficient and responsible manner. Therefore, the Board delegates to the Administration the responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code §63-2-701.

A. Records Management
    a. The Business Manager shall be the records officer for all general school records including, Human Resource Records, and any documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc.
    b. The Principal shall be the records officer for all records related to students.
        i. The Principal shall:
            1. Create and maintain a list of all employees who may access a student's educational record, including the name and position of each school employee that has such access
            2. Provide the "Employees with Access to Educational Records List" to the governing board annually or when updated
            3. Provide training on student privacy laws to those on the "Employees with Access to Educational Records List"
            4. Provide a certified statement, signed by each school employee, that certifies that the employee(s) completed the training and understands student privacy requirements
    c. The board secretary shall be the records officer for all board documents, including policies, minutes, and recordings of board meetings.

B. Records Classification
    a. All school records shall be classified as public, private, controlled, protected, or exempt as defined in statute.
    b. Public Records shall include:
        i. Official minutes, actions and decisions of the Board of Trustees and School Administration, unless these records involve information that is classified as private, controlled, or protected.
        ii. Official School and school policies, contracts, minutes, and accounts.
        iii. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.
        iv. Documents showing formal criminal charges against an employee, unless, in the judgment of the principal, the charges are groundless or the charges are not sustained.
        v. Public records shall be open for public inspection during regular office hours as defined in section H Access to School Records.
    c. Private Records Private records shall include:
        i. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
        ii. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
        iii. Individual student records.

iv. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).

d. Controlled Records shall include
    i. records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
    ii. Controlled records shall be open only to authorized persons or agencies, but will not be open to the subject of the record.

e. Protected Records shall include:
    i. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs.
    ii. Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position, or could enable circumvention of an audit.
    iii. Records related to potential litigation or personnel hearings.
    iv. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
    v. Test questions.
    vi. Protected records shall be open only to authorized individuals and agencies or in response to court order.

f. Exempt Records: Exempt records shall include student records that are protected by the Family Educational Rights and Protection Act (FERPA).

C. Access to School Records
    a. All Requests must be submitted in writing by using the Utah Military Academy GRAMA Request form. Requests to view school records should be addressed to the appropriate records officer during regular business hours.
    b. Individuals requesting to view records classified as private, controlled, or protected shall be required to prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.
    c. The Principal shall determine whether access to the requested record(s) is to be granted or denied.
        i. If the request is approved, the records shall be provided as soon as possible and not more than ten (10) working days from the date the request was received.
        ii. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

D. Appeals Process
    a. Appeals to the Board of Trustees
        i. The requester shall file a written request for a hearing with the Board Secretary at least ten days before the requested hearing date.
        ii. Upon receiving the request, the Board Secretary shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.
        iii. The requester has the right to be represented by legal counsel at the hearing.
            1. If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.

2. If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
3. Within ten (10) working days of the hearing, the Board Secretary shall notify the requester in writing of the Board's decision.
4. If the Board upholds the action of the School Administration, the requester has the right to take any legal action open to the requester.

E. Copying School Records
   a. Utah Military Academy may charge a fee for duplicating school records that is equal to the actual duplication cost plus any employee time involved.
   b. Utah Military Academy shall refuse to allow duplication of copyrighted materials (except in accordance with educational copyright laws and with respect to educational materials).
   c. Utah Military Academy shall charge 5 cents per page for duplicating records, plus the cost of labor involved at the rate of $12 per hour.

F. Retention of School Records
   a. Utah Military Academy shall adhere to the general schedule for records retention approved by the State Records Committee.
   b. Records that are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
   c. Only those confidential records required for retention at the school as per state guidelines shall be retained. The school will not retain other confidential records.

01-105—Sponsorship and Material Display or Distribution Policy

The Board recognizes the educational value of proper and wholesome resources in the nature of individual personalities, business and institutional publications and the many materials of local, state, and national agencies.

The property, parking lots, sidewalks, and facilities of Utah Military Academy and the publications of Utah Military Academy are a closed forum, to be managed in the best interests of the students and patrons as determined by school Administration.

The Board of Directors adopts the following policy relating to sponsorship of school facilities or activities by outside entities and for the distribution of advertising or other materials from outside parties on campus.

SPONSORSHIP OF FACILITIES OR ACTIVITIES

The board or administration may seek sponsorship for specific school activities or for any part of the school's facilities. All sponsors must:

1. Be approved by the School Administration
2. Not participate in any activity or produce any product that would be prohibited on school grounds by policy, rule, or statute
3. Pay a sponsorship fee (or make an in-kind donation) as negotiated with school administration

Utah Military Academy and any sponsor shall enter a written agreement specifying the fee or donation, the activity or facility (or portion thereof) sponsored, and the length or term of the sponsorship. The Board may revoke the sponsorship agreement at any time by majority vote and refund the prorated fee or donation based on the proportion of actual sponsorship compared to the agreed term.

SCHOOL PUBLICATIONS AND PRINTED MATERIALS

The Board places the responsibility for school publications and distribution of any materials with school administration. Therefore, printed material of any nature shall not be distributed on the school premises without the consent of the school principal. Flyers, handbills, or other printed materials which are not either approved by the principal are prohibited and may not be posted or distributed on school property or placed in mailboxes that are provided for school staff. All publications shall be free of any adverse, lewd, wanton, or lascivious writings or pictures. There shall be no publications of a nature that would ridicule, defame, belittle, or otherwise injure the character of any individual or group.

Utah Military Academy will not accept or publish public political advertising on ballot initiatives, constitutional amendments, and candidates for election. The Board may publicize its position on initiatives and other matters sponsored by the Board or having a direct bearing on the education of students in Utah Military Academy.

Printed material advertising a private service not related to Utah Military Academy or education in general may be distributed at the discretion of the school principal. The principal may require the sponsors of such material to pay a fee to the school for the privilege of distribution within the school. Fees shall be uniformly applied, but may be waived for community events and activities sponsored by a local city or other community organization, or for services or activities that are closely related to Utah Military Academy's mission. Fliers may not advertise any activity or product that would be prohibited on school grounds by policy, rule, or statute.

01-106—Board Member Code of Conduct

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Members must demonstrate loyalty to the charter and board policy, unconflicted by loyalties to staff, other organizations, or any personal interest as a parent, or as a friend or associate of other parents at the school.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
    a. There will be no self-dealing or business by a member with the school outside the scope of the conflict of interest policy. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
    b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote but also from the deliberation.
    c. Board members will not use their board position to obtain employment at the school for themselves, family members, or close associates. A board member who applies for employment must first resign from the board.
3. Board members may not attempt to exercise individual authority over the organization.
    a. Members' interaction with the director or other staff must recognize the lack of authority vested in individuals except when explicitly authorized by the board, and members must interact appropriately with staff when acting as the parent of a student.
    b. Members' interaction with the public, the press, the authorizer, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly-stated board decisions.
    c. Except for participation in board deliberation about whether the director has achieved any reasonable interpretation of board policy, or when expressing an appropriate opinion as the parent of a student, members will not express individual judgments of performance of employees or the director.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared and present for board deliberation.
6. Members will support the legitimacy and authority of the final determination of the board on any matter without regard to the member's personal position on the issue.
7. Members will make a personally meaningful cash donation to the school and contribute no fewer than 40 hours as operational volunteers directed by staff each year, outside their responsibility as board members.
8. Members will undergo a criminal background check prior to election to the board.

01-107—Governance Process Policy

The purpose of the board, in compliance with its approved charter, is to ensure that Utah Military Academy achieves appropriate results for its students at an appropriate cost and avoid unacceptable actions and situations.

The board will govern lawfully, observing the principles of Policy Governance and the school's charter, with an emphasis on strategic leadership more than administrative details, clear distinction of board and administrative roles, encouragement of open discussion in viewpoints, united rather than individual decisions, and proactivity rather than reactivity.

The board shall produce within the above limitations:

1. Authoritative linkage between the charter and the operational organization of the school.
2. Written governing policies that realistically address the broadest levels of all organizational decisions and situations.
    a. Outcomes: the organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative worth in cost or priority.
    b. Methods: constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
    c. Governance Process: specification of how the board conceives, carries out, and monitors its own task.
    d. Delegation: how power is delegated and its proper use monitored; the director's role, authority, and accountability.
    e. Assurance of successful school performance on outcomes and methods.

01-108—Board to Administration Delegation Policy

1) The Board's sole official connection to the school, its achievements, and conduct will be through the School Director.
   a) The School Director is the board's only link to school achievement and conduct, so that all performance of staff, as far as the board is concerned, is considered the performance of the School Director.
   b) The board will never give instructions to persons who report directly or indirectly to the School Director.
   c) The board will not evaluate, either formally or informally, any staff other than the School Director.
   d) The board will view School Director performance as identical to school performance so that accomplishment of board stated outcomes and consistency with Executive Limitations will be viewed as successful School Director performance.
2) The board will instruct the School Director through written policies that define outcomes to be achieved and define situations and actions to be avoided, allowing the School Director to use any reasonable interpretation of these policies.
   a) Only officially passed motions of the board are binding on the School Director.
   b) Decisions or instructions of individual board members, officers, or committees are not binding on the School Director except in rare instances when the board has specifically authorized such exercise of authority.
   c) In the case of board members or committees requesting information or assistance without board authorization, the School Director can refuse such requests that require, in the School Director's opinion, a material amount of staff time or funds, or are disruptive.
   d) Consistent with the school's charter and existing policy, the School Director is authorized to establish all further policies and practices, make all decisions, take all actions, and pursue all activities. Such decisions of the School Director shall have full force and authority as if decided by the board.
3) The board will monitor and evaluate the School Director's job performance only against defined outcomes and limitations.
   a) The board will acquire monitoring information by one or more of three methods
      1. By internal report, in which the School Director discloses interpretations and compliance information to the board
      2. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies
      3. By direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
      4. The standard of compliance shall be any reasonable School Director interpretation of Policy. The Board will judge reasonableness by a reasonable person standard, rather than with an interpretation favored by Board Members or the board as a whole.
      5. All policies that instruct the School Director will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Policy	Method	Frequency	Timing

Financial Condition	External	Annually	October
Emergency Director Succession	Internal	Annually	August
Asset Protection	Internal	Annually	July
Compensation and Benefits	Internal	Annually	June
Communication and Support to the Board	Direct Inspection	Monthly	
Outcome Focus of Grants or Contracts	Internal	As needed	
Outcome of student achievement	External	As outlined in charter agreement	As outlined in charter agreement

01-109—Costs of Governance Policy

Because poor governance costs more than learning to govern well, the board will invest in its own governance capacity.

1. Board skills, methods, and supports will be sufficient to ensure governing with excellence.
    a. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing members' skills and understanding.
    b. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance.
    c. Outreach mechanisms will be used as needed to ensure the board's ability to listen to Academy community viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

The board will establish its Cost of Governance budget for the next fiscal year during the month of April for inclusion in the school's budget for the following fiscal year.

01-110—Executive Limitations

Global Executive Limitations Policy

The Principal/Director shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, in violation of commonly accepted business, professional and educational ethics and practices, or not in accordance with the charter of Utah Military Academy.

Treatment of Students

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Principal/ Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material and are not in compliance with State record keeping archiving policies.
3. Fail to operate facilities with appropriate accessibility and privacy including but not limited to:
    a. Not enforcing building access procedures.
    b. Not keeping all exterior doors locked.
    c. Not establishing emergency lockdown and evacuation procedures.
    d. Not maintaining safe drop-off and pick-up procedures.
4. Fail to establish with students a clear understanding of academy expectations, including but not limited to:
    a. Dress Code Standards
    b. Academic Standards
    c. Behavioral Standards
5. Fail to inform students of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Treatment of Parents

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Principal/ Director shall not:

1. Elicit information for which there is no clear necessity.
2. Divulge information or opinion for which there is no clear necessity, including:
    a. Information or opinions about a student(s) to persons other than the student's parents.
    b. Causing or allowing staff members to disclose information or opinion about a student to persons other than the student's parents.
3. Fail to establish with parents a clear understanding of academy expectations, including:
    a. Dress code procedures
    b. Safe drop off and pick up procedures
    c. Volunteer hours
4. Fail to inform parents of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Hiring of Staff

With respect to the hiring of staff, the Principal/Director may not cause or allow conditions that are unfair, non-compliant with the Utah Military Academy charter, or not in the best interest of the students.

The Principal/Director shall not:

1. Discriminate on the basis of religion, race, gender, or any other legally protected class
2. Make hiring or deployment decisions that create a conflict of interest or violate any school policy or section of the charter
3. Fail to develop and follow hiring practices and procedures that ensure transparency, legal compliance, and reasonable practices
4. Fail to document the reasons for hiring decisions and compliance with policy and administrative practice

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Principal/Director may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The Principal/Director shall

1. Operate with written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
2. NOT Retaliate against any staff member for non-disruptive expression of dissent.
3. acquaint staff with the Principal/Director's interpretation of their protections under this policy.
4. acquaint and provide staff with copies of the Utah Military Academy charter and any other documentation relevant to their employment.
5. provide staff with at least 1 performance assessment and if necessary any needed improvements.
6. Allow staff to be prepared to deal with emergency situations.

Financial Planning/Budgeting

The Principal/Director shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Outcomes priorities, risk financial jeopardy, or fail to be derived from a multiyear budget plan.

There will be no financial plans that

1. Are not approved by the board in a public board meeting
2. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Condition and Activities."
3. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosures of planning assumptions.
4. Provide less for board prerogatives during the year than is set forth in the "Cost of Governance" policy.
5. Provide less for instructional operations during the year than is adequate to meet stated Outcomes or to fulfill the school's charter.

Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Principal/Director shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Outcomes policies.

The Principal/Director shall not

1. Expend more funds than have been received in the fiscal year to date unless the board's debt guidelines is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain and otherwise unencumbered revenues within thirty days without prior board approval.
5. Conduct budget cuts without prior board approval.
6. Fail to settle payroll and debts in a timely manner.
7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
8. Make a single purchase or commitment of greater than $10,000.00. Splitting orders to avoid this limit is not acceptable.
9. Acquire, encumber, or dispose of real estate.
10. Fail to aggressively pursue receivables after a reasonable grace period.

Emergency Principal/Director Succession

To protect the board from sudden loss of Principal/Director services, the Principal/Director shall not permit there to be fewer than two other individuals sufficiently familiar with board and Principal/Director issues and processes to enable either to take over with reasonable proficiency as an interim successor.

Asset Protection

The Principal/Director shall not cause or allow academy assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Principal/Director shall not

1. Fail to insure adequately against theft and casualty and against liability losses to board members, staff, and the organizations itself.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Fail to ensure that the facility is clean and presentable to investors, regulators, or the general public.
5. Unnecessarily expose the organization, its board, or its staff to claims of liability.
6. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of more than $10,000.00 without having obtained comparative prices and quality; (c) of more than $10,000.00 without a stringent method of assuring the balance of long-term quality and cost. Orders shall not be split to avoid these criteria.
7. Fail to protect intellectual property, information, and files from loss or significance damage.
8. Receive, process, or disburse funds under controls insufficient to meet the board-appointed auditor's standards.
9. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisers.

10. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less that AA rating at any time, or in non-interest-bearing accounts except when necessary to facilitate ease in operational transactions.
11. Endanger the organization's public image, its credibility, or its ability to accomplish Outcomes.
12. Change the organization's name or substantially alter its identity in the community.

Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Principal/Director shall not cause or allow jeopardy to financial integrity or to public image.

The Principal/Director shall not:

1. Change the Principal/Director's own compensation and benefits, except as benefits are consistent with a package for all other employees.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
5. Establish or change benefits so as to cause unpredictable or inequitable situations, including those that
    a. Incur unfounded liabilities.
    b. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.
    c. Allow any employee to lose benefits already accrued from any previous plan.
    d. Treat the Principal/Director differently from other key employees.

Communication and Support to the Board

The Principal/Director shall not cause or allow the board to be uninformed or unsupported in its work.

The Principal/Director shall not:

1. Neglect to submit monitoring data required by the board in Board-Management Delegation policy "Monitoring Principal/Director Performance" in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including Principal/Director interpretations consistent with Board-Management Delegation policy "Delegation to the Principal/Director," as well as relevant data.
2. Allow the board to be unaware of any actual or anticipated noncompliance with any Outcomes or Executive Limitations policy of the board regardless of the board's monitoring schedule.
3. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant to Outcomes.
4. Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
5. Allow the board to be unaware that, in the Principal/Director's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the Principal/Director.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Allow the board to be without a workable mechanism for official board, officer, or committee communications.

8. Deal with the board in a way that favors or privileges certain board members over the others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.
9. Fail to submit to the board a consent agenda containing items delegated to the Principal/Director yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

Outcomes Focus of Grants or Contracts

The Principal/Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Outcomes and, secondarily, the avoidance of unacceptable means.

The Principal/Director shall not:

1. Fail to prohibit particular methods and activities to preclude grant funds from being used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results
3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

01-111—Data Management

Ownership and Oversight:

Utah Military Academy owns and protects its data by using school-issued computers that are backed up daily. Student information is stored in the state Student Information System (SIS) and a secure lottery system operated.

All student information shall be entered into SIS for use in state and federal reports, including:

- Attendance
- Retention
- Assessment
- Special Education program
- English language learning
- Discipline

Data Security and Compliance

1. Staff Correspondence: staff shall use a secure connection for all correspondence. Any email destined for former staff members is automatically forwarded to a designated current staff member. In the event of a sudden employee change, Utah Military Academy reserves the right and has the ability to suspend email access and retrieve all email correspondence.

2. Computer Use: Utah Military Academy uses a firewall to protect students from inappropriate content. All students and staff are required to sign a "Computer Use Agreement" which regulates their use of the school-owned computers.

3. Computer Security: All school computers shall be equipped with anti-virus software. The school director shall ensure that the school's network against security threats, both internal and external.

Data Archiving and Retention

Each staff member and student shall have a unique username and password, providing access to their data. Staff members tasked with student data use password protected web sites operated by the State of Utah to store and access data about contact information, assessment, special education, USIIS, and immunizations.

Data stored in State systems is backed up by the State of Utah and archived according to their regulations.

All paper files are kept in locked file cabinets at the school. In the event that a student transfers, registration documents shall be shredded and the school file shall be mailed to the new school.

Academic Data

Utah Military Academy will collect academic data from a variety of sources. These sources will include the state standardized tests.

Data will be gathered electronically by the state for these tests. When the school receives the results, a team will disaggregate the results in a variety of ways to determine any gaps in achievement. The resulting information will then guide focused intervention on a class wide, individual, or student population level as necessary.

01-112—Policy Development

By expressing intent, policies specify the direction or delineate the scope of organizational action and/or limits on action. Therefore, adoption of new policies or amendment of existing policies is solely the responsibility of the Utah Military Academy Board. New or amended policies shall be adopted and implemented only by the vote of a majority

of a quorum of the trustees present when such action has been scheduled on the agenda of a regular or special meeting. With the exception of statutory requirements or instances where specific application of a policy is essential to the long-term welfare of the school, policies should be flexible enough to allow for extenuating circumstances or circumstantial changes.

02—Facilities, Safety, and Risk Management

02-101—Facilities Usage Policy

1.0 Purpose

To serve the community and provide opportunities for citizens to participate in educational and recreational activities by making available appropriate use of school facilities in accordance with law and available resources in the school.

2.0 Definition

"Facilities" means the school building, grounds, accessory buildings (i.e. storage sheds), equipment, and property belonging to Utah Military Academy.

3.0 Use of School Facilities

3.1 Primary Use of School Facilities

The primary use shall be for the educational program of the school. All other uses shall be secondary and shall not interfere with the school program or purpose.

3.1.1 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 (1515 to 1630) 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 are expected to leave campus by 1515.

3.2 Secondary Use of School Property and Facilities

3.2.1 School Sponsored Programs, Activities, Meetings, and PTO Use

School property and facilities may be used by the Parent Involvement Committee (PIC), teachers, students, administration, and other authorized persons for school-sponsored programs and activities, including but not limited to, membership meetings, committee meetings, after-school programs, clubs, fairs, sports, and all other school-related activities.

Allowing students, faculty, parents, a school club, team or program to access an activity, or provide concessions at an activity, does not necessarily qualify the activity as a school-sponsored program.

3.2.2 Community Use

Community Use applies to citizens, youth groups, public agencies, senior citizens organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities.

3.2.3 Charitable or Non-Profit Use

Charitable and Non-Profit Use applies to organizations such as service clubs, scouting organizations, civic groups, public service organizations, church and religious organizations, and other groups that have tax-exempt status under 501c3.

3.2.4 Commercial Use

Commercial use applies to organizations or individuals whose motive is to make a profit and may include, but not be limited to, events for which admission is charged or items and/or services are sold, and teachers or persons (including those employed by the school) who are providing private instruction in any subject for a fee.

Facilities may be used for commercial purposes in accordance with regulations as long as such use is of a general interest to the public and not primarily directed toward selling products, services or entertainment to the students or employees of the facility.

3.2.5 Other Uses and Limitations

School facilities may be made available to public agencies for polling places and mass care shelters during disasters or emergencies affecting public health and welfare.

School property and equipment shall not be loaned or taken from the school for non-school affairs.

School facilities will be available for secondary use only at times other than normal school hours, except for approved school-supported events and when used as polling places. School facilities will not be available for use on Sundays or holidays.

4.0 Application and approval for rental of school facilities

The application for, approval of, and use of facilities shall be in accordance with the terms, conditions, and limitations as set forth in the policy and regulations established by the Utah Military Academy Board of Trustees and administered by the Business Manager as approved by the School Principal.

4.1 Procedures

4.1.1 An application for use of school facilities shall be submitted for all uses other than school-related purposes, and at least 10 days in advance of the requested date. Exceptions may be granted at administrative discretion.

4.1.2 The application must be signed by an adult of 21 years of age or older. The signatory is responsible for all aspects of use as outlined in the policy and regulations.

4.1.3 The Business Manager shall review an application and determine classification of use, personnel requirements, fees and any additional costs for the activity, and ensure compliance with policy.

4.1.4 The School Principal may refuse the use of school facilities when the application is incomplete or non-compliant, or the use conflicts with another scheduled event, or the use is otherwise inadvisable.

4.1.5 Upon approval, a permit will be granted to the lessee. The school reserves the right to revoke a permit at any time.

4.1.6 The Business Manager shall collect any applicable rental fees in advance.

4.1.7 The School Principal shall inform the Board of Trustees of all uses of the school facilities in advance.

4.2 Restrictions

4.2.1 The use of school facilities shall not interfere or conflict with the educational program.

4.2.2 No use shall be granted in such a manner as to constitute a monopoly for the benefit of an organization or individual.

4.2.3 No privilege of using the building or grounds shall be granted for a period of time exceeding one year. The privilege is renewable and revocable at any time.

4.2.4 The lease to any one religious organization may not exceed five separate or consecutive calendar days, or portions thereof, in any fiscal year unless special approval has been granted by the Board of Trustees.

4.2.5 Rental of laboratory facilities such as computer labs, media centers, music labs, science labs and art labs may be restricted.

4.2.6 Rental of the gymnasium shall be allowed when adequate protection of the gym floor and participants is assured by the lessee.

4.2.7 Any requested use that does not qualify under the provisions of this policy must be approved by the Board of Trustees.

4.2.8 Use by an organization or individual with prior violations of the policy may be restricted. Whenever rules and regulations have been violated, the school may permit limited use or refuse to consider future facilities use permits for the organization or individual.

5.0 Rental Fees and Costs

The Rental Fee Schedules shall be established by the Principal and approved by the Board of Trustees. This schedule is subject to periodic review and modification.

5.1 Determination of Fees

5.1.1 Users shall be charged according to the Rental Fee Schedule applicable to the user's classification of use.

5.1.2 The Business Manager shall initially determine fees and costs upon examination of the classification of the use, equipment and provisions needed, personnel needed, and usage time.

5.1.3 All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee and closing time shall be the time when all persons associated with the rental have left the building.

5.1.4 Fees are subject to adjustment based on the actual rental time, personnel and services used, and/or excessive mess or damage.

5.2 Classification for Use of School Facilities

5.2.1 No Cost

Groups, events and activities that are organized under the direction of Utah Military Academy are not considered lessees and are not subject to rental fees or costs. Participants may be held civilly or criminally liable for damage to the building as applicable.

Government agencies, community groups or citizens, associations and non-profit organizations may also qualify for this classification if they are serving the public interest and/or convening for educational, general character building, and/or charitable purposes, and no other additional school funds or resources are needed to subsidize these meetings. All meetings qualifying under these provisions must also be non-exclusive, open to the public, free of charge. Meetings or activities that require facilities or services above the normal provisions or scheduled duty are subject to Actual Cost.

5.2.3 Actual Cost

Actual Cost means the charge for facility use will not exceed the actual cost incurred for the use and operation of the facility. Actual Cost shall apply to organizations or individuals that require facilities or services above normal provisions, charge admission fees, solicit contributions, or charge for services or products, the net proceeds of which are expended for the benefit of the community in general, or the benefit of the school, or for other charitable purposes.

Any sponsorship or hosting of commercial entities is subject to Commercial Rates.

5.2.4 Commercial Rates

Commercial rates shall apply to those organizations or individuals that charge admission fees, or charge for services and/or products, for the purpose of making private or corporate profit and which proceeds are spent for other than charitable or welfare purposes. The minimum commercial rate shall be equal to

the fair market value charged for rental of comparable school facilities and as outlined in the Rental Fee Schedules.

5.3 Security Deposit

At the discretion of the School Principal, the lessee may be charged a refundable security deposit of up to $500.00.

5.3.1 The School Principal shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved.

5.3.2 Security deposits shall be paid by the lessee in a separate check and deposited by the Business Manager, not held until the end of the rental period.

5.3.3 Following the rental period, the School Principal or supervisory personnel shall inspect the facilities for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining amount shall be refunded to the lessee in the form of a check. Should there be no extra charges assessed, the full amount shall be refunded. The School Principal will determine whether the full deposit should be refunded.

5.4 Additional Costs

The following items are not included in the basic rental fee schedule as normal provisions and may be subject to additional fees and/or security deposit:

5.4.1 Equipment and Services

PE and sports equipment

Audio and visual equipment

Pianos and musical instruments

Kitchen appliances

Set up of equipment and chairs/tables

5.4.2 Personnel

Additional on-duty personnel may be required, depending upon the nature and size of the activity or event. The Business Manager is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. Guidelines for determining necessary personnel are as follows:

5.4.2.1 At least one custodian is required if one is not on duty. If custodial services are required beyond those as scheduled to be performed by the custodial staff at the facility, or an on-duty custodian is pulled away excessively from his/her regularly assigned duties, additional costs may be charged to the lessee.

5.4.2.2 General supervision/security, beyond the custodian on duty, is required if the Business Manager determines the activity requires such. General supervision of the facility may be assigned to an additional custodian, teacher, administrator, or other qualified staff member.

5.4.2.3 Qualified personnel may be required for use of certain property/equipment and rooms, such as stage, sound equipment, musical instruments, and other specialty items or areas.

5.4.3 Loss, Damage or Excessive Mess

Charges may be assessed for the actual replacement, repair, or cleanup cost for any loss, damage, or condition resulting from any activity above normal wear and tear.

5.4.4 Collection of Fees

5.4.4.1 Building fees and related costs must be paid before the date of rental.

5.4.4.2 Additional costs assessed will be collected at the conclusion of the rental period, or deducted from the security deposit (if applicable).

6.0 Regulations for Use

6.1 Supervision

Facilities may not be left without supervision while occupied.

6.1.1 A representative of the school, usually a custodian, will be present on school property as supervisor for the entire time an authorized activity is taking place. The assigned supervisor will have responsibility for oversight of the facilities during the rental period to ensure all rules, regulations, and laws are adhered to by the facilities users. At the conclusion of the activity, the building supervisor will secure the building and report any violations.

6.1.2 In addition to the building supervision provided by the school, the lessee must provide two or more adult supervisors to remain on the premises during the entire rental period to maintain order and prevent damage or loss of school property. At his discretion, the Business Manager may require the lessee to provide additional activity supervisors. The School is not responsible for crowd control or any criminal activity that takes place during the rental period.

6.1.3 All juvenile organizations and groups seeking use of the school premises shall have adequate adult sponsorship and supervision of each use.

6.1.4 Food and drink may only be consumed or used in areas approved by the Business Manager.

6.2 Liability Coverage

6.2.1 All events and activities held at the school must have appropriate liability and damage coverage.

6.2.2 Utah Military Academy assumes no liability for personal injury or property damage on behalf of the lessee. The lessee is required to provide a Certificate of Insurance for liability and property damage in an amount not less than $1,000,000.00 per occurrence. The

certificate must provide appropriate coverage for the activity, and name Utah Military Academy as an additional insured.

6.3 Regulations for Equipment Use

6.3.1 Equipment, keys and property shall not be loaned or removed from the building.

6.3.2 A lessee requesting the use of equipment certifies that it will be operated by a qualified person. The lessee assumes responsibility for such equipment and agrees to repair or replace any equipment which might be damaged, lost or stolen while under its jurisdiction.

6.3.3 The use of other than school equipment may be restricted.

6.4 Other Regulations for Use

6.4.1 All permits are for specific facilities and hours. It shall be the responsibility of the applicant to see that unauthorized portions of the facilities are not used and that the premises are vacated as scheduled.

6.4.2 All functions shall close by 10:30 p.m. unless special permission is secured in advance from the School Principal.

6.4.3 No storage is available, and belongings owned by individuals or organizations must be removed after each use.

6.4.4 The lessee is subject to adherence to the standards of behavior of the school and Utah State Law. The possession or use of alcohol, tobacco or narcotics shall not be permitted within the school facility or grounds. Profane language, quarrelling, fighting and gambling are also prohibited activities. Violation of these rules is sufficient cause for denying further use of school facilities to the organization or individual, and may result in the forfeiting of all deposits (if applicable).

6.4.5 Drapes, hangings, curtains, drops and all decorative materials used within or upon the school buildings shall be made of non-flammable material, or shall be treated and maintained by means of a solution or process approved by the State Fire Marshall. No open fires or flames (candles) shall be permitted without proper authorization.

6.4.6 Shoes with cleats or plates are not permitted in the school building.

6.4.7 The facilities must be left clean and in the same condition as the user found them. The school reserves the right to assess clean-up charges.

6.4.8 Persons or organizations using school facilities may not remove or displace furniture or fixtures, including lights, thermostats, etc. except under the direct supervision of the school's building supervisor.

7.0 Application Packet/Instructions/Permit etc.

02-102—Athletic Eligibility Policy

02-103—Facilities Usage Policy

Use of Premises Agreement

SECTION ONE--DESCRIPTION OF PREMISES

Utah Military Academy ("School") grants _____ ("User") permission to use the premises located at _____.

SECTION TWO--TERM

The term of this use agreement is during the hours and days of _____, from _____ to _____ on _____.

SECTION THREE--USE OF PREMISES

The demised premises are to be used for the purpose(s) of

_____

_____

_____.

User shall restrict its use to such purposes, and shall not use or permit the use of the demised premises for any other purpose without the prior, express, and written consent of school, or school's authorized agent. User shall have access only to the following rooms/areas of the premises:

_____.

SECTION FOUR--RESTRICTIONS ON USE

A. User shall not use the demised premises in any manner that will increase risks covered by insurance on the demised premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of user's business purposes.

B. User shall not keep, use, or sell anything prohibited by any policy of fire insurance covering the demised premises, and shall comply with all requirements of the insurers applicable to the demised premises necessary to keep in force the fire and liability insurance.

C. User shall not enter classrooms, offices, or other rooms in the school and shall keep all occupants within the multi-purpose room and the nearest restrooms and hallways.

SECTION FIVE--WASTE, NUISANCE, OR UNLAWFUL ACTIVITY

User shall not allow any waste or nuisance on the demised premises, or use or allow the demised premises to be used for any unlawful purpose.

SECTION SIX--REPAIRS AND MAINTENANCE

User shall be responsible at its expense for the repair of any damage to the demised premises during its use. Work will be completed in a reasonable time and to the satisfaction of the school.

SECTION SEVEN--SECURITY OF PREMISES

A. User is responsible to secure the demised premises after its use, including locking all doors and access points, and enabling the security system.

B. User will be liable for any damage or theft resulting from failure to properly secure premises.

SECTION EIGHT--NONLIABILITY OF SCHOOL FOR DAMAGES

School shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the demised premises by user, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the demised premises during the term of this use agreement or any extension of such term. User shall indemnify school from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature. User shall carry liability insurance with limits not less than $1,000,000 per incident and shall name School as an additional insured and shall provide evidence to School's business manager of such liability insurance prior to the use of premises.

SECTION NINE--ENTIRE AGREEMENT

This use agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this use agreement shall not be binding upon either party except to the extent incorporated in this use agreement.

The titles to the paragraphs of this use agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this use agreement.

In witness, each party to this use agreement has caused it to be executed at _____ on the date indicated below.

_____

_____

[Signatures and date(s) of signing]

8.0 Rental Fee Schedules

8.1 Include fee schedule

2019-2020 Fee Schedule

A Deposit of $40 is due upon receiving uniforms. Payments can be made after that point. UMA asks that all uniform costs be paid by Jan. 3rd 2020. UMA will take payments for all other fees.
In the case of a Cadet Withdrawal, registration fees will be reimbursed if it coincides with the following deadlines:
By Mon, Sept. 30, 2019 - Fees will be reimbursed 100%
By Friday November 1, 2019 - Fees will be reimbursed at 50%
Starting Mon, Nov 4 2019, fees will no longer be reimbursed for a cadet withdrawal.
All Fees highlighted in Green are Waiverable, if qualify for Free/Reduced Lunch/Fees.*
The Uniform costs will not be reimbursed after the first day of school.

Fee Schedule for 7-12th grades

Fee Schedule	Nature	Amount	due Date
7th/8th Soft Uniforms - As Needed.	Polo, Oxford, PT Set, UMA Sweats, Ball Cap, Windbreaker (ABUs) (items may be purchased seperately, see pricing below) *Military Uniforms are provided, and are only paid for, at the parents expense if lost, stolen, or damaged. **Extra Uniform items will not be waived. Also, Lost/Stolen/Damaged Military Uniforms will not be waived.*	$115	Upon receipt
9-12th Soft Uniforms - As Needed.	Polo, Oxford, PT Set, UMA Sweats, Windbreaker (ABUs) (items may be purchased seperately, see pricing below) *Military Uniforms are provided, and are only paid for, at the parents expense if lost, stolen, or damaged. **Extra Uniform items will not be waived. Also, Lost/Stolen/Damaged Military Uniforms will not be waived.*	$105	Upon receipt
Footwear	Oxford Shoes, ABU Boots (You may purchase these elsewhere, however they are required items)	$90	Upon receipt
Registration Fees	Educational Needs, locker, lab fee, technology usage, uniform rental (ABU's/Blues)	$170	Plebe Week

Extra Fees (if and when applicable)

Fee Schedule	Nature	Amount	Due Date
Class Fees	All Music Classes, All Art Classes, JROTC Activity Class	$10	Upon Sign Up
JROTC Activity Fees	Survival, Marksmanship, Archery - For expendables.	$25	Per Semester
OWATC Classes	Paid Directly to the OWATC	$70	Upon Sign Up
AP Courses	Course Material, Tests	$94	at Testing Dates
Testing Fees	ACT, PSAT, MSQT	Per test	Upon Sign Up
Year Book	Yearbook	$35	By Mar. 1st.
Class Schedule Change	After the start of the term.	$10	Upon Request
Civil Air Patrol	**To be paid directly to Civil Air Patrol**	$35	Upon Sign Up
Blue Windbreaker	Windbreaker Jacket - Order through the PIC Store	$25	Upon Receipt
Blue Polo	Friday Uniform Shirt	$20	Upon Receipt
White Oxford	Monday Uniform Shirt	$25	Upon Receipt
PT Set	To be worn in Gym class, and for PT exercises before/after school	$20	Upon Receipt
PT Shirt	Purchased without the shorts	$10	Upon Receipt
PT Shorts	Purchased without the shirt	$10	Upon Receipt
UMA Sweats	Blue Sweats with UMA Logo, allowed in Gym and Athletics.	$20	Upon Receipt
UMA Windbreaker	Blue Windbreaker	$25	Upon Receipt
UMA Ball Cap	Only Junior High Cadets	$10	Upon Receipt
ABU Cap	Only High School Cadets - Only paid for if lost/stolen/damaged	$10	Upon Receipt
ABU Boots	Sage Green ABU Boots	$45	Upon Receipt
Black Oxford Shoes	To be worn with Dress Blues	$46	Upon Receipt
Drycleaning	Only Dark Blue Military Items are required to be dry cleaned. Everything else can be washed and ironed at home.	$3/item	
High School Athletics	Varies by Sport, please see Athletic Fee Schedule	Varies	Upon Sign Up
Jr. High Athletics	7-8th Grade Sports. *This does not include any athletic wear, that the team may decide to purchase.*	$100	Upon Sign Up
National Honor Society	National Honor Society Team	$25	Upon Acceptance
UTA Passes	0-9 Miles: $120 || 10-19 Miles: $80 || 20< Miles: $20	By Distance	Upon Receipt

02-103—Building Access Policy

SECTION ONE--PURPOSE

Utah Military Academy provides to teachers, volunteers, and staff ("Users") access to school property and assets. Utah Military Academy provides keys and other means of access to the school building and classrooms so Users and volunteers can complete tasks related to their positions, and protect Utah Military Academy's assets checked out to them. To ensure that all Users are responsible, the following guidelines have been established for accessing school property.

SECTION TWO--PROHIBITED ACCESS

Users may not access the building during prohibited times, loan keys or access tools to any other person, nor use access to the building for illegal or prohibited activities. Access to the school should be for school-related purposes only. Personal use of the facilities or assets without prior written consent of the school director is prohibited.

SECTION THREE--LIABILITY

Users must protect Utah Military Academy's property while they use it. Users are responsible for the actions of any person without regular access to the school to whom the User allows access. If accessing the building outside regular school hours, Users are responsible to ensure building security. Users are responsible for all doors and other access points if they are the last to leave. Users may be held liable for damage, theft, or vandalism that occurs because they did not properly secure the building according to this policy.

SECTION FOUR--VIOLATIONS

Any employee who abuses the privilege of his or her access to assets or property will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION FIVE--USER AGREEMENT ON BUILDING ACCESS

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of keys and other means of building and room access. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, if applicable, legal action and criminal liability. I further understand that my use of school property may reflect on the image of Utah Military Academy to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the school. Furthermore, I understand that this policy can be amended at any time, and that keys and other means of access must be surrendered to Utah Military Academy upon termination of employment or at Utah Military Academy's request.

_____	_____
[Signature of employee or user]	[Date]
_____	_____
[Employee's or user's name printed]	[Means of access provided]

Administration Procedures

A. The Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and/or neglect shall report and cause reports to be made in accordance with the procedures of this policy.

B. The Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of abuse or neglect.

C. The Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect Report Form.

Guidelines

A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the School Principal, or his or her immediate supervisor. Both the employee and the Administrator must make immediate contact to report the suspected abuse or neglect by telephone to local police, or the county sheriff, or the office of the Division of Family Services.

B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.

C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, all involved staff shall follow the procedure for medical treatment for students. However, contact with a parent or guardian for purposes of determining the cause of the injury shall be avoided.

D. If the information gathered from interviewing the child supports suspected child abuse or neglect the following actions shall be taken.

1. The principal or his/her designee shall immediately report the case by telephone to the local city police, or county sheriff, or office of the Division of Family Services.

2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the School Principal a completed Child Abuse-Neglect Report Form.

E. Upon receiving the Child Abuse-Neglect Report Form, the School Principal shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police, or county sheriff, or office of the Division of Family Services).

2. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the School Principal or his/her designee. Note: The Child Abuse-Neglect Report Form shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect.

H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (UCA §78-3a-20.10)

I. Any school employee who willfully fails to report a case of suspected child abuse or neglect may face legal and/or disciplinary action up to and including termination of employment. (UCA §78-2a-19)

02-104—Nutrition and Wellness Policy

Purpose and Philosophy

To optimize student performance potential, Utah Military Academy promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Utah Military Academy supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Utah Military Academy seeks to contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

Opportunities for Physical Education and Physical Activity

A quality physical education program is an essential component for student health and learning. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity includes regular instructional physical education, participation in an outdoor program, as well as extracurricular activities.

Opportunities for Nutrition Education

A quality nutrition education program is an essential component for all students in order to influence students' eating behaviors toward lifelong health. Nutrition education topics shall be integrated within the School's lunch program, science program, physical education program and other subjects at each grade level. The nutrition education program shall focus on students' eating behaviors, lifestyle, and nutritional science, based on theories and methods proven effective by published research and consistent with the State Core Health Education Curriculum.

Nutrition Guidelines for Foods Available in Schools

Food served through the school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Other food items on school grounds and at school-sponsored activities during the instructional day will include healthy snack options and comply with R277-719.

Monitoring and Policy

The School Principal will ensure compliance with this policy in the school and will report on the school's compliance to the Board. The Board will, as necessary, revise this policy and develop work plans to facilitate its implementation.

02-105—Safe Walking Policy

To improve student safety and to protect the school from unnecessary liability, the Utah Military Academy board adopts the following policy and standards for safe walking to and from school.

1. Utah Military Academy cannot assume liability for students unless they are on school grounds. Parents, shall plan and review their children's walking/biking route with them and shall be responsible for their safety prior to their arrival on campus.
2. Utah Military Academy will provide carpool supervision by the school entrance every school day during designated arrival and departure hours as published by administration each year. Students may not arrive at school earlier than 7:00 a.m., or wait for carpools later than 5:00 p.m.
3. If a student's walking route to school has stretches with no sidewalk, and/or intersections with no crossing guard, parents must teach and ensure that children use caution, stay well off the street, and cross only after looking both ways. Bikers should wear helmets and stay to the far right side of the street.
4. Students are encouraged to find walking partners to walk to and from school together, avoid talking to strangers, and never approach unfamiliar cars. Students should scream and run away if they feel you are in danger, and tell a crossing guard, another mother with kids, or a teacher at school what happened.
5. Once on school grounds, students shall bikes, and stay on sidewalks. Parking of bicycles shall be only in designated areas.
6. The school administration shall publish safe walking routes to and from schools to assist parents in planning and increasing the safety of their students if they walk or bike to or from school.

02-106—Harassment Policy

Utah Military Academy will endeavor to maintain a work environment that nourishes respect for the dignity of each individual and affirms its commitment to provide a work and educational environment free from all forms of intimidation and harassment. The school administration shall develop procedures and forms to carry out this policy and create a harassment-free environment for all staff and students.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the School that sexual harassment of employees or an applicant, by you or agents of the School, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as the basis of employment decisions; and
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The School further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the School has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

1. Any employee who believes he or she has been the subject of harassment should report the alleged act(s) promptly (within two working days) the school Director or Principal or designee, giving details as related to the complaint.
2. Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
3. Following the investigation of the complaint, the school Director, Principal or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

02-107—Transportation and Arrival and Departure Policy

Utah Military Academy is not required to offer bussing for all UMA cadets. It is a parent/guardian's responsibility to ensure that their cadet arrives and departs safely and at a reasonable time.

However, UMA currently provides UTA Frontrunner and Bus Passes at a discounted price, and a bus runs morning and afternoon to and from the Frontrunner station.

UTA Bus Pass

Cadets who would like a UTA bus pass will be given one. The cost of a pass differs based on the distance a cadet lives from UMA:

- 0-9 miles: $120
- 10-19 miles: $80
- 20+ miles: $20

If the 1st bus pass is lost, they may purchase another bus pass at replacement cost. No pass will be given for the months of August or December.

02-108—Emergency Response Policy

Utah Military Academy, in compliance with R277-400 and UCA 53G-4-402(18), has developed a comprehensive emergency plan. This policy and the plan will be reviewed for improvements every other year by administration, teachers, and/or support staff. The plan will be communicated to those needing to know including local emergency and law enforcement personnel and drilled on by cadets and adults annually.

As a military academy, UMA is committed to safe and secure learning spaces throughout the UMA system. Each classroom or other gathering area for cadets and adults at UMA's campuses has an emergency response kit consisting of updated plans for various emergencies and directives for the same. These kits will detail emergency gathering places in order for leadership or designees to be able to account for cadets and adults. These plans include escape routes (when applicable) and other items to safeguard cadets and adults. UMA is committed to drilling with cadets and adults to ensure everyone is safe and secure.

Detailed plans cover the following:

Evacuations
Drop, Cover, Hold
Lockdown
Shelter in Place or "Soft Lock Down"
Accounting for Persons
Communications and Warning
Earthquakes
Severe Weather
Winter Storm
Fire
Active Shooter
Criminal Threats
Bomb Threat
Medical Emergency (various)
Death and Suicide

02-109 National School Lunch Program Policy

Utah Military Academy has entered into an agreement to participate in the National School Lunch Program, and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The Child Nutrition Program will provide free or reduced price meals to all qualifying students as determined by the state and the appropriate district officials in accordance with family income standards, regulations, and procedures that have been prescribed by the United States Department of Agriculture.

School Administration shall ensure that all applicable regulations of the National School Lunch Program are followed. Administrative procedures shall ensure that:

Applications

1. Applications for free and reduced meal benefits can be submitted online or in person.
2. Parents may submit an application anytime during the school year.
3. Parents may also re-submit an application if there are changes in the household. An example would be a change of income due to job loss or additional household members such as the birth of a baby.

Payments

4. If students qualify for free or reduced priced school meals, their meals are reimbursed in whole or in part with federal funds. Otherwise, the meal reimbursement is minimal and parents are expected to pay for their student's meals.
5. Schools receive partial reimbursement for meals served to students who do not qualify for free meals. Parents must make payments to student's account to make up the difference between the federal reimbursement and the cost of the meal.
6. Payments can be made either in person, by mail, or online by using debit or credit cards.
7. Payments should clearly indicate the account(s) to which the funds should be credited with students' name(s) and amount.

Delinquency

8. If an account is delinquent and partial payment is sent the school will apply payments to the purchase of the current day's meal first, and the payment of past due accounts second.
9. The school will identify student accounts that do not have adequate balances daily and parents will be notified daily by phone, text or email, to allow parents to indicate how they wish to make payments.
10. The school shall maintain documentation of attempts to contact parents and collect delinquent funds.
11. Contact about delinquent accounts for grades are made from adult to adult and will not involve a child.

02-110 Reporting of Suspected Child Abuse or Neglect

The Board recognizes that the Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes school administration to develop procedures for Utah Military Academy employees to carry out the intent of the law.

03—Students

03-101—School Fees and Waivers

I. Board Policy

Pursuant to action taken by the State Legislature and subsequent rulings on that action by the State Board of Education, Utah Military Academy has created (1) an official fee policy, and (2) a fee waiver guideline.

The Board delegates to the Administration of Utah Military Academy the responsibility of administering this policy.

II. Administration Policy

The following definitions and standards shall serve as guidelines for the administration as they assess and collect fees at Utah Military Academy.

Guidelines

A. Definitions

Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Student Supplies: Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than Utah Military Academy-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, Utah Military Academy spirit wear, undergarments for athletics, and similar personal or consumable items over which a student retains ownership.

Optional Project: A project chosen and retained by a student in a vocational class or other class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student that would require only Utah Military Academy-supplied materials.

Textbook: Book, workbook, and materials similar in function that are required for participation in any instructional course.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.

B. Standards

1. Classes and Activities During the Regular Academic Day
    i. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips.
    ii. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.

iii. Textbook, lab, and other course-related fees may only be charged in secondary grades (7th grade and higher)
iv. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:
    1. Students of all grade levels may be required to provide materials for their optional projects.
    2. Student supplies must be provided for elementary Students. A student may, however, be required to replace supplies provided by Utah Military Academy that are lost, wasted, or damaged by the student.
    3. Students in grade 7 or higher may be required to provide their own student supplies.

2. Activities Outside of the Regular Academic Day
    i. Fees may be charged in connection with any Utah Military Academy-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.
3. General Provisions
    i. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Directors in accordance with this policy.
    ii. The Board of Directors shall adopt the fee schedules and policies for Utah Military Academy at least once each year by in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies.
    iii. Utah Military Academy shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.
    iv. No present or former student may be denied receipt of transcripts or a diploma for failure to pay fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of academy records to an elementary or secondary school in which the student is enrolled or intends to enroll.
    v. The Board of Directors shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:
        1. Staff shall administer the policy and grant waivers;
        2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
        3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;
        4. Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;

5. Parents are given the opportunity to review proposed alternatives to fee waivers;
6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.

vi. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Utah Military Academy may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.

vii. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

03-102—Dress Code

Monday – White UMA Oxford Shirt with Khaki Slacks (Soft Uniform)

Shirt
White, UMA Logo, oxford button down shirt. (May be purchased through UMA). Short must be tucked in at all times. A plain black or white tee shirt may be worn under the oxford. A tie may be worn with the oxford.

Pants
ONLY slacks are authorized, no other type. Slacks may ***NOT*** be tight fitting. No stretchy material slacks. Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee. Appropriate color hose must be worn. No bare legs.





Belt
A belt (blue/black/brown) **must** be worn with slacks.

Shoes
Black/Brown leather shoes. Tennis/canvas shoes are acceptable if they have a conservative appearance, mild colors, and do not detract from the uniform. Boots are okay. No sandals. No ballet flats.






Socks
Solid black **calf-length** socks only may be worn. Footie style/ankle socks, multi colored or patterned socks are not allowed.

Unauthorized Wear includes: Jeans, "Skinny Jeans", joggers, stretchy slacks or scrunchy cuffed--Identified by course (jean or stretchy type fabric), elastic or pull-tie cuffs.

*Coat/outerwear policy in this document apply.

Tuesday/Thursday – Camouflage Uniform

Acceptable uniforms are:

- Air Force ABU
    - Sand colored (tan) undershirt
    - Sage green colored combat boots
- Air Force BDU (Civil Air Patrol Cadets)
    - Black undershirt
    - Black Combat boots
- NWU (Sea Cadets)
    - White undershirt
    - Black combat boots
- Appropriate service camouflage uniform of enlisted cadets

The only headgear allowed in ABUs is the ABU cap or the UMA baseball cap; tan for high school, blue for junior high.

*Coat/outerwear policy in this document apply.

Wednesday - Blue Air Force Uniform

Name tag, belt, flight cap

A name tag and flight cap are required parts of the Air Force Blues uniform. For males, the nametag 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 right side, even with to 1 1/2 inches higher or lower than the first exposed button.

Undershirt

A white t-shirt (v-neck for short sleeve shirt when unbuttoned and round neck when worn with tie) for males must be worn underneath the blues shirt. For females, a white 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. The belt is threaded through the loops to your right. 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 a raised heel no higher than 2-1/2 inches. They may be high-gloss or patent finish





7th & 8th grade Civil Air Patrol cadets may wear the rank they have earned in uniform.

*High School Civil Air Patrol cadets may wear the JROTC rank commensurate with their CAP rank. (*See Major Wright if you have questions about maximum rank for your school year.)*

*Coat/outerwear policy in this document apply.

<u>Friday - Blue UMA Polo (Or UMA Spirit Shirt)/with khaki slacks (soft uniform)</u>

Spirit Shirt
On Flex-Fridays cadets are encouraged to show school spirit and wear their team/club shorts over or in place of their blue polo. Spirit Fridays in no way alters other dress code standards. *Jeans are never allowed, and jackets must be UMA-issued!*

- The shirt **must** be club or team approved.
- The shirt **must** have UMA visibly printed on it.
- If a shirt is sleeveless (such as a basketball jersey), it **must** be worn over the blue polo, not another t-shirt.
- Cadets **may not** wear PT shirts as spirit shirts!

If cadets do not have or choose not to wear a UMA team or club short, the blue UMA polo is required. UMA t-shirts and jackets are available for purchase from the PIC store.

UMA Polo Shirt
Blue, UMA logo, polo shirt must be worn. (Must be purchased through UMA). Only Seniors are allowed to purchase a gray polo shirt to wear on Fridays instead. Shirt must be tucked in at **<u>all</u>** times. A plain black or white t-shirt may be worn under the polo.

Pants
ONLY slacks are authorized, no other type. Slacks may ***<u>NOT</u>*** be tight fitting. No stretchy material slacks. Female cadets may wear a khaki color skirt that falls between 2” above or 2” below the knee. Appropriate color hose must be worn. No bare legs.





Belt
A belt (blue/black/brown) **must** be worn with slacks.

Shoes
Black/Brown leather shoes. Tennis/canvas shoes are acceptable if they have a conservative appearance, mild colors, and do not detract from the uniform. Boots are okay. No sandals. No ballet flats.






Socks
Solid black **calf-length** socks only may be worn. Footie style/ankle socks, multi colored or patterned socks are not allowed.

Unauthorized Wear includes: Jeans, "Skinny Jeans", joggers, stretchy slacks or scrunchy cuffed--Identified by course (jean or stretchy type fabric), elastic or pull-tie cuffs.

*Coat/outerwear policy in this document apply.

Other Uniform Items

PT Gear - Gym classes/JROTC/Sports
The only authorized uniform for gym classes, JROTC PT Fridays and sports team practices is the UMA physical training (PT) uniform (tan T-shirt/blue shorts). UMA sweatpants are also authorized, and may be purchased from the PIC store at an extra cost. The tan shirt must be tucked into the UMA shorts or sweatpants at all times. For sport team practices, cadets may wear specific practice gear obtained by entire team but are restricted to the gym/practice area when in the practice gear.

***Coat/Jacket Outerwear Policy**

In the AF Blue Uniform, cadets are **ONLY** authorized to wear their UMA Blue Windbreaker or JROTC issued AF Blue Lightweight Jacket or Service Dress Jacket.

- Jacket must be zipped up at least ½ way if wearing inside.

In the ABUs, cadets are **ONLY** authorized to wear the green fleece jacket, purchased separately. However, cadets may wear tan long-sleeved thermal shirts under their ABU blouse.

- ABU sleeves may not be rolled up in the winter time.

In soft uniforms cadets may wear any authorized UMA jacket.

- Authorized UMA jackets are purchased through the PIC store or an 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 wear their student I.D. at all times in all uniforms. Cadets will subject to a uniform infraction if they are not wearing their current school issued I.D. cards on a lanyard. New I.D. cards may be purchased from the office for $5.00. Lanyards may be purchased for $1.00.

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 I.D. cards have gone through the lunch line.

Thunderbird Pins & Lanyards

Rewarded quarterly, Thunderbird Pins are able to be worn on the Thunderbird Lanyards in any uniform. They are awarded at the end of the quarter for (Integrity) exemplary behavior and attendance, (Service) leadership and commitment in the classroom and extracurricular activities, and (Excellence) academic achievement.

- **Integrity**
  - White Lanyard – 0-5 Absences/Tardies & no Office Referrals (or Class I/II equivalent)
  - Gold Thunderbird Pin - 0-3 Absences/Tardies & 0-3 Class I Infractions
- **Service**
  - Red Lanyard – 10+ Thunderbird Feathers (Merit Tickets signed by UMA staff)
  - Silver Thunderbird Pin - 20+ Thunderbird Feathers
- **Excellence**
  - Blue Lanyard – 3.0+ GPA
  - Bronze Thunderbird Pin – 3.75+ GPA or 1.0 GPA Improvement

03-103—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 not be worn when engaged in partisan activity. Cadets may **NOT** wear the military uniform while performing fundraising activities.

While in uniform, cadets may **NOT** stand or walk with hand(s) in pocket(s), except to insert or remove an item.

Cadets at UMA are required to be in the appropriate uniform **at all times** while on campus, this includes after school and during extracurricular activities, sport events 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 wear their headgear outdoors **at all times**. Headgear will also be worn during formation, for all AFJROTC leadership training on the drill pad, during off-campus field trips, leadership/summer camps and for special events, such as Pass and Review.

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 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.*

Dry cleaning service is available through UMA. Cadets drop off uniforms on Friday and they will be ready to pick up after school on Monday. The cost is $3.00 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 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 with the exception of female hair which may 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. Hair will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors that are natural to the cadet. The hair color must complement the member's complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. If hair does not meet JROTC standards, UMA will call in a barber to

provide cadets with a military-style haircut, and give cadets a Class I Uniform Infraction (5 uniform infractions result in a Class III infraction).

- **Male Cadets:**
  - will keep hair clean, neat, and properly trimmed. Hair should present a groomed, tapered appearance and not exceed 1 1/4 inch in bulk. Hair must **not** be faddish, touch the ears, eyebrows, collar, or protrude below the front of the headgear. Fads are UNAUTHORIZED and include uneven cuts, braids, duck tails, mo-hawks, mullets, cornrows, or etched designs, etc.
  - will be clean-shaven. Sideburns will not extend below the bottom of the inner ear. Mustaches will not extend pass the corners of the mouth or extend below the upper lip. Beards are not authorized unless cadet has a doctor's medical shaving waiver.

- **Female Cadets**
  - hair must not be an extreme or faddish style. Hair must be clean, neat, and well groomed to present a feminine appearance. It will not exceed 3 inches in bulk or prevent proper wear of the headgear. Hair will not extend below the uniform collar. Plain and conservative pins, combs, and barrettes similar to the Cadet's hair color may be worn. Recommended for professional appearance are buns, twists or french braids. No loose hairs. Hair color, highlights, and frosting will not be faddish and will be natural looking hair color for human beings, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

**Hair may be worn down in soft uniform (conservative fashion).

Fingernails
Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color (no designs) that does not distinctly contrast or detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright red and fluorescent colors.

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, pearl white, gold, or silver, diamond, diamond looking and spherical. 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. **Gauges are not authorized. No 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 uniform.

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 issues is resolved. Planning and preparedness are very important aspects of our overall academic experience at UMA.

An accumulation of 5 Uniform Violations will count as a Class III infraction as per the UMA Discipline Code. 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. *See UMA Code of Conduct/Discipline Policy for further information.*

Please direct uniform questions to any JROTC instructor or UMA Administration.

03-104—Attendance Policy

Cadet attendance is at the core of a cadet's commitment to their own education, and to the UMA Mission and Compact. 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 Probation

Every month, UMA runs a Chronic Absenteeism attendance report, identifying cadets that have missed 20% or more of their classes, whether excused or unexcused (school-sponsored activities or pre-arranged absences are not taken into account). Any cadets listed on this report will be placed on Attendance Probation, and will have a month to make up their absences through Saturday School Attendance. While on Attendance Probation, cadets will not be allowed to play in sports games or attend field trips. If a cadet is on Attendance Probation two months in a row, that cadet will be removed from all sports teams (including practices) and banned from Team Time Activities. An individual attendance plan will be created and the academic schedule will be adjusted as deemed necessary by administration.

Saturday School

Saturday school will be available by sign-up in the office. Cadets must be at the school before 0800 to participate. Four hours of Saturday school will count towards making up one full day (5 class periods) of excused or unexcused absences. Additionally, when a parent attends Saturday School with their cadet, it will count towards excusing two days of absences (10 class periods).

Tardies

Cadets arriving to class after the tardy bell rings will be marked by their teacher with a "T." Two (2) tardies count as an unexcused absence. If a cadet arrives more than 15 minutes late to class, an "X" will be given to represent an unexcused absence. These will not be excused unless a parent/guardian is responsible for the delay and calls the office. **A tardy can be excused by serving a 30-minute lunch detention (See Lunch Detention – pg. 18).**

Checking In/Checking Out

Cadets who arrive to school after 8:00 AM must check-in at the office. Cadets who establish a pattern of arriving to school late may be placed on Attendance Probation and result in disciplinary action.

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. 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.

03-105—Enrollment Policy

Statement of Disclosure

Utah Military Academy is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Utah Military Academy will consider the application of any student who submits a timely application. Utah Military Academy does not discriminate on the basis of race, religion, gender, ability, ethnicity, socio-economic status, proficiency in English, or national origin. Admissions, enrollment, and transfer procedures comply with Utah Code 53G-6-502(5) which governs such processes in the State of Utah. Utah Military Academy charges no tuition and only those fees allowed by law.

Enrollment

Open enrollment for each new school year begins in the month of January of each current school year according to the posted calendar. Utah Military Academy enrolls current students first for any new school year, and then conducts a lottery or lotteries when the number of students making application to the school exceeds the enrollment capacity in any grade, class, or program within the school.

Preferences

While the lottery selects students at random, preference is given to the following individuals in any lottery consistent with applicable state and federal law:

- Children of faculty and staff
- Children of members of the Board of Trustees
- Siblings of currently enrolled students
    - Sibling preference is granted beginning with the highest available grade and moving down. If preference is granted to a sibling, that student is placed in the next available slot on appropriate grade list following “children of founding parents” and “children of teacher” status students. Sibling preference is in place only while the first-placed student remains enrolled. If the first-placed student, who qualified siblings for preferential enrollment, is withdrawn before October 1, any siblings will lose sibling preference and move back into their place in the lottery.

Lottery

If a lottery is necessary, it will begin on the date posted on the school Calendar. Notifications regarding placement will be sent via email according to posted dates. If subsequent lottery drawings are required, dates will be posted and announced to the public in a timely manner.

The lottery will first choose the highest grade applicants and proceed down the grades through the lowest, giving preference to the first drawn names and then to the siblings of those first drawn. The lottery will also determine the priority list position for all other applicants at specified grade levels. Applications for admission received after a scheduled lottery will be considered in the following lottery.

The priority list established by the lottery will remain throughout the school year, but applicants must indicate their intent to keep their application active by sending or emailing the school a letter of intent each January. Applicants who have been accepted through the lottery must send written confirmation and submit all state and

school required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement status.

Dual Enrollment

Utah Military Academy does not offer dual enrollment options to cadets.

03-106—Cadet Conduct

Backpacks, purses, and messenger bags

Each cadet is assigned a locker to store their belongings during school. Backpacks, purses, and messenger bags must be stored in the cadet's assigned locker during school hours. Backpacks, purses, and messenger bags are prohibited from all classes, study halls, formations, assemblies, and reading periods. Backpacks, purses, and messenger bags will be confiscated if a cadet chooses to carry it to class, study hall, formation, assemblies, or reading period.

Bus Conduct

UMA provides limited bus transportation. It is very important that cadets remember at all times that riding is a privilege and not a right. To insure 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.

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.

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 Electronic Devices

Cell phones are not to be used in the classroom, during assemblies, or during special activities. Doing so will result in a Class I Infraction and confiscation of the phone by the teacher. Cadets will demonstrate good manners by not allowing phones to disrupt the educational process. Phones used to play games or send/receive text messages during class time are also a disruption and will not be allowed. Cell phones may be used before and after school, between classes, and during lunch time. In cases of continued violations, a cadet's parent may be required to retrieve the phone from the office. Continued abuse of the policy may result in the cadet losing the privilege of having a cell phone in school. Emergencies need to be handled through the office where a cadet can receive immediate help.

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 the work and face administrative disciplinary action. 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.

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.

LAPTOP Computers: Teachers 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., 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 $10.00 fee if the combination to the locker must be changed due to student negligence.

Lunch Detention

Cadets are given the opportunity to work off tardies by attending a 30-minute lunch detention. If choosing to attend lunch detention, cadets are required to sign-up with their reading period teacher. Cadets ARE NOT AUTHORIZED to attend lunch detention if they are assigned to duty flight. Cadets must be lined up outside of the lunch detention room prior to the tardy bell. NO ONE WILL BE ADMITTED LATE TO LUNCH DETENTION. If a cadet is disruptive during lunch detention, the cadet will be removed from the classroom and will not receive credit for attending lunch detention that day. Additionally, that cadet will not be permitted to attend lunch detention for one week following the removal.

Note: Lunch detention is a privilege and not a right. It is a voluntary opportunity to correct poor habits. Cadets may be banned from lunch detention if disruptive behavior persists.

Parking

Cadets enrolled at Utah Military Academy in 11th or 12th grade may request parking passes at the start of the school year. As there are limited spaces available, parking passes will be assigned first to seniors, and then to juniors on a first-come, first-serve basis. Vehicles parked in the UMA parking lot without a valid UMA parking pass are subject to booting. There is a $50 fee to remove the boot. Cadets MAY NOT park in the faculty parking lot (by the portables). If a cadet vehicle is parked in the faculty lot, the vehicle will be booted and subject to a $50 fee.

Pledge of Allegiance

The State of Utah requires the saying of the Pledge of Allegiance at the beginning of each day. 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. They are still expected to stand respectfully during the presentation. 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.

Schedule Changes

We have tried 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 start of a new term will cost the cadet $10. After one (1) week, schedule change requests will not be allowed.

Skate Boarding/Roller Blades

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

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.

Telephones

Phones are available in most classrooms and may be used by cadets with teacher permission. No long-distance calls may be placed on any school phone without permission of the administration.

03-107—Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy

I. Purpose

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by XYZ School. XYZ School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

To that end, XYZ School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in XYZ school. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student's educational performance and involvement in school activities. I

If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to UCA 53G-8-205 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

II. Definitions

A. "Bullying" means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

1. causing physical or emotional harm to the school employee or student;

2. causing damage to the school employee's or student's property;

3. placing the school employee or student in reasonable fear of:

4. harm to the school employee's or student's physical or emotional well-being; or

a) damage to the school employee's or student's property;

b) 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

c) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

6. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

7. In addition to the above, XYZ School considers bullying to be aggressive behavior that:

a. is intended to cause distress and harm;

b. exists in a relationship in which there is an imbalance of power and strength; and

c. is repeated over time.

B. “Civil rights violation” means bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class.

C. "Cyberbullying" means:

1. using the Internet, a cell phone, or another device to

2. 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,

3. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

D. “Federally protected class” means any group protected from discrimination under federal law.

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

4. Other areas included under these acts include religion, gender identity, and sexual orientation.

E. “Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. This includes rumor spreading and social aggression intended to demean and disparage another individual and that contributes to a hostile environment for that individual.

F. “Hazing” means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;

a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

b. involves consumption of any food, liquor, drug, or other substance;

c. involves other physical activity that endangers the physical health and safety of a school employee or student; or

d. involves physically obstructing a school employee's or student's freedom to move; and

2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or

3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

4. The conduct described in Subsection “F” constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

G. “Parent” means a student’s guardian.

H. “Retaliation” means an act of communication intended:

1. as retribution against a person for reporting bullying, cyberbullying, harassment, or hazing; or

2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

I. "School" means any public elementary or secondary school or charter school

J. "School employee" means:

1. school teachers;

2. school staff;

3. school administrators; and

4. all others employed, directly or indirectly, by the school.

K. “Volunteer” means a person on the approved Volunteer List who is working at the school under the supervision of school staff.

III. Prohibitions

A. No school employee or student may engage in bullying or harassing a school employee or student:

1. on school property;

2. at a school related or sponsored event;

3. on a school bus;

4. at a school bus stop; or

5. while the school employee or student is traveling to or from a location or event described above in Subsection A(1) – (4)

B. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.

C. No school employee or student may engage in retaliation against:

1. a school employee;

2. a student; or

3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation

D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.

E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

IV. Actions Required if Prohibited Acts are Reported

A. Each reported complaint will include:

1. name of complaining party;

2. name of offender (if known);

3. date and location of incident(s);

4. a statement describing the incident(s), including names of witnesses (if known).

B. Each reported violation of the prohibitions noted previously will be promptly investigated by a school administrator or an individual designated by a school administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but XYZ school will not take formal disciplinary action based solely on an anonymous reports.

C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:

1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;

2. student suspension or expulsion from school or lesser disciplinary action;

3. employee suspension or termination for cause or lesser disciplinary action;

4. employee reassignment; or

5. other action against student or employee as appropriate.

D. The school will notify a parent if the parent's student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.

1. XYZ School will produce and maintain a record that verifies that the parent was notified of the incident or threat.

2. XYZ School will not disclose the record described in D1 to anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.

E. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:

1. Once XYZ School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.

2. If it is determined that the bullying, cyber-bulling, harassment or hazing occurred as a result of the student-victim's membership in a protected class, XYZ School shall take prompt and effective steps reasonably calculated to:

a. end the bullying, cyber-bullying, harassment, or hazing

b .eliminate any hostile environment, and

c. prevent its recurrence.

3. These duties are XYZ School's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.

F. Actions must also include, as appropriate:

1. procedures for protecting the victim and other involved individuals from being subjected to: a. further bullying, cyberbullying, harassment, or hazing, and b. retaliation for reporting the bullying, cyberbullying, harassment, or hazing.

2. prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.

3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, cyberbullying, harassment, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.

4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.

5. procedures for providing due process rights under Section 53G-11-501 (licensed staff) and local employee discipline policies prior to employee discipline or Section 53G-8-204 and local policies (students) prior to long term (more than 10 day) student discipline.

V. Investigations

Utah Military Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The UMA Investigators are the Deans of Cadets and will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing.

It is UMA School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

VI. Training

A. All students, staff, and volunteers at XYZ School will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, hazing.

1. This training will address:

   a. overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior
   b. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
   c. bullying, cyberbullying, harassment or hazing of a sexual nature or with sexual overtones;
   d. cyberbullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging or any other electronic means for aggression inside or outside of school
   e. civil-rights violations including training and education specific to bullying based upon students' actual or perceived identities, and conformance or failure to conform to stereotypes. Training on civil rights violations will include compliance when civil rights violations are reported.
   f. awareness and intervention skills such as social skills training.

2. The school shall:

   a. distribute this policy annually to employees, parents, and students;

   b. require each employee, parent, and student to sign a statement annually acknowledging receipt of the policy; and

   c. keep a copy of each signed statement

B. Volunteers are under direct supervision of a licensed educator who is responsible for ensuring the volunteer is trained in the above areas. Volunteers are required to report to their supervising staff member if they are notified of a bullying, cyberbullying, hazing, harassment, or retaliation incident among students or if they reason to suspect such an incident. Volunteers are prohibited from engaging in bullying activities themselves and will be asked to leave XYZ School if in violation of this policy.

C. Pursuant to 53G-9-702, XYZ School will implement a youth suicide prevention program for students.

D. All licensed educators must complete 2 hours of professional development of youth suicide prevention training once every license renewal cycle. To the extent possible, other programs or initiatives designed to provide training and education regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation will be implemented.

E. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:

1. participate in bullying and hazing prevention training prior to participation in the extra-curricular activity;

2. repeat bullying, cyberbullying, harassment, and hazing prevention training at least every three years;

3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

VII. Additional Notes

A. 53G-9-605 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.

B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.

C. A student assessment of the prevalence of bullying in XYZ School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.

D. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the school environment, under Tinker v. Des Moines, XYZ School may take disciplinary action against the student who initiated the speech. Factors that XYZ School may consider in determining whether a substantial disruption has occurred are:

1. whether there is a verbal or physical confrontation over the incident at school;

2. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;

3. whether any part of the speech that gave rise to the incident was repeated at school;

4. whether students are discussing the incident during class or if it otherwise is disrupting school work;

5. whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;

6. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrators' day to do so;

7. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school;

8. whether there is a negative effect on classroom activities as a result of the off-campus incident;

9. whether the speech was violent or whether there is a history of violence from the student/s who initiated the speech; (Note: true threats are not protected by the First Amendment if it advocates "imminent" violence or unlawful conduct. Thus, a message that threatens physical harm, even if it isn't mean to be serious, may not be protected by the First Amendment and the person who utters such a message may be disciplined by XYZ School.)

Class I Infractions [3 Infractions = Class II]	**Class II Infractions** [3 Infractions = Class III]	**Class III Infractions** [4 Infractions = Expulsion Hearing]
● Defiance/Non-compliance ● Disruption ● Uniform Violation ● Electronic Devices Misuse ● Inappropriate/Rude Language ● Off Task ● Property Misuse ● PDA	● Forgery/Plagiarism ● Lying/Cheating ● Repeated Class I Infractions ● Minor Profanity/ Excessive Rude Language ● Physical Contact with malice ● Repeated Class I	● Abusive Language/Profanity/Threat ● Harassment/(Cyber)Bullying/Hazing ● Insubordination ● Pornography/Inappropriate Sexual Behavior ● Property Damage/Vandalism ● Physical Aggression/Fighting/ Retaliation/Retribution ● Repeated Class I & II Infractions ● Sluffing/Truancy ● Theft

Other Infractions [5 Infractions = Class III]	**Safe School Violations** **[Mandatory Expulsion Hearing]**
● Uniform Infractions	● Weapons, Explosives, Arson, Drugs, Alcohol, Tobacco, Threat or Use of Serious Force

03-108—Cadet Discipline Code

PREVENTION	Teachers are trained to maintain consistency with systems and routines, and to use positive reinforcement techniques with cadets.
CLASS I INFRACTION Handled in class	When preventative techniques don't correct the behavior, cadet is given a Class I Infraction, recorded in Educators Handbook. Parents are contacted.
CLASS II INFRACTION Handled in class	Repeated Class I Infractions are also handled by the teacher, though they may require a temporary change of placement, such as the hallway or another class if needed. Parents are contacted.
CLASS III INFRACTION Referred to office	Class III infractions are sent to the office, with an Office Referral slip and an explanation on Educators Handbook. The office will contact parents.

Out-of-School-Suspension (Mandatory)

Safe School Violations/Banned Items on Campus/Sexual or Violent Infractions

- Pornography/Inappropriate Sexual Behavior
- Physical Aggression/Fighting/ Retaliation/Retribution
- Use/Possession of Weapons, Drugs, Alcohol, Tobacco/Arson

OSS/ISS (by Administrator Discretion)

- Abusive Language/Profanity/Threat
- Insubordination
- Harassment/(Cyber)Bullying/Hazing
- Property Damage/Vandalism
- Repeated Class I & II Infractions
- Sluffing/Truancy
- Theft
- Accumulation of 5 Uniform Violations

Disciplinary Actions of Class IIIs:

1st Class III
   a. Call home, 1 day appropriate consequence

2nd Class III
   a. Call home, up to 3 days consequence
   b. Required Reentry Meeting with Discipline Board

3rd Class III
   a. Call home, up to 5 days consequence
   b. Required Reentry Meeting with Discipline Board
   c. Behavior Contract filled out and signed
   d. Parent accompanies cadet to class on reentry day

Breach of Behavior Contract
   a. Expulsion Hearing requested by Academic Director

03-109—Safe Schools Policy

Utah Military Academy is committed to fostering an environment for students, staff, community, neighbors and visitors that is safe, conducive to the learning process, and free from unnecessary disruption. A safe school environment includes the school and grounds during school hours, and during school sponsored activities and events. The following policy and guidelines have been created for this purpose in accordance with Utah State Law (UCA 53G-8-202-211).

DEFINITION

School-sponsored activity or event means an activity, meeting, or location sanctioned or supported by the school, including transportation of students in school-owned/leased vehicles.

Exclusion means the removal of a student from a school program, but not necessarily from all education services, and includes:

Suspension: a mandatory interruption of attendance or participation in a specific school or program for a period of 10 days or less.

Expulsion: termination of attendance or participation in a school or program for a period in excess of 10 school days by the local Board of Trustees (53-11-905(3)).

Change in Placement: Alternative placement of a student for disciplinary or for other legitimate purposes.

Imminent danger: the appearance of threatened and impending injury which would lead a reasonable and prudent person to attempt an instant defense; something which is threatening to happen at once, something close at hand, something which is close, although not yet touching, or on the point of happening. [Black's Law Dictionary]

Habitually disruptive behavior: frequent or repeated flagrant willful disobedience, defiance of proper authority, or repeated disruptive behavior, including the use of foul, profane, vulgar or abusive language.

Gang: a group of people who form an allegiance and engage in a range of antisocial behaviors that may include violent or other unlawful activity. These groups may have a name, turf, colors, symbols, or distinct dress, or any combination of the preceding characteristics.

Remedial discipline plan: a written plan developed by the school in consultation with the student to be disciplined and the parent/legal guardian which may include any combination of the following or any other action discussed by the parties:

1. exclusion of the student from school for a pre-determined time or until certain conditions are met;
2. specific behavior standards for the student which, when met by the student, allow for designated rights or privileges;
3. in school suspension;
4. community service;
5. restitution for damage or harm.

Proactive intervention strategy: a preventive strategy intended to stop or deter problem behaviors before they occur. A proactive or preventive strategy anticipates problem behaviors and uses a predetermined set of consequences (positive or negative) to intervene.

Parent: parent or legal guardian.

PROACTIVE STRATEGIES FOR IMPROVING STUDENT BEHAVIOR AND LIMITING THE EXCLUSION OF STUDENTS FROM SCHOOL:

Utah Military Academy shall provide parents and students with a written mission statement for the school that should be included in a school procedures handbook and provided to parents.

School administrators, teachers and staff shall use proactive intervention strategies that anticipate problem behaviors before they occur.

PROVISIONS GOVENING THE CONDUCT OF SCHOOL AGE INDIVIDUALS:

Students shall:

A. be given notice of applicable rules of conduct

B. comply with applicable rules of conduct as well as all federal, state and local laws and ordinances; and

C. be civil and respectful to other people and obey persons in authority at the school.

Students may be suspended or expelled from Utah Military Academy for the following reasons and students may not:

1. possess, use, sell or attempt to possess, use or sell any firearm, weapon, knife, explosive, firework, chemical weapon, flammable material, martial arts weapon or other instrument including those which eject anything, or other material dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent and whether functional or nonfunctional;

1. as required by federal law, a student who is found to have brought a firearm (as defined under Section 921 of title 18, U.S. Code) or a real, look alike, or pretend firearm, explosive or flammable material under state law (53G-8-205) to school or to a school-sponsored activity or to be in possession of such firearm while at

school or when involved in any school supervised activity shall be expelled from school for a period of not less than one year;

2. the Chief Administrative Officer or the Chief Administrative Officer's designee, may modify the one year expulsion requirement if the Chief Administrative Officer or review committee determines on a case-by-case basis that a lesser penalty would be more appropriate;

3. cause, attempt, threaten or conspire to cause damage to personal or real property, or cause, attempt, threaten or conspire to cause harm to a person or persons, individually or in groups, through:

    a. arson (UCA 76-6-102

    b. burglary

    c. larceny or stealing (UCA 76-6-403)

    d. criminal mischief (UCA 76-6-106)

    e. battery

    f. assault (UCA 76-5-102)

    g. harassment (UCA 76-5-106)

    h. vandalism (UCA 76-6-105)

    i. hazing (UCA 76-6-106)

    j. participation in any activity which violates an applicable school rule or federal, state or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy relating to the foregoing.

    k. participation in conduct which threatens harm or does harm to the school, school property, person associated with the school or property associated with such persons

2. commit an offense against an educator when the educator is acting in the course of employment or be subject to an enhanced degree of offense as cited in Utah Code Annotated 76-3-203.2. Crimes against educators are considered to have created an imminent danger under this policy.

3. be admitted to Utah Military Academy on the basis of having expelled from any school during the preceding 12 months (UCA 53G-8-205).

PROCEDURES FOR INCIDENTS INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:

The school director or designee shall determine if the student's behavior created imminent danger to people or property or if the student's behavior, despite intent, was in violation of this policy.

If the student's behavior created imminent danger or violated this policy, following personal notification to the student and student's parent/legal guardian, the student shall be suspended according to the procedure outlined below:

A. immediate student suspension:

1. the student is suspended until the parent/legal guardian is able to conference with school administrators.

2. the student shall be prohibited from trespassing on school property.

B. the school may only release the suspended student to the student's parent/legal guardian or other adult designated by the parent or legal authority.

C. in unlawful or dangerous situations, the student may be released to law enforcement personnel;

D. a school administrator shall make earnest *efforts to* contact a parent/legal guardian to schedule a conference with the student, the student's parent/legal guardian within 24 hours of the exclusion;

1. during the conference, the administrator shall:

   a. review the alleged conduct by the student and present the evidence;

   b. give the student an opportunity to respond and present relevant information or explanations.

   c. determine whether or not the allegations are true by a preponderance of the evidence, and make a recommendation for action, which may include.

      a. if true, the following options are available:

         i. discontinue or continue the exclusion (suspension or expulsion) for a specific length of time.

         ii. develop a remedial discipline plan for the student required under Section 53G-8-203 (3) which outlines the requirements for reinstatement in the class, school, or administration's evaluation of alternatives to excluding the student from school.

         iii. outline expectations for parents/legal guardians and the school in the student's discipline plan and potential reinstatement: i.e. supervision, a behavior contract, continued participation in extracurricular school activities, on-going educational services for the student, take-home or independent study assignments, mandatory school contact or evaluation.

         iv. advise the student and the parent about the student's rights and obligations and the procedures for appeal of an adverse decision.

E. at the conclusion of any exclusionary period, a conference will be held with the student and the student's parent/legal guardian at which time a behavior contract will be developed by parents/legal guardians, student, school personnel, and other appropriate individuals.

F. The administrator shall document the disciplinary action taken.

PROCEDURES FOR INCIDENTS NOT INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMIVIINENT DANGER TO PEOPLE OR PROPERTY:

An administrator shall provide the student an initial opportunity to explain his behavior prior to suspension. If the immediate suspension is justified the school should proceed.

The school administrator shall investigate and document the charges and schedule a conference with the student and parent/legal guardian as soon as possible. The parent/legal guardian will be notified about the impending conference. During the conference, the administrator shall:

A. explain the allegations or violation to the student.

B. discuss the evidence and provide the student with a reasonable opportunity to respond and present any relevant information.

C. take appropriate action consistent with findings made by the administrator after review of the evidence and the student's response, and with applicable school policies and state and federal law, including laws or regulations specific to students with disabilities;

D. advise the student and the parent/legal guardian about the student's rights and obligations, and the procedures for appeal of an adverse decision.

E. discuss alternatives to suspension with the student and parent/legal guardian or behavior that is neither violent, unlawful, or falls under weapons, imminent danger or drug and alcohol violations;

1. in school suspension or alternative programs;

2. parent/legal guardian supervision of student at school;

F. amended schedule;

G. if the parent or legal guardian does not comply with the alternative to suspension requirements, the student shall be suspended in accordance with the conduct and discipline policies of the school;

H. in the event of suspension or expulsion, the student shall be prohibited from trespassing on school property and attending any school event or activity.

Board of Trustees-Level Hearings:

A school administrator may refer any matter to the Board for hearing if the administrator deems it advisable.

A. If the student or parent/legal guardian does not concur with the school disposition of student misconduct involving weapons, drugs, alcohol, or imminent danger or for student exclusion for a second or subsequent offense not involving weapons, drugs, alcohol, or imminent danger:

1. the parent/legal guardian may appeal the decision by submitting a written request to the Chief Administrative Officer within 10 days after receiving notice of the decision;

2. the Chief Administrative Officer or review committee shall schedule the appeal hearing within 20 days of receiving the parent's/legal guardian's request for hearing and shall provide the parent/legal guardian with notice of the procedures to be followed in the hearing;

3. the Chief Administrative Officer or review committee shall conduct the appeal hearing at the appointed time and place. The school and the student may each be represented by an advocate of its choice;

4. at the appeal hearing, each party may make statements, question witnesses, and present relevant facts and evidence. The review committee procedures may allow for additional witnesses or affidavits to be presented;

5. the appeal hearing's conclusions) that affect a student's school attendance shall be decided within two school days following the hearing;

6. all other issues shall be disposed of in writing within 30 days of the conclusion of the appeal hearing;

7. these time periods may be waived upon agreement by both parties to the hearing;

8. the recommendation of the review committee will be submitted to the Board of Education if the recommendation to expel the student is upheld;

9. expulsion of a student may be conducted by the principal and Chief Administrative officer;

10. School review committee appeal of exclusion is the final administrative remedy. If students or parents/legal guardians are dissatisfied with the administrative determination, they may appeal to a court of law.

RESPONSIBILITY OF PARENT FOR SUSPENDED OR EXPELLED STUDENT:

If a student is suspended or expelled from Utah Military Academy for more than ten (10) school days, the parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion.

A. The parent or legal guardian shall work with designated school officials to determine how that responsibility might best be met through private education, an alternative program offered by or through the school, or other alternatives which will reasonably meet the educational needs of the student.

B. Costs for educational services which are not provided by Utah Military Academy are the responsibility of the parent.

C. Utah Military Academy will maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the individual student's transcript (UCA 53G-8-208).

STUDENTS WITH DISABILITIES:

Students with disabilities are those individuals who qualify for special education and related services under Public Law 105-17, the Individuals with Disabilities Education Act (IDEA), and/or under Section 504 of the Rehabilitation Act Amendments of 1973 and/or under the Americans with Disabilities Act of 1990.

All students with disabilities enrolled at Utah Military Academy are accountable for the same standards of behavior as non-disabled students unless their Individualized Educational Program (IEP) teams have determined that their disabilities prevent adherence to these standards and have agreed upon altered standards on their IEPs. Because students with disabilities represent a protected class of individuals, the following general provisions and/or protections apply:

A. Suspension of students with disabilities for fewer than ten (10) days - School administration may order the removal of a student with a disability for up to 10 consecutive days for any violation of school rules for which students without disabilities would be removed. During this type of removal, the provision of educational services is not required. B. Suspension of students with disabilities for more than ten (10) days - Students may be suspended for more than 10 cumulative days per school year for separate instances for which nondisabled students would be suspended. However, such suspension must not constitute a pattern of removal and/or a change of placement. Factors such as the length of each removal, total amount of time the student is removed and proximity of removals to each other may lead to a conclusion of placement change. Regardless, beginning with the 11th cumulative day of removal, general and special education services must be provided to the student while on suspension.

I. Weapons and Controlled Substance Violations

1. If a student with a disability carries a weapon to school or a school function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function, school administration may order the removal of the student from school. When such a removal is contemplated, it constitutes an imminent change of placement and parents/legal guardians must be notified and provided with a copy of their procedural safeguards under IDEA.

a. The student's IEP team must meet as quickly as possible following the violation to conduct a manifestation determination. This procedure uses evidence from the student's psycho educational evaluation(s), school conduct and classroom performance to help identify whether or not the student's misbehavior was a function of his/her disability.

i. Violation Related to Student's Disability: The student's IEP team must meet to determine an interim alternative educational setting (IAES) to which the student may be removed for up to 45 school days. The team must also conduct a functional behavioral assessment (FUBA) and develop a behavior intervention plan (BIP) if these have not already been accomplished. If a FUBA and BIP have already been completed, the IEP team will review these and make revisions as appropriate. The purpose of the BIP is to reduce or eliminate the likelihood that the behavior causing the removal from school will recur in the interim alternative educational setting and in the student's school upon his/her return. In an LAES, the student must receive services which allow him/her to progress in the general curriculum and to advance appropriately toward meeting the goals specified on his/her IEP.

ii. Violation Not Related to Student's Disability: If the manifestation determination procedure indicates that the weapons or drug violation was not related to the student's disability, the student may be removed from school on the same basis as would a student without a disability. However, during this removal the school must provide services necessary to enable the student to progress in the general curriculum and appropriately advance toward meeting the goals set forth in his/her IEP.

iii. Dangerousness: A due process hearing officer may order the removal of a student to an interim alternative educational setting (IAES) for up to 45 days if in an expedited due process hearing, s/he determines that the school has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others, considers the appropriateness of the student's current placement, considers that the school has made reasonable efforts to minimize the risk of harm in the student's current placement, determines that the IAES proposed by the school in concert with the student's special education teacher meets requirements of addressing the student's behavior and offering services so that the student can progress in his/her general and special education programs.

Utah Military Academy may continue to seek school removal of a student deemed dangerous by petitioning a court of local jurisdiction. The federal Office for Special Education Programs (OSEP) affirmed in DOE Q & A Document, Question 3, 64 Fed. Reg. 12415 (March 12, 1999) that at any time, school officials may seek to obtain a court order to remove a student with a disability from school or to change a student's current educational placement if they believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or others.

School officials can report crimes committed by students with disabilities to appropriate law enforcement authorities to the same extent they do for crimes committed by nondisabled students.

C. In School Suspension - An in school suspension would not be considered a part of the days of suspension previously addressed as long as the student is afforded the opportunity to continue to appropriately progress in the general curriculum, continue to receive the services specified on his or her IEP and continue to participate with nondisabled students to the extent they would have in their current placement.

D. Behavioral Interventions - any behavioral intervention to be used with a _____ student with disabilities must meet the requirements set forth by the Utah State Board of Education Special Education Rules.

THREATS OF SUICIDE:

The school shall:

a) notify a parent if the parent's student threatens to commit suicide,
b) notify the parents of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent's student, and
c) produce and maintain (consistent with Records Retention Policy) a record that verifies that the parent was notified of the incident or threat

APPROPRIATE USE OF PHYSICAL RESTRAIN IN THE ENFORCEMENT OF THIS POLICY:

The use of physical restraint of students within the context of this policy is only appropriate consistent with state and federal law, UCA Sections 53G-8-301 and 76-2-401(3), and school policy on corporal punishment.

GANG RELATED ACTIVITY:

A. School administrators and other school personnel designated by the administration shall have authority to identify student behavior as gang-related and may be allowed under school policy to treat such designated behavior as imminently dangerous to students and staff and follow the procedures outlined under Section V of this policy for disciplining students involved in gang-related activities.

B. Indices of gang-related behavior or association may include, but are not limited to:

1. advocating or promoting a gang or any gang-related activities;
2. marking school property, books, or school work with gang names, slogans, or signs;
3. conducting gang initiations;
4. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
5. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) by a person's presence or support;

6. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
7. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.; or
8. any combination of the preceding indices or activities.

C. School faculty and personnel shall be trained to recognize early warning signs for youth in trouble and to report suspected gang activity to school administration and law enforcement.

D. In disciplining students under gang-related provisions, school administrators shall act consistently with and be sensitive to Constitutional protections of freedom of expression and freedom of association.

E. Students and parents/legal guardians should be given notice that courts have determined that the parameters of freedom of expression and freedom of association in a public school setting are different than in society generally.

F. Administration shall notify parents of the student when a student has involvement in any gang-related behavior or association.

G. Gang members are barred from participation or presence at any school-sponsored extracurricular activity.

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, e-mail, 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 and 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 have the authority to search a cadet's person, locker, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the cadet has violated or is violating a particular law or school rule. Cadets have no right or expectation of privacy on campus. Periodic general inspections, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without cadet consent, and without a search warrant.

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 use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapons 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" 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, matches, and lighters.

THREATS

No threat by a cadet, adult, or anyone else will be taken lightly by campus personnel nor by system leadership. Threats will be investigated fully to determine credibility and to safeguard cadets and adults at the campus. Threats will not be tolerated and if found to be credible will be punished to the fullest extent of UMA policy and the law. Cadets on IEPs will be afforded the appropriate Due Process of a Manifestation Determination to protect not only the cadet's rights but others. Administration and others investigating threats should not hesitate to include law enforcement, especially when a threat is made anonymously. Cadets making threats need to be assessed for mental health support.

03-110—Cadet Membership and Transfer

Utah Military Academy will abide by the 10-day Drop requirement as found in statute. Every effort will be made to work with a cadet and determine if family circumstances are causing problems for the cadet to be in attendance as regularly as possible. In the event such is the case, the cadet will have online courses made available to them. However, the statute will be followed.

Additionally, UMA determines cadet membership by way of daily attendance or engagement through daily records maintained at each campus. The data points used to determine such are the

entry date, exit date, exit or high school completion status, whether or not an absence was excused, disability status, and whether or not considered YIC. These data points will be monitored regularly and routinely for cadets enrolling and withdrawing from UMA.

03-111—Graduation Requirements

Administration shall develop and implement procedures for graduation requirements and the granting of a diploma that are consistent with the school's charter and state law and R277-705.

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03-112—Foreign Exchange Students

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03-113—Student Privacy

Utah Military Academy shall comply with confidentiality of student records as required under federal law, state law (53E-9-202 to 204) and under R277-487.

An employee, student aide, volunteer, third party contractor, or other agent of the school shall protect the privacy of a student, the student's parents, and the student's family and support parental involvement in the education of their children through compliance with the protections provided for family and student privacy under this part and the Family Educational Rights and Privacy Act and related provisions under 20 U.S.C. Secs. 1232g and 1232h, in the administration and operation of all public school programs, regardless of the source of funding.

Administration shall develop procedures to ensure that all provisions of student records privacy and security are maintained. Administration is prohibited from administering to a student any psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation without the prior written consent (consistent with 53E-9-202 (4))of the student's parent or legal guardian, in which the purpose or evident intended effect is to cause the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:

(a) political affiliations or, except as provided under Section 53G-10-402 (1) or rules of the State Board of Education, political philosophies;

(b) mental or psychological problems;

(c) sexual behavior, orientation, or attitudes;

(d) illegal, anti-social, self-incriminating, or demeaning behavior;

(e) critical appraisals of individuals with whom the student or family member has close family relationships;

(f) religious affiliations or beliefs;

(g) legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and

(h) income, except as required by law.

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This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this section

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03-114—Social Networking Policy

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03-115—Technology and Network Protection Policy

The Utah Military Academy board of directors recognizes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Utah Military Academy will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the Utah Military Academy goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. Utah Military Academy technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Principal or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities to promote appropriate and responsible technology use and to develop procedures to support this policy.

Legal Reference

18 USC §§ 2510-2522, Electronic Communication Privacy Act

Electronic Resources: Procedure

These procedures are written to support the electronic resources of the school and to promote positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The Utah Military Academy network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The Utah Military Academy reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of Utah Military Academy.

Acceptable network use by Utah Military Academy students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;

- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all Utah Military Academy policies and guidelines;
- Connection of staff personal laptops to the Utah Military Academy network after checking with as authorized by designated staff to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by Utah Military Academy students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by Utah Military Academy;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the Academic Director;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other Utah Military Academy computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and Attaching unauthorized equipment to Utah Military Academy network. Any such equipment will be confiscated and destroyed.

Utah Military Academy will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Utah Military Academy will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Utah Military Academy computer network or the Internet.

Internet Safety: Personal Information and Inappropriate Content

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

Students and staff should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, Utah Military Academy web site unless the appropriate permission has been verified.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering appliances are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass Utah Military Academy Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Utah Military Academy browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of Utah Military Academy will be considered SPAM and blocked from entering Utah Military Academy e-mail boxes;
- Utah Military Academy will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to Utah Military Academy computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of Utah Military Academy; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels.

Training on online safety issues and materials implementation will be made available for administration, staff and parents.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational

purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the

United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

System logins and accounts are to be used only by the authorized owner of the account, for authorized Utah Military Academy purposes. Students and staff are responsible for all activity on their account and must not share their account password.

Administration shall ensure that school faculty, staff, and students are trained in proper network security procedures, including the protection of passwords and the prohibition of the use of another user's network account.

Student Data is Confidential

Utah Military Academy staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

Utah Military Academy provides the network system, e-mail and Internet access as a tool for education and research in support of Utah Military Academy mission. Utah Military Academy reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: The network;

- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.
- No student or staff user should have any expectation of privacy when using Utah Military Academy network. Utah Military Academy reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Utah.

Archive and Backup

Regular backup shall be made of all Utah Military Academy date (including e-mail correspondence) for purposes of public disclosure and disaster recovery.

Disciplinary Action

All users of Utah Military Academy electronic resources are required to comply with Utah Military Academy policy and procedures [and agree to abide by the provisions set forth in Utah Military Academy user agreement]. Violation of any of the conditions of use explained in this or any other policy related to Electronic Resources may be cause for disciplinary action, up to and including

suspension or expulsion from school and suspension or revocation of network and computer access privileges, and up to and including termination of employment for employees.

03-116—Head Injury Policy

In compliance with Utah State Board of Education Rule R277-614 Quail Run Primary School has established this *Head Injury and Concussion Policy* to provide education about concussion for coaches, school personnel, parents, and students. This policy outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

School seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, administration shall develop procedures to ensure that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Administration, Physical Education Specialists and/or Committees shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Non-Policy tools and procedures

Recognition of Concussion

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or does not lose consciousness.

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change

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- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels "foggy"
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

1) The following situations indicate a medical emergency:

   a) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.

   b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.

   c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.

1. Deterioration of neurological function
2. Decreasing level of consciousness
3. Decrease or irregularity in respirations
4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
6. Seizure activity

2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

Recognize concussion

a) All educators and agents of the school should become familiar with the signs and symptoms of concussion that are described above.

b) Educators and agents of school shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional. **When in doubt, sit 'em out!**

Refer the athlete/student for medical evaluation

1. The agent of school is responsible for notifying the student's parent(s) of the injury.
    a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
    b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):

a. The school agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.

b. The school agent should continue efforts to reach a parent.

c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A school agent should accompany the student and remain with the student until a parent arrives.

d. The school agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:

   (1) Asymptomatic at rest and with exertion (including mental exertion in school) AND

   (2) have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by an school agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).

3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

4. Stepwise progression as described below:

   (1) Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

   (2) Return to school full-time.

(3) Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

(4) Running in the gym or on the field. No helmet or other equipment.

(5) Non-contact training drills in full equipment. Weight training can begin.

(6) Full contact practice or training.

(7) Play in game. Must be cleared by physician before returning to play.

2) The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

Potential Problem Areas

While current Utah law designates that a student may be returned to play by "an appropriate health care provider", school may limit the credentials from which it will accept clearance in its sole discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school's liability carrier may also be consulted.

school administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a health care provider.

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03-117—Administration of Medication to Students

The Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with UCA 53G-9-502.

The Administration authorizes the following guidelines for administering medication to students.

Guidelines

A. School personnel may administer prescription medication or nonprescription medication to a student during the regular school day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the school principal receives:
    1. A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
    2. A current, written statement signed by the prescriber of the medication that includes the following:
        a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
        b. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.
B. The parent request and prescriber's statement must be resubmitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.
C. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
D. Oral, topical, and inhalant medication, opiate antagonists, or injectable epinephrine may be administered by assigned school personnel in compliance with applicable law.
E. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult, except as otherwise allowed by law.
F. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
G. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
H. All medication provided to the school must be kept under lock and key.
I. School personnel who are assigned to administer student medication shall receive appropriate training.
J. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.

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K. Authorization for administration of medication by school personnel may be withdrawn by the school director after consultation with the school nurse at any time following actual notice to the student's parent or guardian.
L. School personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the school discontinuing the administration of the medication under these guidelines.
M. Elementary students are not to carry or self-administer medication on school premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi dose containers.
N. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed.
O. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of applicable policy.
P. Sunscreen and Lip Balm are not considered medication.

MEDICAL RECOMMENDATIONS BY SCHOOL PERSONNEL TO PARENTS

School personnel, as they are not licensed or otherwise certified or endorsed as medical or health care professionals, will not recommend medicine or legal drugs of any kind to parents or guardians of cadets.

School personnel or volunteers working with cadets in sports or other school sanctioned activities will offer initial care for any injury sustained while cadets are engaged in the practice, game, or event where they are responsible for the care of the cadets on the team or who are engaged in the activity. This is preferably in consultation with parents or guardians, but may be necessary to offer support in the absence of such.

This policy is subject to review and change especially as guidance may change or is provided by the Utah High School Activities Association.

03-118—Electronic Devices on Campus

A. Definitions:
    1. Electronic Device means a mobile phone, PDA, MP3 or other music player, any portable computer, or any other device that holds digital information;

B. Prohibitions:
    1. Electronic devices may not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and invitees, consistent with R277-609 and R277-613, or violate local, state, or federal laws; and
    2. LEA employees and invitees may not use electronic devices to access inappropriate matter on the Internet and World Wide Web while using LEA equipment, services or connectivity whether on school property or while using school-owned or issued devices;
    3. Use of electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;

C. Administration shall adopt procedures that:
    1. Protect the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging);
    2. Prohibit unauthorized access, including hacking and other unlawful activities by LEA electronic device users; and
    3. Prohibit unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99.

D. Administration shall include the following information in a handbook for parents and students:
    1. provisions that inform students that there may be administrative and criminal penalties for misuse of electronic devices and that local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law;
    2. provisions that inform students that violation of LEA acceptable use policies may result in confiscation of LEA-owned devices which may result in missed assignments, inability to participate in required assessments and possible loss of credit or academic grade consequences;
    3. provisions that inform students that they are personally responsible for devices assigned or provided to them by the LEA, both for loss or damage of devices and use of devices consistent with LEA directives;
    4. provisions that inform students and parents that use of electronic devices in violation of LEA or teacher instructional policies may result in the confiscation of personal devices for a designated period; and
    5. provisions that inform students that use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.

E. Administration shall include the following in a handbook for employees:

1. notice that use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement;
2. notice that employees are responsible for LEA-issued devices at all times and misuse of devices may have employment consequences, regardless of the user; and
3. notice that employees may use privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as directed by the employing LEA.

03-119—Extra Curricular Activities and School Clubs

Administration shall ensure that students have a range of extracurricular activities and clubs in which to participate if they choose, consistent with the school's charter and state law.

Participation in extracurricular activities at students' boundary school

Administration shall ensure that Utah Military Academy procedures allow students to participate in extracurricular activities at students' District School of Residence consistent with R277-494.

Utah Military Academy shall pay any non-waived participation fees for such student participation.

03-120—Reciprocity of Credits

A. Utah Military Academy shall accept all credits or coursework from schools and supplemental education providers accredited by the Northwest Accreditation Commission, properly authorized public schools both in and out of Utah, and accredited distance learning schools consistent with R277-705:
    a. Utah Military Academy accepts credits and grades awarded to students from schools or providers accredited by the Northwest Accreditation Commission or approved by the Utah State Board of Education without alteration.
    b. Timely documentation is required for transfer students of all credits requested for acceptance
B. Utah Military Academy may accept credit from non-accredited sources, course work or education providers consistent with R277-705 upon satisfactory demonstration that:
    a. Satisfaction of coursework by demonstrated competency, as evaluated at Utah Military Academy;
    b. Review of student work or projects by administrators; and
    c. Satisfaction of electronic or correspondence coursework, as approved administration.
C. The school director has the final decision-making authority for the awarding of credit and grades from non- accredited sources consistent with state law, due process, and R277-705.

03-121—Student Transportation

The administration shall develop procedures that ensure that when students are transported by employees, volunteers, or transportation firms under a contract with the school, such transportation is done in compliance with applicable laws, protects the school from unnecessary liability, and ensures appropriate levels of student safety.

Any party that transports students on behalf of the school shall have adequate insurance. Volunteers and employees of the school that transport students on behalf of the school shall complete a defensive driving course prior to transporting students and shall complete said course at least every two years.

All buses owned by the school, and any transportation system operated by the school, shall comply with R277-601, and administration shall develop procedures for such operations consistent with that rule.

03-122—Special Education
See separate Special Education Procedures document.

03-123—Education of Homeless Students
Administration shall develop and implement procedures to ensure that homeless students who apply to attend Utah Military Academy (consistent with the school's enrollment and lottery policies) may immediately enroll with full participation even if they are unable to produce records which may include medical records, birth certificates, school records, or proof or residency normally required for enrollment, consistent with R277-616.

03-124—Student Search Policy
In order to ensure student safety and protect individual student rights, administration shall develop and implement procedures related to the search of student property. Procedures shall provide:

- That a search may only occur upon reasonable suspicion that student safety is at risk or that a student is in possession of an item or items prohibited by school safety or discipline policy, such as controlled substances or weapons;
- That students are protected from unreasonable intrusion;
- That faculty and staff are appropriately trained in the fair and consistent implementation of student search procedures.

03-125—Concurrent Enrollment
Administration shall develop and implement procedures consistent with R277-713 regarding concurrent enrollment courses, standards, and enrollment to provide a challenging college-level and productive secondary school experience, particularly in the senior year, and to provide transition courses that can be applied to post- secondary education.

The procedures shall ensure that:

- an appropriate assessment shall be administered to the student prior to participation in all concurrent mathematics and English courses
- Each student participating in the concurrent enrollment program shall have a current student education/occupation plan (SEOP) on file at the participating school, as required under Section 53E-2-304 (2)(b).
- Advice and information shall be provided to a prospective or current high school student who participates in the concurrent enrollment program consistent with UCA 53F-2-501. Advising shall include providing information on general education requirements at USHE institutions and assisting students or parents to efficiently choose concurrent enrollment courses to avoid duplication and excess credit hours.
- Secondary students may be assessed a one-time per institution admissions fee required for full- time or part-time students in concurrent enrollment courses. No additional application fee may be charged.
- A secondary student may be charged partial tuition up to $30 per credit hour for each concurrent enrollment course for which the student receives college credit. A student shall

receive high school credit for a concurrent enrollment course that is consistent with the policies for awarding credit for graduation.
- Funding received under the program shall be spent consistent with the intent and requirements of the program.

03-126—Dissemination of Information About Juvenile Offenders

A. The dissemination of any information about students' juvenile offenses or charges shall be consistent with FERPA and GRAMA, including applicable time periods and protection of confidential information.

B. Only the School Director and teachers who have instructional or activity oversight of the student shall have authority to receive confidential information about students' juvenile offenses or charges.

C. A dispute regarding the dissemination of information shall be decided in favor of a student's rights to privacy, except in the event of apparent imminent danger to persons or property.

03-127—Statewide Online Education Program

Utah Military Academy shall facilitate student enrollment in the Statewide Online Education Program established under UCA 53F-4-501 with any and all eligible Providers selected by eligible students consistent with course credit limits.

Administration shall develop and implement procedures consistent with this policy.

03-128—Alternative Language Services

If your school accepts Title III funding under NCLB, you must develop a policy consistent with R277-716.

03-129—Home and Hospital Instruction

Board Directive

The Board of Education recognizes the importance of providing instruction to students who are confined to home or hospital. The Board also recognizes the need to maintain contact between the school and the home during the time when these students are unable to attend school. The Board, therefore, delegates to the Administration responsibility for developing policy for a Home and Hospital Instruction Program for students who are unable to attend school due to injury, illness or other extenuating circumstances.

Administrative Policy

The Administration shall establish a program to provide instruction to convalescing students to ensure that academic work/credit is sufficient to maintain graduation timelines to the extent possible, to maintain the skills necessary for returning to the classroom, and to assure ongoing home/school contact during the term of the illness, injury, or extenuating circumstances. The school provides opportunities for short-term services as well as long-term services for those students who may need extended out-of-school services. The Home and Hospital Program will be administered according to the following provisions:

Qualifications for Services

1. The student is confined at home or in a hospital due to physical or emotional illness, injury, handicap, complications of pregnancy, or extenuating circumstances.
2. The student has missed or expects to miss ten (10) or more consecutive days of school.
3. The student's condition will allow 50 percent or less attendance during the school day.
4. Home and Hospital Instruction is recommended by the student's physician, medical professional, licensed clinical social worker, licensed psychotherapist, or legally directed services, and is requested by the parent(s)/guardian(s).

Providing Services

1. The parent will need to notify the administrator of the need for Home and Hospital services. The school administrator will initiate the required procedures to begin the Home and Hospital services, including completion of a specific form created by administration.
2. The student's physician, medical professional, licensed social worker, or licensed psychotherapist shall be asked to estimate the length of time that Home and Hospital Instruction services will be needed. Minimum duration of services is two weeks and maximum service is nine weeks without additional follow-up with referring medical provider.
3. Home and Hospital Instruction services shall be provided for pregnant girls only when extenuating circumstances make it inadvisable or impossible for the student to participate at school.
4. Home and Hospital Instruction services may be denied or discontinued if it appears that the services are worsening the student's condition, increasing or prolonging school phobia or anxiety, or otherwise having a harmful impact upon the student.
5. In most cases, the duration of services shall be determined by the administrator after consultation with the medical professional requesting Home and Hospital services per the medical release form.
6. If it appears that the program is being abused by the parent or student, the administrator will initiate a formal review to determine if services should continue.

Assignment of Teachers

1. Short-term services: Students shall be taught by teachers whenever possible. When an appropriate teacher is not available, the administrator may arrange for other faculty or staff to provide instruction under the direction of a licensed teacher.
2. The administrator shall make short-term Home and Hospital teaching assignments on the basis of teacher interest, availability, and curriculum qualifications.
3. Teachers shall be reimbursed for providing Home and Hospital Instruction at their current hourly base rate.
4. One half hour of preparation time is allowed for each two hours of actual instruction.
5. Teachers shall receive a mileage reimbursement as outlined in policy. Mileage is based upon the distance from the school to the student's home or other designated public location (e.g., library, police or fire station) and to the instructor’s home. If visiting multiple students on the same trip, mileage shall also be paid for the distance between students’ homes/locations when necessary. Time required for travel is not part of the two-hour instruction time.

6. Teachers shall submit documentation of time spent and mileage driven, each month prior to being reimbursed for services.

Instruction

Home Instruction

1. Instruction shall be provided at the student's home or other designated public location (e.g., library, police or fire station) after regular school hours for short-term services and during the school day or after regular school hours for long-term services. Generally, one two-hour instruction session shall be provided per week. With administrator approval, two one-hour sessions may be provided if it is deemed in the best interest of the student.
2. A parent or other responsible adult must be present in the home during the instruction session. If the parent or guardian fails to provide proper chaperonage, the instruction session shall be canceled.
3. Textbooks and other curriculum materials or coursework shall be furnished by the school.

Hospital Instruction

1. The school shall provide teachers, textbooks, and instructional materials for students confined to approved non-accredited facilities.
2. Students enrolled in the school and later assigned to hospitals with accredited educational programs shall be serviced in one of two ways:
    (1) Withdrawn from the school and transferred to the accredited institution which will provide teachers, textbooks and instructional materials.
    (2) Continually enrolled in the School but serviced at the facility by an accredited institution under a contract with the School based upon a daily pro-rated amount of the WPU. Teachers, textbooks, and instructional materials shall be provided by the institution under contract.

Grades and Credit for School Attendance

1. Students who are receiving Home and Hospital Instruction shall be counted as attending school.
2. Teachers must prepare assignment sheets for students in their classes who are receiving Home and Hospital Instruction. Teachers are accountable to provide Utah State Core curriculum educational services. Substitute assignments will be provided if the regular class activities cannot be completed at home. Upon consultation with the school administration, the teacher can give the student an "incomplete" for the course when it cannot be appropriately taught through Home and Hospital Instruction. Because of limited instructional time, the Home and Hospital Instruction Program is designed to help students maintain credit.
3. Students who receive Home and Hospital Instruction for five weeks or more during any one quarter shall receive attendance credit and grades for work completed from the Home and Hospital instructors. Grades shall be awarded by the Home and Hospital teacher in collaboration with the classroom content teacher.

03-130—Field Trips

I. **Board Directive**

Field trips are an integral part of the instructional program and may be provided to enrich or expand learning opportunities for students. Subject to funding constraints, field trips shall be used to place a variety of civic, cultural, community, and business resources within the reach of the classroom. The Board authorizes the Administration to implement a policy for field trips.

II. ***Administrative Policy***

The Administration shall be responsible to see that field trip experiences, which are directly related to established curriculum goals, are provided according to the following administrative policy provisions:

A. Field trip authorization

1. Field trips shall be authorized by the school administrator who is responsible to assure that adequate funding is available through an appropriate funding source.

2. Other faculty or staff may be assigned to coordinate field trip activities after proper authorization.

B. The following information shall be provided by the teacher(s) or adviser(s) requesting the field trip:

1. A description of the field trip including the purpose of the trip, place of destination, class or sponsoring organization, and number of students involved.

2. An outline of the field trip curriculum including instruction prior to the event, during transit, at the point of destination, and evaluation or follow-up activities after the event.

C. All field trips must adhere to established policies and regulations governing student safety, including use of an authorized means of transportation which meets all State requirements for transporting students, parent permission for student participation, and an adequate number of qualified adult supervisors who have passed a School background check, if needed.

D. Subject to funding constraints, students may be transported by a contracted bus service, by volunteer drivers, or with students responsible for their own transportation.

1. Each student desiring to participate in any field trip must submit a "Participation Disclosure and Acknowledgment" form signed by the student

and the student's parent or guardian which acknowledges the method of travel. A student may not participate in the activity, unless a completed "Participation Disclosure and Acknowledgement" form is on file.

i. Volunteer Drivers (this does not include parents of students who may drive student friends of their children who visit their homes for social activities, or who have formed an independent carpool with other families for transportation to and from school during regular arrival and departure times) shall meet the following conditions, and sign an acknowledgement form to that effect:

ii. Carry comprehensive insurance coverage of at least $100,000 per injury and $300,000 per accident and provide evidence of such insurance to the school.

iii. Have and carry while driving a copy of my valid Driver License and provide a copy to the school.

iv. Pass a School background check.

v. In the event of an accident that occurs while students are being transported, ensure that the police respond to the scene of the accident and that a complete accident report is filed with the police department and a copy provided to the School.

Overnight Travel

A. Administration shall be responsible for coordinating development of overnight student activity and travel plans according to the following criteria:

1. Whenever possible, student activities shall be scheduled in proximity to the school and the need for long distance or overnight travel avoided. Using the travel proposal and request application process, the sponsoring faculty must show why the requested activity experience cannot be obtained in proximity to the school. The School may not approve requests for travel outside the continental United States.

2. Overnight travel may be part of the educational program when the travel is for an activity sponsored by the Utah High School Activities Association, a state or nationally affiliated educational organization, or an approved high school program.

3. Overnight travel may be part of the educational program when the anticipated educational benefits warrant the required expenditures, comparable experiences are not available at the locally, and the travel costs will not burden families unduly. All requestors of trips must demonstrate educational significance as to why the students are participating in the activity.

4. Each school group or team shall be limited to one overnight travel experience during the academic year whether or not such travel necessitates missing days of school. No such experience shall cause a student to miss more than two (2) days of school. (Special circumstances requiring additional days from school for valid education purposes may be requested.)

5. Supervision for student travel must be provided at least a ratio of one (1) responsible adult age 21 years or older per ten (10) students. However, there must always be at least two (2) chaperones regardless of the total number of students traveling. Responsible adults providing supervision will complete the Volunteer Form and a School background check. Chaperones shall be primarily advisers and parents. Under no circumstance can a chaperone's responsibility be delegated to an unapproved chaperone. Students can only be released to their parent/guardian.

6. All expenses (including travel expenses for required chaperones) associated with the trip must be paid by the participants themselves, covered by fund raising, or other state or federal monies provided expressly for the activity.

    a. The cost of substitutes for required advisers who are accompanying traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.

    b. All student expenditures associated with the trip must be itemized in detail by listing exact costs per student:

        i. travel

        ii. housing

        iii. meals

        iv. registration fees (when applicable)

        v. commercial insurance coverage (if not included in the package)

        vi. individual post-departure travel insurance purchased through District travel buyer.

        vii. other, i.e. event admissions

        viii. chaperone/adult travel costs

    c. The total anticipated expenditure per student must be shown on the application form. The percentage of the total student cost that may be earned through fund raising efforts must also be listed.

d. When, in the sole judgement of the Administration or the Board, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other consideration beyond the control of any or all involved, the Board, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents are aware of this condition and also require the parents to sign a statement of their understanding.

7. Transportation shall be by commercial carrier for all overnight travel. No private aircraft may be used for student travel. Ground transportation guidelines are as follows:

    a. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.

    a. Commercially rented buses or other modes of ground transportation may be used upon arrival at destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized.

    b. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who meets the Volunteer Driver standards of this policy. The vehicles used for this transportation should never exceed eight passenger capacity. Twelve- or fifteen-passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.

    c. Students are not allowed to drive when participating in overnight travel.

B. A preliminary travel proposal outlining a desired overnight travel experience will be submitted to the Administrator prior to any discussion or meetings with parents and at least 45 days prior to the proposed trip. The preliminary travel proposal shall include:

    1. The name of the group requesting permission to travel.

    2. The objectives of the trip, including valid and complete documentation of the educational outcomes.

    3. The proposed destination, mode of travel, and number of students involved.

    4. The number of school days missed. (May not exceed two).

5. The estimated total student cost of the trip including percentage of fund raising used to fund the trip per student.

6. Specific and clearly defined reasons why the educational objectives cannot be met at another location closer to home.

C. The final overnight travel request form shall be submitted to the appropriate Administrator of Schools and Business Administrator seven (7) days prior to departure. In addition to the information named in above, the request form shall also include complete documentation and summary of results of a required parent meeting as outlined below.

D. A parent/guardian meeting must be held in conjunction with overnight travel requests.

1. This meeting with parents will be held to discuss all costs and the itinerary associated with the proposed trip for the parents of potential student participants. A parent survey may be utilized if a parent(s) is unable to attend the meeting.

2. In this meeting parents will be informed, by a school administrator or the adviser in writing, of the proposed travel itinerary, anticipated expenditure per student, fund raising efforts, and the potential for non-refunds or expenditures when trips are cancelled.

3. A notarized statement granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.

E. All overnight student travel participation is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the student's status in the class or organization.

F. Advisers may not use an excessive amount of class/instructional time to plan and promote the trip. The trip may only be advertised and promoted to the School's students.

G. The School shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.

H. Evidence of Insurance coverage in addition to that provided by the School's regular policies shall be provided by the student organization from one of the following:

1. The tour provider (vendor)

2. A commercial group insurance carrier

3. CHIPS insurance, sold to individual students through the school at reasonable cost

4. Additional coverage from a private insurance carrier

5. In addition to the above insurance coverage, every traveling member will be required to purchase individual post-departure travel insurance. These costs shall be shared by the trip participants on an equal basis.

6. A student shall show proof of family health insurance coverage. This proof must be on file with the school administration.

03-131 - CORPORAL PUNISHMENT PROHIBITION

Under no circumstances will any personnel of UMA use any physical punishment as a way to deal with cadets entrusted to UMA's care. The only advisable physical interaction with any cadet is in the restraining of those who are doing self-harm or engaged in fighting or other physical interactions and then only under advisement and sparingly. UMA will follow existing policy regarding any disciplinary measures needed with regards to any employee or volunteer alleged to have used corporal punishment.

04—Administration and Operations

04-101—Religious Freedom Policy

1. **PURPOSE AND PHILOSOPHY**

1.1 Utah Military Academy promotes mutual understanding and respect for the interests and rights of all individuals regarding their beliefs, values, and customs. Specifically, it is the school's purpose to have a policy that:

1.2 Fosters knowledge and understanding about, and sensitivity toward, religious differences and the role of religion in a diverse, contemporary society;

1.3 Allows student and employee religious expression and freedom of speech within the parameters of existing state and federal law;

1.4 Supports a climate of academic freedom in which religious ideas and organizations can be discussed in an objective way, for their educational value, with emphasis on the impact of religions on history, literature, art, music, morality, and other key social institutions;

1.5 Requires official neutrality on the part of teachers, administrators, other school employees, and volunteers regarding religious activity when acting in their official capacities;

1.6 Promotes constructive dialogue between schools and community regarding religion; and

1.7 Encourages educators and all members of the school community to engage in persistent efforts to eliminate prejudice, build trust, work toward consensus, and

resolve disputes over religious issues in schools promptly, equitably, sensitively, and with civility at the local level.

2 POLICY

2.1 It is school policy to comply with existing state and federal law regarding religion and religious expression in public schools. Specifically, it is School policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain official neutrality regarding sectarian religious issues; the School will neither advance nor inhibit religion.

2.2 It is also School policy to take all reasonable steps to resolve disputes over religious issues in schools promptly, equitably, and with civility.

3 STUDENT EXPRESSION OF PERSONAL RELIGIOUS BELIEFS OR VIEWS

3.1 **Non-discrimination:** Utah Military Academy will not forbid students acting on their own from expressing their personal religious views or beliefs solely because they are of a religious nature and will may not discriminate against private religious expression by students, but will instead give students the same right to engage in religious activity and discussion as they have to engage in other comparable activity.

3.2 **Freedom to act:** While the freedom to believe is absolute, the freedom to act on a belief is not. In order to claim a violation of the Free Exercise protections of the First Amendment and the this policy, a person must show that his or her actions 1) are motivated by a sincere religious belief, and 2) have been substantially burdened by school officials or the School.

3.3 **Least restrictive means:** If an individual can show that his or her actions are motivated by a sincere religious belief and have been substantially burdened by school officials or the School, school officials can still regulate the conduct if they have a compelling interest and pursue such interest in the manner least restrictive of the individual's religion.

3.4 **Student religious expression during discretionary time:** Free exercise of religious practices or freedom of speech by students during discretionary time shall not be denied unless the conduct or speech unreasonably interferes with the ability of school officials to maintain order and discipline, violates school rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the school setting.

3.4.1 Student conduct or speech of a personal religious nature that may not be prohibited unless it violates the standards above, includes, but is not limited to:

3.4.1.1 [a] Reading the Bible or other scriptures;

3.4.1.2 [b] Saying grace;

3.4.1.3 [c] Praying with friends in cafeterias, hallways, around flagpoles, or at athletic contests and other extra-curricular activities;

3.4.1.4 [d] Discussing religious views with other students, or attempting to persuade peers about religious topics, as long as the persuasive speech does not constitute harassment

3.5 **Organized prayer groups and religious clubs:** Students may organize prayer groups, religious clubs, and other gatherings before and after school to teh same extent that students are permitted to organize other noncurricular student activity groups and clubs. Such groups and clubs must be given the same access to school facilities for assembling as is given to other noncurricular groups, without discrimination because of the religious content of their expressions.

3.6 **Student religious expression during instructional time:** Students participating in school sponsored learning activities shall not be prohibited from expressing personal religious beliefs or be penalized for so doing, unless the expression unreasonably interferes with the ability of school officials to maintain order and discipline, violates school rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the school setting.

3.6.1 Student religious conduct or expression that may not be prohibited in homework, classroom discussions, presentations, assignments, or school sponsored activities, unless it violates the standards above, includes but is not limited to:

3.6.1.1 [a] Submitting homework, artwork, or other assignments with religious content;

3.6.1.2 [b] Giving class presentations with religious content that are relevant to the curriculum and matter being discussed;

3.6.1.3 [c] Making religious remarks or asking questions about religion in the ordinary course of classroom discussion;

3.6.1.4 [d] Asking questions of students or school employees regarding their religious beliefs or views.

3.6.2 Teachers and other school officials should evaluate homework and classroom work with religious content consistent with ordinary

academic standards of substance and relevance, as well as other legitimate pedagogical concerns.

3.6.3 When responding to a student's question about an employee's personal religious beliefs or views, the employee must maintain official neutrality and be careful not to advocate or encourage acceptance of his/her religious belief or perspective (see section 8.2 of this policy).

4 RELIGIOUS CLOTHING AND APPAREL

4.1 Because dress is a form of individual expression, any prohibition or regulation of religious clothing or apparel must be consistent with the school dress and uniform standard (including standards for "free dress days," done in the least restrictive manner possible to accomplish School and school objectives of maintaining a safe and orderly school environment.

4.2 School officials should also be sensitive and appropriately accommodate students who request not to wear certain gym clothes that they regard, on religious grounds, as immodest.

5 MOMENT OF SILENCE IN CLASSROOMS

5.1 In accordance with Utah law, teachers may provide for the observance of a period of silence in the classroom each school day. However, teachers and other school officials must maintain official neutrality by neither encouraging nor discouraging prayer nor other religious exercise during the moment of silence.

5.2 Under School policy teachers and other school officials may not organize, endorse, or encourage prayer exercises in the classroom. Teachers and other school officials must supervise during this time.

6 EXTRA-CURRICULAR ACTIVITIES

6.1 **Moment of silence: S**tudents may elect to hold a moment of silence as part of graduation or other extracurricular ceremonies or activities. A moment of silence may only be initiated and conducted by students, and shall not be used as a forum for vocal prayer or other religious exercise, but rather as an opportunity for those in attendance to participate in a quiet moment according to the dictates of their own conscience. During a moment of silence and all other religious activities associated with graduation, school officials shall maintain official neutrality.

6.2 **Prayers by non-students prohibited at athletic contests and other extra-curricular events:** Consistent with the general policy on school-sanctioned prayers, it is School policy to prohibit prayers initiated or led by coaches, parents, clergy, or other non-students prior to, during, or after athletic contests and other extra-curricular events, Students may pray together at such events consistent with the

guidance outlined in Section 5.1 of this policy. Coaches, administrators, and other school officials may be present during student prayers to supervise, but should in no way participate in or encourage prayer exercises. School officials should take steps to prevent any activity from being coercive or harassing.

7 DISTRIBUTION OF RELIGIOUS MATERIALS ON SCHOOL GROUNDS

7.1 Non-school sponsored organizations and non-students may only distribute literature or other materials in schools or on school grounds in accordance with reasonable time, place, and manner restrictions imposed by the schools

7.2 Students may distribute literature unrelated to school curriculum or activities only at reasonable times, places, and manners designated by the school.

7.3 Religious tracts, books, or literature may not be singled out for special regulation or prohibition based on content, but is subject to reasonable time, place and manner restrictions imposed by the schools on other non-school related literature.

8 EMPLOYEE EXPRESSION OF PERSONAL RELIGIOUS BELIEFS

8.1 **Official neutrality:** All employees of Utah Military Academy must maintain strict neutrality when acting in their official capacities. An employee's rights relating to voluntary religious practices and freedom of speech do not include proselytizing of any student regarding atheistic, agnostic, sectarian, religious, or denominational doctrine while the employee is acting in the employee's official capacity, nor may an employee attempt to use his or her position to influence a student regarding the student's religious beliefs or lack thereof.

8.2 **Response to questions:** If a student asks an employee about that employee's personal religious beliefs, the employee may choose not to respond out of professional respect for the student's freedom of conscience or personal beliefs. However, while acting in an official capacity, an employee may respond in an appropriate and restrained manner to a spontaneous question from a student regarding the employee's personal religious beliefs or perspectives. Because of the special position of trust held by school employees, employees may not advocate or encourage acceptance of specific religious beliefs or perspectives; but may, by exercising due caution, explain or define personal religious beliefs or perspectives.

8.3 **Reasonable accommodation:** It is School policy to reasonably accommodate an employee's or prospective employee's religious dress, observance or practice whenever such accommodation can be made without undue hardship on the conduct of the School's business.

9 VOLUNTEERS

9.1 The School prohibits discrimination on the basis of religion against any group or individual desiring to volunteer in the School

9.2 Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the school.

9.3 Volunteers are prohibited from engaging in proselyting activities or recruiting activities of any type on school grounds or in conjunction with any school activity, and must strictly follow the directions given them by school officials.

9.4 Religious apparel is permissible if it is required by a person's religion, is part of the person's ordinary work dress and would not be disruptive of the school environment and does not contain a proselytizing message.

9.5 Volunteers, including those from religious organizations, serving in the schools, and interacting directly with students on a regular basis, shall wear a School approved volunteer name tag containing the individual's first and last name, and shall sign a form acknowledging that they understand and will abide by the provisions of this policy.

9.6 School officials are responsible to monitor the behavior and interactions of volunteers while they are serving in schools or participating in school activities. Volunteers who fail to comply with the provisions of this policy shall be asked to leave the school or activity. Ultimate responsibility for enforcement of this policy rests with the Director.

10 RELIGION IN THE CURRICULUM

10.1 **Teaching about religion:** Religious instruction is the responsibility of parents and religious institutions, but teaching **about** religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education on the elementary and secondary levels.

10.2 **Instructional practices:** To ensure that the educational approach to religion is one of academic instruction, not of indoctrination, and that it does not unduly favor religion over non-religion, teachers and school officials shall adhere to the following guidelines:

10.2.1 Study or presentations about religion or other beliefs of conscience must achieve academic educational objectives, and be presented in a balanced manner within the contest of the approved curriculum.

10.2.2 The school's approach to religion must be academic, not devotional.

10.2.3 Students may be exposed to any and all religious views and beliefs of conscience, but they should not be coerced to accept any particular view or belief.

10.2.4 The objective study of comparative religions is permissible, but no religious tent, belief, or denomination may be given inappropriate emphasis; the school may educate about all religions, but may not promote or denigrate any religion or belief of conscience.

10.2.5 Students should be taught to understand a variety of beliefs, and to respect the rights of all people, including the rights of individuals or groups with whom the students may disagree. Teaching about religion and beliefs of conscience should emphasize the role of religion and beliefs of conscience in history and culture, and the importance of religious liberty as a cornerstone of a democratic society.

10.3 **Privacy:** In accordance with federal and state Family Educational Rights and Privacy laws, school officials shall not solicit private information or explanations from students about their personal religious affiliations, beliefs, or practices, without first obtaining proper parental consent.

11 RELIGIOUS MUSIC

11.1 **Religious music in schools:** Seasonally appropriate and sacred religious music may be performed in schools, if presented in a balanced, prudent, and objective manner.

11.1.1 Music should be selected on the basis of its musical quality and educational value rather than its religious content.

11.1.2 Music performances must achieve secular educational objectives, and be presented in a balanced manner within the context of the approved curriculum.

11.1.3 Teachers should use good judgment and be especially sensitive to the feelings of students who might wish not to participate for religious reasons, and should explore all reasonable alternatives in resolving a student's objection before offering or granting a waiver of participation.

11.2 **Performances at religious services:** No school employee or student may be required to attend or participate in any religious service, whether in an individual capacity or as a member of a performing group, regardless of where or when the service is held. No penalty may be assessed for failure to attend or perform in such an activity.

11.2.1 Students may voluntarily attend and perform during a religious service as individuals or as members of a group, provided all arrangements are made by students or non-school adults.

11.3 **Performances in church-owned facilities:** Unless granted an appropriate waiver, students who are members of performing groups such as school choirs may be required to rehearse or otherwise perform in a church-owned or operated facility if the following conditions are met:

11.3.1 The performance is not part of a religious service;

11.3.2 The activity of which the performance is a part is neither intended to further a religious objective nor under the direction of a church official; and

11.3.3 The activity is open to the general public.

11.4 **Visits to church-owned facilities:** Unless granted an appropriate waiver, students may be required to visit church-owned facilities when religious services are not being conducted if the visit is intended solely for the purpose of pursuing permissible educational objective such as those relating to art, music, architecture or history.

12 RELIGIOUS HOLIDAYS

12.1 **No celebration:** Religious and civic holiday such as Easter, Passover, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and Ramadan, offer opportunities to teach about a variety of religious traditions and beliefs of conscience during the school year.

12.2 **Other holidays:** Activities and discussions related to cultural holidays such as Valentine's Day, St. Patrick's Day, and Halloween should be academic in nature. Because these holidays may be viewed by some parents as having religious connotations, requests for excusal in school activities associated with these holidays should be routinely granted.

12.3 **Parties:** Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the School's goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.

12.4 **Teaching about holidays:** The significance of holidays, whether religious or secular, may be explained or discussed in an objective manner as part of regular classroom instruction or as questions from students arise, so as to promote a better understanding among all students.

13 RELIGIOUS SYMBOLS

13.1 **During holidays:** The display of religious symbols that are part of religious holidays is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural heritage of the holiday, and are temporary in

nature. Such holidays include, but are not limited to: Christmas, Kwanzaa, Hanukkah, Ramadan, Easter, Passover, Valentine's Day, St. Patrick's Day, Thanksgiving, and Halloween.

13.2 **Diversity of symbols:** If any religious symbol is to be part of a display, the school will allow for other religious, cultural or ethnic symbols.

14 WAIVERS OF PARTICIPATION

14.1 **Rights of individuals:** While the School acknowledges its obligation to be sensitive and fair toward the personal rights and beliefs of all individuals, merely exposing students to ideas that may offend the religion does not amount to a substantial burden on their religious exercise. Furthermore, it is unconstitutional to allow one person's or one group's religion to determine the curriculum for all others. Consequently, it is School policy to accommodate the legitimate objections of individuals by granting waivers of participation when requested or when no other reasonable alternative is possible.

14.2 A parent, a legal guardian of a student may request a waiver of participation in any portion of the curriculum or school activity which the requesting party believes to be an infringement upon a right of conscience or the exercise of religious freedom in any of the following ways:

14.2.1 It would require participation in a practice that would be offensive to or substantially burdensome on a religion;

14.2.2 It would require participation in a practice forbidden by a religious belief or practice, or right of conscience; or

14.2.3 It would bar participation in a practice required by a religious belief or practice, or right of conscience.

14.3 A claimed infringement must rise to a level of belief that the school requirement violates a superior duty which is more than personal preference.

14.4 A parent, guardian, or secondary student requesting a waiver of participation may also suggest an alternative to the school requirement or activity that requires reasonably equivalent performance by the student.

14.5 In responding to a request for a waiver, the school may:

14.5.1 Waive participation by the student in the objectionable curriculum or activity, with no penalty;

14.5.2 Provide a reasonable alternative as suggested by the parent or secondary student, or other reasonable alternative developed in consultation with

the requesting party, that will achieve the objectives of the portion of the curriculum or activity for which waiver is sought; or

14.5.3 Deny the request.

14.6 A request for waiver shall not be denied unless school officials determine that requiring the participation of the student is the least restrictive means necessary to achieve a compelling school interest.

14.7 In responding to a request for waiver, the school shall not require a student to accept a substandard or educationally deficient alternative.

14.8 If any portion of any curriculum or activity is repeatedly alleged to interfere with the rights of conscience or exercise of religious freedom of students, parents or legal guardians, such curriculum or activity shall be evaluated by the school and School Curriculum Department to determine whether the educational objectives could be achieved by less intrusive means.

15 RELEASED TIME FOR RELIGIOUS INSTRUCTION

15.1 **General rule:** Utah Military Academy may permit the release of students during school hours for attendance at religious classes taught by religious teachers on private property, but not on public school premises.

15.2 Religious classes shall not be held in school buildings or on school property in any way that permits public money or property to be applied to, or that requires public employees to become entangled with, any religious worship, exercise, or instruction.

15.3 Students shall attend released-time classes during the school day only upon the written request and permission of the student's parent or legal guardian.

15.4 Because public schools have a legitimate interest in knowing where their students are during school hours, released-time personnel may transmit regular attendance reports to the public school. However, school personnel may not become entangled with released-time programs by gathering or compiling attendance reports from released-time programs.

15.5 Teachers of released-time classes are not to be considered members of the school faculty or too participate as faculty members in any school function.

15.6 Schedules of classes shall not include released-time classes. At the convenience of the school, registration forms may contain a space indicating "released-time" designation. Scheduling shall be done on forms and supplies furnished by the religious institution and by personnel employed or engaged by the institution and shall occur off school premises.

15.7 Teachers, administrators, or other officials shall not request teachers of released-time classes to exercise functions or assume responsibilities for the public school program which would result in a commingling of the activities of the two institutions.

15.8 School equipment or personnel shall not be used in any manner to assist in the conduct of released-time classes. No connection of bells, telephones, or other devices shall be made between public school buildings and institutions offering religious instruction except as a convenience to the public school in the operation of its own program. When any connection of devices is permitted, the pro-rata costs shall be borne by the respective institutions.

15.9 Institutions offering religious instruction shall be regarded as private schools completely separate and apart from Utah Military Academy.

04-102—Parent and Family Engagement Policy

Utah Military Academy regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success.

Utah Military Academy will involve parents in the development of its academic plans.

- The district will invite two parents from to participate in the development of the school plan for at-risk students. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.
- Parents will review information, attend scheduled meetings and give input into the development of the plan.
- The Board will give final approval of the plan.

Utah Military Academy will involve parents in the process of school review and improvement.

- Share overall achievement data with parents.
- Invite input from parents regarding school academic goals.
- Discuss scientifically-based research instructional practices.
- Give direction in securing research-based curriculum materials that align with goals.

Utah Military Academy will provide coordination and technical assistance to promote quality parental involvement activities.

- Twice during the year, school leadership will include parental involvement discussions to maximize coordination and effective use of resources.
- Provide annual training to school administrators and teachers on effective parent involvement strategies.
- Schedule an annual parent involvement seminar to build effective parental involvement strategies.

Utah Military Academy will coordinate parental involvement strategies with other programs.

- Representatives from other programs will be encouraged to cosponsor the annual parent involvement seminar with Title I.
- Faculty and staff who have responsibility for overseeing parental involvement activities will meet at least twice a year to discuss plans and coordinate efforts.

Utah Military Academy will conduct an annual parental involvement evaluation.

- In the spring, local School Community Councils will be asked to provide feedback on the quality of involvement opportunities and provide input on how the school might improve support for parental involvement.
- Parents will be encouraged to complete a survey that will elicit feedback on current activities and request input for future efforts.
- At the beginning of the new school year, the school will provide a summary of the parental survey with its plans to address identified needs and recommendations.

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Utah Military Academy will involve parents in a variety of school activities.

- The director will report annually on parental involvement in at-risk and other programs.
- In the annual training for administrators and teachers, the school will share identified successful parental involvement activities with volunteer committees.
- The Director will annually report to the board how used Title I funds were used to support effective parent involvement strategies.

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04-103—Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- Volunteer in my child's classroom as appropriate.
- Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Schedule annual parent-teacher conferences for parents of children to attend.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer in their child's classroom.
- If needed and reasonable, provide parents opportunities to observe classroom activities.

04-104—Fundraising

04-105—Disposal of Textbooks

Prior to the disposal of textbooks, Utah Military Academy shall:

- Notify LEAs of available textbooks and timelines for disposal of textbooks.
- Provide procedures for negotiating the exchange of the textbooks.

04-106—Firearm Safety in School

Consistent with R277-611, Utah Military Academy's administration may allow volunteers to instruct students or community members in firearm safety, with prior notice to the board and parents and students. If such instruction is allowed, administration shall implement procedures consistent with R277-611 to ensure that materials and instructors are approved in advance consistent with rule.

05—Human Resources

05-101—Hiring Policy

Job openings at the Utah Military Academy will be in three different categories:

1. Administration
2. Licensed teachers
3. Support staff

Administration-

- Openings are posted in as wide a range as is practical. And should be posted for two weeks.
- A screening committee including Board members, staff, and parents should be assembled by invitation of the board.
- All applications are reviewed and qualified candidates are scheduled for interviews.
- Interviews are conducted by the screening committee.
- A minimum of two candidates are invited for a follow-up interview with the board.
- Hiring by the board- Salary is negotiable

Licensed teachers-

- Openings are posted in as wide a range as is practical and should be posted for two weeks.
- The administration should screen candidates with a preference given to charter-specific experience and eligibility for a Utah teaching license is a requirement.
- Interviews are conducted by a team including Administration, teachers (lead teacher and one other from the team) and support staff.
- A minimum of two candidates are invited to return for a follow-up interview with the administration and lead teacher and others invited.
- Hiring decision by the administration.
- Salary based on established schedule.

Support staff- all hourly positions

- Openings posted internally and within the community for at least two weeks.
- The administration should screen candidates with a preference given to charter-specific experience and a willingness to pursue training and licensure.
- Interviews conducted by the administration and supervising teacher with the lead teacher invited.(a minimum of three candidates).
- One or two candidates should be invited for a follow-up interview.
- Hiring decision is made by the administration.
- Salary is based on education and experience.

General:

- For support staff and licensed teachers the administration may consider and make in-school transfers before opening the position.
- All hiring must be within the school's approved budget, except in cases where a law or rule requires the new position (i.e. mandated special education services).

- All applicants must comply with the Background Check Policy prior to beginning employment

05-102—Volunteers

Utah Military Academy recognizes that volunteers are a vital part of the success of our charter school. Volunteers are welcome and encouraged in all aspects of school operation to ensure that parents and the larger school community are connected to the school and to reduce the cost of labor at the school.

Volunteers shall sign an agreement that authorizes them to work at the school. That agreement shall include:

- A description of potential work
- Authorization for the school to perform a criminal background check (required for all volunteers that have significant unsupervised access to students)
- A statement of confidentiality requirements

School administration shall ensure that these agreements are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the school at all times. Administration shall ensure that all volunteers who perform work on behalf of the school are properly authorized.

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Volunteer Scope of Work and Confidentiality and Property Acknowledgement

Utah Military ACADEMY recognizes that volunteers are a vital part of the success of our charter school. This Scope of Work and Confidentiality Acknowledgement outlines the work expectations and responsibilities for school volunteers, and explains the legal requirement of student confidentiality and the use of school property. Student records, employee records, UTAH MILITARY ACADEMY proprietary information and work products, as well as certain other information and property are protected by law and school policy.

The below named "Volunteer" is authorized to perform work on behalf of the school, including work with the Parent Organization. That work may include:

- Assisting teachers in classrooms
- Basic filing and routine office work
- Supervision of students at lunch and/or recess
- Assembling and moving equipment and furniture and supplies
- Assistance at school events
- Contacting UTAH MILITARY ACADEMY employees, families, and vendors about school events, policies, and other information
- Receiving cash donations or payments for fundraising sale items
- Assisting in the school library under the direction of the library staff
- Marketing activities
- Technology, internet, or network activities
- Data management or access
- Other tasks as requested by teachers or school administration.

The below named "Volunteer" acknowledges that he or she understands that he or she may have access to or become aware of confidential information that is protected by law. Volunteer agrees that he or she will not disclose: any trade secrets, enrollment lists, drawings, designs, information regarding product development, marketing plans, sales plans, manufacturing plans, operating policies or manuals, business plans, financial records, or other financial, commercial, business, or any other information relating to UTAH MILITARY ACADEMY or UTAH MILITARY ACADEMY's parties, including students, parents, employees, and contractors, collectively referred to as Confidential Information, to any third party. Volunteer may have the use and control of UTAH MILITARY ACADEMY property, including supplies, equipment, records, use of the school facility, intellectual property, passwords, data, and any other UTAH MILITARY ACADEMY property, tangible or intangible. Volunteer agrees to surrender any and all school property upon UTAH MILITARY ACADEMY's written or verbal request. Volunteer also consents to a criminal background check to be performed by the school, and will provide the following information to facilitate the process. UTAH MILITARY ACADEMY will keep confidential all personal information obtained for this purpose.

_____ _____ _____

Last Name *First Name* *Middle Name*

_____ _____

Social Security # *Date of Birth*

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Signature: _____ Date_____

05-103—Employee Leave

Certificated and salaried employees earn one-half day of paid time off (PTO) for each full calendar month worked during the school year (five full days of PTO per year). Each employee is required to notify his or her supervisor in writing on School form(s) in advance of the dates of all requested paid time off (PTO) vacation or leave time desired to be taken. Additionally, employees are to inform the school director and business office of PTO taken and excessive lateness in arriving at work.

Employees who are the subject of disciplinary action and placed on paid or unpaid leave by the school as part of a disciplinary plan or during investigation periods are required to use all available PTO time starting immediately upon inception. In these circumstances, the School shall apply available PTO time to regular paychecks for employees on paid or unpaid leave until available PTO time is exhausted.

Holidays

School holidays include federal or state holidays, fall, winter or spring breaks and other days designated as school holidays on School's annual calendar. Part-time or hourly employees do not receive compensation on holidays of any kind. Administrative employees may be required to work holidays as determined by their supervisor or the school director/principal and as outlined in Compensation Agreements. Operations, maintenance and custodial employees are required to work most school holidays and break periods.

Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid leave within a 12-month period per the terms of the Family and Medical Leave Act of 1993 (FMLA). FMLA leave is a specified and approved leave granted by the School upon the formal written request of eligible employees. Ineligible employees granted other forms of leave for any reason are not granted approval for nor is their leave governed by or under the provisions of FMLA. Legally married couples (spouse and spouse) employed by the School may take a combined 12 weeks of FMLA leave. Eligible employees may request FMLA leave after 12 months and 1250 hours of employment service. Eligible employees must request FMLA leave with 30 days advance written notice except in times of unexpected leave. Employees may be required to submit a Statement from a Health Care Provider verifying the need for FMLA leave. Employees are required to use any and all available (accrued) PTO or other leave time before beginning leave under FMLA. Employees may have additional rights including rights for eligible relatives of certain military service personnel and should refer to the Family and Medical Leave Act of 1993 for additional information. Employees shall give 2 weeks advance notice before they plan to return to work.

Subject to the Plan Documents, terms and conditions of the various medical benefit plans, benefits will continue for the full period of FMLA leave. Employees who do not return to regular employment with the School after an approved FMLA leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

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Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of school administration. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. Employees who are granted personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including FMLA leave) will be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

All leaves (paid and unpaid) are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. School reserves the right to terminate the employment of an employee who does not return to work at the end of an approved leave period.

Subject to the Plan Documents, terms and conditions of the various plans and upon School approval, medical benefit plans may continue for the full period of approved leave. Employees who do not return to employment with the School after an approved leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Bereavement Leave

A full-time employee of the School may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give School 15 days advance notice. School will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's jury duty service and compensation.

Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give School 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's witness duty service.

Association Leave

Utah Military Academy employees shall not have paid leave for work on behalf of any employee association as defined in UCA 53G-11-206.

Voting Leave

If an employee cannot vote because of scheduled work hours conflict with the hours of the polls, the employee is allowed up to two hours paid leave (at the regular rate) to vote in a state or federal election.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the School at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to the School.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical benefit plans may continue for the full period of military leave. Employees who do not return to employment with the School after an approved military leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Emergency Closings and Severe Weather

In the event that the school closes due to severe weather conditions or another reason, employees will not be required to report to work. Full time salaried employees will be paid for that day and it will not be counted as a vacation day. Hourly and/or part-time employees will not be compensated on days when the school is closed due to severe weather or other conditions. Every effort will be made to contact employees in the event of closure due to weather directly and through local media.

05-104—Substitute Teachers

Utah Military Academy shall comply with R277-508 governing the employment of substitute teachers. Administration shall develop procedures to ensure:

- A substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one academic year in either the same class or with the same group of students. Individuals serving in the same teaching position for longer than eight weeks shall hold an appropriate license or be replaced by a person with an appropriate license.
- Complies with Hiring Priorities of R277-508(4)
- Ensure that substitute teacher's license has not been revoked and has completed a criminal background check
- That teachers shall regularly have lesson plans available for substitute teachers in case of unforeseen absence
- That instructional classified employees may serve as substitutes within the school as needed

If Administration determines it is more efficient or appropriate to engage substitute teacher services through a third party contractor, procedures under R277-508(5)(A-C) shall be followed as if the substitute were Utah Military Academy's employee.

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05-105—Gifts and Conflicts of Interest

The School and its employees have a duty to avoid real, perceived or potential conflicts of interest. A conflict of interest is defined as an event or transaction where an employee is in a position to influence a decision or have business dealings on behalf of the School that might result in personal gain for the employee, one of his/her relatives. Examples of conflict of interest include, but are not limited to, accepting gifts of any value associated with procurement or other business dealings, requesting or granting favors, conducting undisclosed or undeclared business for personal gain. A conflict of interest for personal gain can result from situations where you or a relative receives a bribe, gift, special consideration or kick-back as a result of a transaction involving the School.

School employees may not transact undisclosed business when a conflict of interest is present. Failure of an employee to declare a conflict of interest in writing to the School Director, business office and/or the Governing Board prior to business dealings where a conflict of interest is present may be subject to disciplinary action, up to and including termination of employment and may be subject to criminal prosecution. All School employees shall follow applicable laws or administrative rules associated with conflicts of interest.

Gifts from students or parents: Teachers or other staff may not solicit, but may accept minor gifts from students or parents that are given without expectation of or in return for special treatment or privileges for the parent or student.

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05-106—Employee Discipline

Utah Military Academy will attempt to deal constructively with employee performance problems and employee errors. The Director or designee will determine the disciplinary process in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination of employment. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. The school shall not use a guaranteed formal process for employee discipline and management and employees shall have no expectation of any particular disciplinary action or series of actions.

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05-107—Employee Travel

PURPOSE & PHILOSOPHY

The purpose of this policy is to establish procedures for authorization of travel by Utah Military Academy employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting Utah Military Academy.

DEFINITIONS

"**Airfare**" is defined as the costs incurred by a Utah Military Academy employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct Utah Military Academy business.

"**Car rental**" is defined as use of a non-personal, non- Utah Military Academy owned vehicle, for which a rental charge is imposed for use of the vehicle.

"**Ground transfer**" is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

"**Hotel accommodation**" is defined as the costs of providing overnight lodging incident to an approved travel event.

"**Mileage reimbursement**" is defined as the reimbursement for costs incurred by a Utah Military Academy traveler to transport themselves and/or others in a personal vehicle, other than a rental car or Utah Military Academy vehicle, to an approved conference or convention or to execute Utah Military Academy business.

"**Per diem**" is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

"**Registration**" is defined as a fee paid or reimbursed by Utah Military Academy which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

"**Travel**" is defined as using ground, sea or air transportation to attend a conference or convention or to execute Utah Military Academy business which is related to a traveler's work assignment yet is outside the customary work routine and away from the regular work assignment prescribed by the traveler's regular work assignment. Travel to such events may or may not require overnight lodging.

GENERAL POLICY INFORMATION

It is the general intent of the Board of Trustees to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the Utah Military Academy travel request process.

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Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official or agent expenses only.

This policy applies to all employees, officials or agents travel to conferences, conventions and approved travel undertaken for execution of Utah Military Academy business.

Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure a price quote from the State Travel Office and one other source for air travel. These quotes are to be forwarded to the Business Manager and Director along with a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference.

This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips which are funded or processed in anyway by Utah Military Academy funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official or agent without being intermingled with Utah Military Academy financial transactions.

PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

Utah Military Academy Purchase/Credit Card: It is preferable, that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the Director.

If the traveler does not have a Utah Military Academy purchase/credit card and their supervisor will not travel with them or does not hold a purchase/credit card: At the time the travel request is submitted, the request should indicate that registration, airfare and hotel payments are to be paid by check to the traveler. Checks for registration and airfare will be issued as soon as the travel request is approved.

Reimbursement: Travelers may purchase pre-approved travel (including airfare, car rental, ground transfers, conference registration, etc.) using personal funds and submit for reimbursement using the regularly established reimbursement procedures for all other purchases. Reimbursement will not be made for travel that was not approved by the School Director through the travel request process.

Meals when Travelling

Travelers may receive reimbursement for meals they purchase during approved travel according to the following schedule for travel that is more than 100 miles from Utah Military Academy's primary facility:

If traveling between 6 and 10 AM, an allowance of $8 for breakfast

If traveling between 11 AM and 2 PM, an allowance of $12 for lunch

If traveling between 4 PM and 8 PM, an allowance of $25 for dinner

Travelers will be reimbursed for actual expenses, including tax and gratuity, for meals when traveling during the entire time frame noted above up to the dollar limits listed. Travelers should exercise good judgment and keep meal expenses as low as reasonably possible. Meal reimbursement will not be given for meals that are included in the registration or participation cost of any conference, meeting, or event associated with approved travel.

Meals Unrelated to Travel

(1) Beverages/Food Items

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to School guests.

(2) Appreciation Events

Administration may hold events during the year to show appreciation for employee and/or volunteer efforts. The cost of the event should be reasonable and may include guests or family members at Administration's discretion.

(3) Retirement/Separation Functions

School may hold a reception for employees retiring or separating from the School (one per employee). Reasonable expenditures are permitted.

(4) Holiday Functions

Holiday functions are permitted and may include guests or family members at the administration's discretion. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead.

(5) Board Meetings and Annual Retreat

Refreshments, meals, and beverages for board and staff meetings, retreats, and workshops are permissible. Meals may be provided to employees, board members, and the public when appropriate for the time and duration of the event.

AIRFARE

When securing airfare rates, travel coordinators should always contact the Utah State Travel Office to obtain a price quote. State travel rates usually include travel insurance, and allow the traveler to change itineraries without penalties. Obtaining this price quote also provides the traveler a basis for judging the suitability of other rate quotes.

Air transportation is limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave Utah Military Academy at risk because of the loss of insurance coverage or unduly open Utah Military Academy to the potential of financial damage.

GROUND TRANSFER ALLOWANCE

When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals. Purchase/credit cards are not to be used to pay ground transfer expenses. Travelers should pay expenses as they occur and submit for reimbursement using the regular reimbursement request process.

HOTEL ACCOMMODATIONS

Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the funding budget director and the business administrator.

Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area, and should consider other factors affecting overall travel cost, including distance from the hotel to the conference or event location, the availability of meals, shuttle or transfer service, etc.

A traveler may elect to stay with friends or relatives or use personal abodes, campers or trailers instead of staying in a hotel. When using these kinds of overnight accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.

Hotel accommodations will be funded only once per conference. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the conference fees.

If a traveler receives a prepayment check for hotel expenses and they or another

Utah Military Academy employee, official or agent pays the charges with a Utah Military Academy purchase/credit card, the prepayment check amount must be refunded to Utah Military Academy.

Hotel expenses will not be paid by any Utah Military Academy entity for conferences which are less than 100 miles from Utah Military Academy's primary facility.

MILEAGE REIMBURSEMENT

Travel of Less Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference or other event that is less than 100 miles from Utah Military Academy's primary facility, reimbursement is allowed for all round trip miles for each day the traveler is approved to attend the conference.

Travel of More Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference which is more than 100 miles from Utah Military Academy's primary facility, the total mileage reimbursement will be an amount which will not exceed the cost of airfare, had it been available and used. When airfare is less than mileage reimbursement, travelers are encouraged to arrange air transportation.

Mileage is calculated from Utah Military Academy's primary facility or traveler's starting location, whichever is shorter, to the destination and back, using Google Maps or Mapquest as verification. Reimbursement will be made using the following mileage calculations at $.335 per mile.

RENTAL CARS

Rental cars are not allowed without prior approval from the School Director. All requests for rental cars must be included in Utah Military Academy travel request.

When rental cars are approved, only actual documented expenses will be funded or reimbursed by Utah Military Academy.

EXCESSIVE CHARGES

Utah Military Academy will not fund any travel expenses which are unrelated to the approved travel purpose. Utah Military Academy travelers will be required to reimburse Utah Military Academy for travel charges which are unrelated to the travel purpose or which are determined to be excessive.

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05-108—Employee Drug and Alcohol Policy

Utah Military Academy shall maintain a drug-free workplace to establish, promote and maintain a safe and nurturing learning environment for students, staff, the board and volunteers. It is a violation of this policy for any employee, board member, critical contracted service provider, or volunteer to engage in the unlawful manufacture, dispensation, distribution, possession or use of a controlled substance on personal time, at the School, or on School events or activities, including being under the influence or impaired at the School, while engaging in School business on or off campus, or in any manner that violates state or federal drug statutes.

Unauthorized use or possession of alcohol at the School, including being under the influence or impaired by alcohol at the School, or while engaged in School events or business, either on or off campus is prohibited.

Employees using or possessing alcohol or illegal drugs on school property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including immediate termination of employment.

All employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions are subject to drug and alcohol testing for illegal drugs or for establishing impairment and/or the use of alcohol while at work or at or on School events, meetings or activities. All persons may be subject to one or more of the following tests at any time:

- Reasonable Suspicion drug and/or alcohol testing.
- Post-Accident or Critical Incident drug and/or alcohol testing.
- Pre-Employment drug and/or alcohol testing applies to final candidates for highly sensitive positions, including all student transportation positions.
- Random drug and/or alcohol testing applies to employees in highly sensitive positions, including all student transportation positions.
- Return-to-Duty drug and/or alcohol testing for persons who have completed a treatment, counseling or education program.
- Follow-Up drug and/or alcohol testing is conducted on an unannounced basis and applies to any person who has previously failed a test for drugs and/or alcohol.

A drug and/or alcohol test may be administered (by a contracted Medical Review Officer (MRO) service provider) to employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions, including all student transportation positions once the applicant has received a conditional offer of employment.

A drug and/or alcohol test may be administered to a person when a supervisor or the principal/director concludes that it is more likely than not the person has engaged in conduct that violates this policy, establishing Reasonable Suspicion of drug and/or alcohol use. This may be based on direct observation and/or the presence of physical symptoms, a pattern of abnormal or

erratic behavior a tip from a reliable and credible source or sources regarding a person's violation of this policy or that a person may have tampered with a previous drug and/or alcohol test.

The School may place employees tested under this policy on paid or unpaid administrative leave pending the results and review of the drug and/or alcohol test. Board members and volunteers may be temporarily relieved from service during testing periods.

05-109—Employee Computer Use

See separate Employee Computer Use Policy

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05-110—Harassment Prevention

Utah Military Academy will maintain a work environment that nourishes respect for the dignity of each individual and affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the School that sexual harassment of employees or an applicant, by you or agents of the School, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;

2. Submission to or rejection of such conduct is used as the basis of employment decisions; and

3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The School further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the School has devised two procedures to process a sexual harassment complaint.

1. Any employee who believes he or she has been the subject of harassment should report the alleged act(s) promptly (within two working days) the school Director or Principal or designee, giving details as related to the complaint.

2. Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.

3. Following the investigation of the complaint, the school Director, Principal or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

Administration shall develop procedures for handling cases of actual or alleged harassment, and include this policy and any related procedures and expectations in an Employee Handbook.

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05-111—Compensation schedules

If your school has an adopted salary schedule, enter it here.

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05-112—Performance Pay

If your school has a performance pay plan or policy, enter it here.

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05-113—Employee Dress Standard

Enter your employee dress standard here.

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05-114—At-will Employment Policy

Utah Military Academy does not offer tenured or guaranteed employment. The school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice, including after any evaluation period. Any handbooks, manuals, policies and procedures (including this handbook) maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended, deviated from or abolished at the sole discretion of the school at any time. Nothing in the policies of the school or any other School document or statement will be considered as creating continued or guaranteed employment or benefits. The school's policies are subject to change or amendment.

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05-115—Employee Social Networking

In general, the School respects an employee's decision to use social networking, for example Facebook, Linked-In, MySpace, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (Social Networking or Social Media) on personal time. Personal use of social media should be reserved for break times and meal periods.

Participating in social media provides public access by all members of the school family, including co-workers, School Administration, staff and families within the School community. Moreover, by utilizing social media via the School's electronic assets of technology, computers or internet access, employees are providing the School with access to their social media and therefore agree that an employee's actions to access social media from the School's electronic assets of technology, computers or internet access constitutes the employee's understanding that the employee has no expectation in privacy in the social media and consents that the School may access the employee's social media at the School's discretion and the School may review materials that may be resident on the social media, including passwords, text messages, tweets, email communications, other documents and pictures that are sent to employees or reviewed by employees on the social media.

Employees must exercise care to ensure that they are not viewed as representatives of the School and that they do not imply that they are speaking on behalf of the School. To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or School trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the School. Employees should refrain from posting derogatory information about the School or the School Community on any such sites and proceed with any grievances or complaints through the regular channels.

Utah Military Academy recognizes that participation in some forums or social networks might be important to the performance of an employee's job. For instance, an employee might find a helpful idea for academic lessons by consulting members of a news group devoted to education. Employees may not post to any on-line forums using any official School e-mail address or providing any School telephone number or extension. Employees may not utilize any of the School's logos, drawings, trademarks, copyrights or other images or photographs of the School or typically associated with the School in conjunction with such activities. Employee participation in such forums is a personal choice of the individual and all commentaries are authored by the individual and are not official statements of the School. Commentary made by employees on such forums must always reflect positively on the School.

Employees who maintain a presence on social media sites or services can be disciplined by the School, up to and including termination of employment if their social networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to youth. While the School does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee's personal life, a career choice as a role model with care or custody over children warrants a level of personal propriety and

decency that if compromised publicly, may result in disciplinary action up to and including termination of employment with the School.

Employees of the School who participate in social networking personally may not "Friend" (or "friend" equivalent) students or former students who are minors. Employees, including teachers may not allow students to access their personal social network or social media profile, information or site. With the express written permission by the school Director or Principal, purposeful, professional, (exclusively educational) Educational Social Networking (ESN) sites or profiles may be established by ***Teachers*** for the use of students and school Administrators. Other School employees are not authorized to create ESN social media sites or profiles. Teachers shall only allow students to access ESN sites if the site is completely professional and only contains appropriate information for instructional purposes. Teachers shall "Friend" (or Friend equivalent) the school Director or Principal (and assigns) and/or Board members (Admin) and any other person in the School community desiring access and may not "Unfriend" (or Unfriend equivalent) Admin while they are employed at the School and the ESN site remains active. Teachers shall not disclose anyone's personal information, discuss or post photos of students, colleagues, Administration or the Board on social networking sites without the direct written permission of parents or legal guardians AND the school Director or Principal.

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05-116—Employee Criminal Background Check Policy

The school shall:

(a) require the following individuals to submit to a nationwide criminal background check and ongoing monitoring as a condition for employment or appointment:

(i) a non-licensed employee;

(ii) a contract employee;

(iii) a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment; and

(iv) a charter school governing board member;

(b) collect the following from an individual required to submit to a background check under Subsection (1)(a):

(i) personal identifying information;

(ii) subject to this policy, a fee; and

(iii) consent for:

(A) an initial fingerprint-based background check by the FBI and the bureau upon submission of the application; and

(B) retention of personal identifying information for ongoing monitoring through registration with the systems described in Section 53G-11-404;

(c) submit the individual's personal identifying information to the bureau for:

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(i) an initial fingerprint-based background check by the FBI and the bureau; and

(ii) ongoing monitoring through registration with the systems described in 53G-11-404 if the results of the initial background check do not contain disqualifying criminal history information as determined by the LEA or qualifying private school in accordance with Section 53G-11-405; and

(d) identify the appropriate privacy risk mitigation strategy that will be used to ensure that the school only receives notifications for individuals with whom the school maintains an authorizing relationship.

05-117—E-Verify

Utah Military Academy shall verify that all employees are eligible for work in the United States through the E-Verify System.

05-118—Whistleblower Policy

General

Utah Military Academy's Code of Conduct ("Code") required directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Utah Military Academy, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Utah Military Academy prior to seeking resolution outside Utah Military Academy.

Reporting Violations

The Code addresses Utah Military Academy's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to Utah Military Academy's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Utah Military Academy's open door policy, individuals should contact Utah Military Academy's Compliance Officer directly.

Compliance Officer

Utah Military Academy's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. Utah Military Academy's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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05-119—Educational Services Outside of Educator's Regular Employment

Utah Military Academy's administration shall develop procedures for the sponsorship or specific non-sponsorship of extracurricular activities or opportunities for students consistent with the provisions of R277-107. Administration shall ensure that employees who participate in privately-provided activities at the school shall do so within the bounds of rule and law.

05-120—Employee Reporting of Arrests

Administration shall develop procedures, and shall include communication of such procedures in an Employee Handbook, requiring employees to report to Administration notice that any employee has been arrested, cited, or charged within two days of the event of any arrest, citation, or charge for whatever reason (other than minor traffic citations). The procedures shall comply with R277-516-5.

After receiving such notification, Administration shall take appropriate action according to R277-516, school policy, and school employment and discipline procedures.

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05-121—Educator and Employee Evaluation Policy

Administration shall develop procedures, and shall include communication of such procedures in an Employee Handbook, regarding educator and other employee evaluations. The procedures shall ensure that:

1) Educators and all employees are evaluated at least annually
2) Evaluations are based on measurable data focused on outcomes
3) Outcomes and data are known to employees prior to beginning work and each evaluation period
4) Outcomes are consistent with the goals in the school's charter and that the board may adopt from time to time
5) Educator evaluations shall support teachers in the development of Effective Teaching Standards and support administrators in the development of Educational Leadership Standards, consistent with R277-530.

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06—Staff Expectations and Guidelines

06-101—At-Will Employment

The School does not offer tenured or guaranteed employment. The school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice, including after any evaluation period. Any handbooks, manuals, policies and procedures (including this handbook) maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended, deviated from or abolished at the sole discretion of the school at any time. Nothing in the policies of the school or any other School document or statement will be considered as creating continued or guaranteed employment or benefits. The school's policies are subject to change or amendment. Notwithstanding the foregoing, the School will never change the at-will employment status of its employees. This provision does not affect employees' legal right to organize through a collective bargaining agreement. No policy or procedure in this handbook or in any document or practice of the School shall be construed to limit the nature of the at-will employment relationship.

06-102—Equal Employment

It is the established policy of the School to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, severe/ morbid obesity, medical condition, military or veteran status, genetic information, marital status, ethnicity, alienage, gender identity or any other protected classification, in accordance with applicable federal, state, and local laws . The School takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

06-103—Reasonable Accommodation

It is the policy of the School to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The School will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the School undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threats cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health of safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

06-104—Immigration Law Compliance

The School hires only those persons legally authorized to work in the United States, including U.S. citizens and non-citizen that are properly authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and former employees rehired must show valid documentation of identity and eligibility to work in the United States. The federal I-9 form will be used for this purpose. Each individual employed by the School will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States. Each individual hired by the School will be required to certify on the appropriate Form I-9 his/her identity and right to work in the United States.

06-105—Work Assignments

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees may be compensated while performing other assigned duties on a temporary basis.

06-106—Personnel File

School keeps personnel files on each of its employees. These files are School property, confidential in nature and are managed by the business office. Employee personnel files will not be copied or be removed from the premises unless there is a legitimate business need to do so.

All employees may view their personnel file by contacting the business office for an appointment during regular business hours. No employee may view the contents of his or her personnel file without a representative from the business office present or alter or remove any document in his or her personnel file.

06-107—Reporting Personal Information Changes

To avoid errors, employees are responsible for promptly notifying the business office of any change in their name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage and any other related information for employment, payroll or benefit administration purposes. Accurate and correct information is vital for benefits and insurance coverage, records and other School files.

06-108—Orientation

New employees will receive basic orientation to the school and its facilities. They will also receive a copy of the Employee Handbook, Staff Manual and/or Policy Manual, selected School Policies and are required to read it and ask clarifying questions. The employee must sign a receipt and acknowledgement of employee handbook and policy manual. The signed acknowledgement will be placed in the employee's personnel file.

06-109—Job Classifications

Employees are classified in one of two major categories: "Exempt" and "Non-exempt."

1. Exempt: In a school, exempt employees are generally salaried and are considered a professional with a professional license of some type. These employees are exempt from the applicable provisions of state employment law and federal law, including the Fair Labor Standards Act (FLSA). ** *Beginning Dec. 1, 2016 salaried, full-time, non-licensed, employees earning less than $47,001.00 are considered non-exempt and will need to provide a time record for each pay*

period, and must NOT work more than 40 hours per week, without written permission from the executive director.

2. Non-exempt: non-exempt employees are generally part time and/or paid hourly. Non-exempt employees are eligible to receive overtime pay in accordance with FLSA. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation. The school employs persons to perform the Essential Job Functions primarily on campus within a defined schedule. Any work performed off campus or outside of regularly scheduled hours must be pre-authorized by the school executive director or academic director in order to receive compensation for such work No work may be performed outside of scheduled hours. The school does not authorize or require non-exempt employees to perform work at home or at any other location without the express written pre-authorization of the Executive or Academic Director of the school.

This handbook applies to both Exempt and Non-Exempt employees. Employees' job classifications may only be changed by written authorization from the school executive/academic director. Employees are also classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 30 hours a week or more during the school year. In most cases, regular full-time employees are eligible for standard school benefits, subject to the terms and conditions of benefit plans and Plan Documents.
2. Part-time: any employee that is regularly scheduled to work less than 30 hours per week during the school year. Part-time employees are generally not eligible for standard school benefit plans.
3. Temporary, Substitute or On-call (Temporary Worker): any employee that has a predetermined start and end date of employment, is hired for a short-term project, fills in or is on-call; or substitutes for regular full-time or part-time employees and does not have an ongoing set schedule . Temporary, substitute or on-call employees are not eligible for any standard school benefits or any benefits whatsoever other than those legally mandated by law. Temporary, substitute or on-call employees will remain so unless offered permanent employment in writing by the school executive director.

06-110—Visitors

Only authorized staff, cadets, parents, volunteers, and visitors are permitted at the School's facilities. Visits from friends and family should be kept to a minimum (incidental) and should not occur during school hours. Employees are responsible for the conduct of their guests.

All visitors must enter through the reception area, sign in, and receive a visitor's badge. Any employee that notices an unauthorized visitor should notify their supervisor immediately.

06-111—Employee Dress & Grooming Code

The School has a professional dress environment. A good rule of thumb is to dress as well or more professionally than cadets.

Military faculty members should present a neat and professional appearance in the classroom and during their work hours at the Utah Military Academy. The normal duty uniform for military faculty is prescribed by the Air Force Guidelines, and will be identified by the Commandant of Cadets. Standard daily uniform will be either Service Dress or the camouflage uniform (ABU, ACU, OCP), as determined by the Commandant of Cadets.

Civilian employees are expected to use good judgment and taste and to show courtesy to their co-workers, cadets and associates by dressing in a fashion that is presentable, modest, appropriate and consistent with the school's Employee Dress & Grooming Code policy. Employees found in violation of the Employee Dress & Grooming Code shall be subject to disciplinary action. The following attire is unacceptable at all times:

- Jeans, Levi's, and/or pants constructed of denim, or the appearance of denim, in any color
- Leggings, as pants (under a dress or skirt is okay), yoga pants
- Shorts
- T-shirts
- Hats of any kind in the building
- Flip-flops, casual sandals
- Sweatshirts, sweatpants, warm-up suits
- Skirts more than 2" above the knee
- Tight or revealing clothing including bare midriffs, low-cut shirts, low-rise pants, cold shoulder, or sleeveless (less than 4 finger-widths) blouses
- Clothing with commercial logo larger than a quarter sized coin
- Generally, (commonly) offensive clothing or attire, including words, graphics or other representations
- Excessive cologne or perfume

UMA bases its grooming standards around Military Guidelines:

Hair

Hair for both males and females will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Hair will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors that are natural. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

Male faculty will keep hair clean, neat, and groomed, tapered appearance and not properly trimmed. Hair should present a exceed 1 1/4 inch in height. Hair must **not** be faddish, touch the ears, eyebrows, collar, or protrude below the front of the headgear. Fads are UNAUTHORIZED and include uneven cuts, braids, duck tails, mo-hawks, mullets, cornrows, or etched designs, etc. Sideburns will not extend below the bottom of the inner ear. Mustaches will not extend pass the corners of the mouth or extend below the upper lip. Beards are authorized as long as they are neatly groomed, professionally trimmed, and no longer than 1 inch.

Female faculty's hair must not be an extreme or faddish style. Hair must be clean, neat, and well-groomed. It will not exceed 3 inches in height. Plain and conservative pins, combs, and barrettes similar to the hair color may be worn. Recommended for professional appearance are

buns, twists or french braids. Hair color, highlights, and frosting will not be faddish and will be natural-looking hair color (e.g. black, brunette, blond, natural red, and grey).

Fingernails

Males are not authorized to wear nail polish. If worn by females, nail polish will be a single color (no designs) that does not distinctly contrast or detract from a professional image, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright red and fluorescent colors.

Earrings

The wearing of earrings by male faculty at Utah Military Academy is **NOT AUTHORIZED**. Earrings may be worn by female faculty if they are conservative. Only one earring per ear is allowed and it must be worn in the earlobe. **Gauges are not authorized. No face piercings are authorized at UMA.**

Exceptions

All exceptions to the UMA Workplace Attire must be approved by the Executive Director. The enforcement, or determination of compliance with dress standards will be the responsibility of the Academic Director or, if not available, the Commandant of Cadets.

06-112—Telephone and Cellular Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and except for emergencies, be made outside of school hours. Employees may not talk on their cell phones during work hours except in extreme emergencies.

06-113—Electronic Devices

With the exception of necessary medical devices, employees may not use personal electronic devices that interfere with their ability to perform essential job functions, including personal iPods or other audio (MP3) players. Employees who do not have a business need to interact with others may be allowed to use personal electronic devices with the written approval of the School director or principal.

06-114—Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of School and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under School's policies, including the Network Use Policy and Agreement. Employees are not permitted to download a file, use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized school representative. All pass codes are the property of School and may be used by School to access electronic and telephone communications at any time. School reserves the right to monitor any electronic, telephone, or other communications made using School systems or property. Employee emails using School's email domain or accessed or stored on School's computer or network are public records and will be provided to any member of the public that requests them consistent with public records laws and rules.

06-115—Electronic Assets Usage

The School recognizes that use of the Internet has many benefits for the School and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are

encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the School and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- The School Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the School or be contrary to the School best interests; and any illegal activities - including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail - are forbidden.
- Copyrighted materials belonging to entities other than the School may not be transmitted by employees on the School's network All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his / her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over the School's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the School's name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are School property. Therefore, the School reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the School.

All School-supplied technology, including computer systems and School-related work records, belong to the School and not the employee. The School routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since the entire computer systems and software, as well as the e-mail and Internet connection, are School owned, all School policies are in effect at all times. Any employee who abuses the privilege of School-facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

06-116—Use of School Vehicles

The School may purchase vehicles to facilitate its business. All School employees must be expressly authorized in writing to drive school-owned vehicles. Approved employees shall be properly licensed for the type of driving they will perform for the School (Class D driver's license, CDL, with endorsements, etc.). All authorized drivers must purchase and provide a copy of their current Motor Vehicle Report (MVR) report from the Utah Department of Public Safety and successfully pass a Defensive Driver Course (available at risk.utah.gov) at the time of approval and thereafter as requested. All approved drivers must report incidents, accidents or citations without delay to the business office whether occurring in School or personal vehicles without delay. The use of a mobile phone is prohibited while transporting cadets. Sending text messages, browsing the Internet, or any other activity that may cause a distraction while driving School vehicles is prohibited. Drivers are required to report maintenance needs, incidents, accidents and vehicle or property damage to their supervisor immediately. Failure to meet or maintain acceptable driving standards may result in loss of driving privileges or disciplinary action up to and including termination of employment.

06-117—Mileage Reimbursement

School employees may be reimbursed for mileage with prior permission from the executive director or academic director. The School will reimburse employees at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from clients, meetings, etc. The school has the right to deny any mileage reimbursement not pre-approved.

06-118—Driving Safety

The safety and well-being of our employees is of critical importance to the organization. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on School business will be expected to consistently follow all the safety procedures below:

1. All employees are expected to wear seat belts at all time while in a moving vehicle being used for School business, whether they are the driver or a passenger.
2. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If you need to engage in any of these activities while driving, you must pull over to safe location and stop your vehicle prior to using your cell phone.
3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voice mail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on School business.

6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
7. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
8. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
9. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
10. Employees must promptly report any accidents to local law enforcement as well as to the School in accordance with established procedures.
11. Employees are also required to report any moving or parking violations received while driving on School business and/or in School vehicles.

Failure to adhere to these procedures may result in disciplinary action up to and including termination of employment.

06-119—Automobile Accident

If an employee is involved in an automobile accident while on School business (personal or School car) he/ she must report the accident to his/ her supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident.

Employees are not to drive a personal vehicle for School business unless authorized to do so. If the job requires an employee to operate his/ her personal vehicle, then the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement, to carry out the business of the School, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of that insurance.

Insurance must be maintained current as a term and condition of continuing employment for that particular position. Personal vehicle insurance policies are primary coverage on all personal vehicles driven on School business.

06-120—Use of School Property

All school workspace, including file cabinets and lockers are the property of School and must be available to management at all times. The use of personal locks on any school property is strictly forbidden and will be removed, destroyed and discarded. No school property may be used to store personal files or items except incidental personal effects. No school equipment, including computers, photocopiers or printers may be used for personal business. The School retains the right to inspect (search) all items on School property at any time, with or without cause and with or without notice. Any items on School property, including computers, electronic devices, vehicles or parcels taken out of or being apparent for removal are subject to inspection and search.

06-121—Use of School Property

Work-Product and Purchased

Employees neither gain nor retain ownership rights to the material provided, purchased or used by them using **school funds** while employed by the school. They neither gain nor retain ownership rights to the

material, intellectual property or work-product created by them in conjunction with any school duty or project during or after employment at the school. The school retains ownership of the work-product created by employees while employed by the school (and after employment) and may use the results of employees remuneration to employees. Upon termination or (earlier when requested), employees must return all efforts in any manner appropriate including licensing such work product to others with or without materials provided to them or purchased by them with school funds during employment. Employees who fail to return all materials and supplies, or who retain the school's intellectual property or work-product upon termination of employment for any reason (any separation) may be subject to criminal charges.

Employees who have developed creative works, authored or developed intellectual property prior to their employment with the School that is related to the job functions for which they are hired must disclose such works or property at the time of employment. Employees may be required to provide evidence of such creative works or intellectual property.

06-122—Postage, Shipping, and Office Supplies

Postage, shipping and office supplies paid for by the school are for business purposes and are not to be used for an employee's personal business.

06-123—Personal Property

School does not assume responsibility for any personal property located on its premises, including personal vehicles and items stored in personal vehicles. Employees are to use their own discretion when choosing to bring personal property on premises or into the school and do so at their own risk. Additionally, employees may not bring or display in the school any property that may be viewed as harassment as defined in this handbook and the School's Harassment training curriculum.

06-124—Personal Safety

The safety of each employee's health and security is very important to School. Employees are required to report hazardous or dangerous situations and are subject to disciplinary action, up to and including termination of employment for failure to report such situations. The School is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a human resource representative if they believe there is a safety issue that should be addressed.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees working for the School will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The School has procured safety materials and supplies for this purpose and stores them in the custodial and maintenance closets and/or storerooms for employee, cadet, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury or death and violates School policy. An employee's failure to use PPE may result in employee discipline or termination of employment.

06-125—Parking

Employees may park in designated parking stalls as directed by School administrators. The School provides employees with parking at no cost. All parking is at your own risk. It is recommended that

employees lock their cars and take other appropriate safeguards. Employees are not to park in areas reserved for visitors, along curbs or in fire lanes.

06-126—School Security

Employees issued keys (and other means of access, including electronic key FOBs) to the school facility for entrances, offices, classrooms, storage rooms, padlocks or cabinetry, whether fixed or not are issued keys upon certain conditions.

Employees must notify the school immediately if issued keys or key FOBs are lost or stolen. There is a $5 per item charge for replacement keys or FOBs. Employees may not loan keys or other access devices, including FOB's to any other person. Access to and use of the school is for business purposes only. Personal use of the school or its various facilities and furnishings without prior written consent is prohibited. Employees may not use or provide access to the building for activities that are illegal, or are prohibited by school policy or by school administration. Employees may not make additional copies of keys without express written permission by authorized persons.

Employees are responsible for the activities of any person(s) without regular access whom an employee allows access to the school. Employees are to ensure the security of the building by locking doors, etc. if accessing it outside of normal business hours. Employees are responsible to secure all access points (regardless of access point(s) used for entry) and arm the alarm system if they are the last to leave. Employees are given access with the express agreement that employees will be held liable for any damage, theft, or vandalism that occurs because of a failure to secure the building or because of others whom the employee allows access to the school.

Any employee who abuses the privilege of accessing the building will be subject to corrective action, up to and including termination of employment, legal action, and criminal liability.

06-127—Food and Beverages

The School's campus should always reflect a professional appearance. All employees are personally responsible for keeping the area in and around their classroom or work area clean and presentable. Employees are also responsible for returning meeting or workroom areas to a clean and presentable condition after use. To avoid attracting pests, food and beverages should be stored and consumed in areas designed for that purpose and not in classrooms. Staff members are permitted to drink beverages in secured-lid containers in classrooms in a manner that does not interfere with work performance.

06-128—Monitoring and Searches

All property on School grounds is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, parcels, vehicles, computers, electronic devices, email and any other electronic transmission using school equipment or services. Reasons for searches and reviews include, but are not limited to, improper and/or unauthorized use of school property, suspected criminal activity, criminal investigation, harassment investigation and improper disclosure of confidential information.

The School retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

06-129—Confidential Information

Employment at the school requires access to information that is confidential or otherwise considered by the federal government, state government, school, community, parents, guardians or cadets to be privileged and confidential (Confidential Information). Confidential Information may be received and maintained by staff under a *promise of confidentiality* to perform many Essential Job Functions while employed at the school.

The rule of thumb to remember is that all information gathered by, retained or generated by the School is confidential. There shall be no disclosure of any confidential information or trade secrets to anyone outside the School without the appropriate authorization. Confidential information may include cadet information, internal reports, policies, procedures and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology, In addition, always respect financial disclosure laws and third party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information shall be disclosed and/ or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

06-130—Archiving, Data Destruction, and Recycling

School policy is to maintain compliance with state or federal records retention laws or state government rules as outlined by the Utah State Archives (archives.utah.gov).

All employees must not discard documents containing personally identifiable information (cadet or staff information) into standard waste receptacles. The School provides shredders or contracts for secure shredder services to dispose of all documents with personally identifiable information. Employees who dispose of documents into unauthorized receptacles or allow documents with personally identifiable information to become unsecure will be subject to disciplinary action, up to and including termination of employment.

The School is committed to preserve the environment through recycling. Employees, cadets and visitors have the opportunity to recycle many items including paper, plastic and aluminum in bins located throughout the school.

06-131—Non-Solicitation

During the period of your employment and for a period of twelve (12) months after the termination of your employment with School, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by School during your employment with School; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person or entity who or which was a cadet or family of School during your employment with School.

06-132—Competing Employment

Subject to School's prior written approval, you may work for other businesses during the course of your employment with School; however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the services of School; (ii) use any School resources including, but not limited to, materials and supplies, intellectual property, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non-School work; (iii) perform any non-School work on School premises; or (iv) perform any non-School work during assigned work hours . The School will not unreasonably withhold such approval.

06-133—Employment of Relatives

Employment of relatives is not prohibited by School, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the position was advertised publically and filled following standard hiring procedures, (iii) the employee and relative will not be in a direct reporting relationship with one another and (iv) the personal relationship will not adversely affect the workflow or processes of the school. The School shall supervise and manage all employees in the best interest of the School, regardless of family relationships, up to and including termination of employment. Employees who are relatives of employees who resign or for whom employment is terminated shall not be discriminated against for the independent actions of their relatives who are former employees of the School. All employees, regardless of familial relationships, are expected to act in a professional manner in accordance with school policies.

06-134—Whistleblower Protection

If any employee or contracted employee (employee) reasonably believes that some policy, practice, or activity of the School or action of another employee, officer, or contractor is in violation of law (irregularity), a written complaint must be filed by that employee with the School Director or Principal or the Board President. This may include actual or suspected existence of fraud, embezzlement or similar impairment of School funds or property, suspicious persons or activities or actual or suspected material or intended fraudulent report in g.

It is the intent of the School to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the School and provides the School with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The School will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the School or actions of another individual or entity with whom the

School has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The School will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the School that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

06-135—Standards of Conduct

School expects that all employees conduct themselves in a professional and ethical manner. If employees are not sure if an action is ethical or proper, they should discuss the matter openly with their supervisor or school director /principal. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the School's work environment, you should discuss such behavior or actions with the Director /Principal, your supervisor or the Board of Directors.

School will promptly, thoroughly and confidentially investigate all reasonable concerns and, where necessary, appropriate corrective action will be taken. You may not discuss such actions or behavior with other School employees except as directed by School. Your discussing such matters with other employees may - in and of itself- create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with School's disciplinary policy.

Orderly and efficient operation of the School requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between the School and the employee. The School views the following as inappropriate behavior:

1. Negligence, carelessness or inconsiderate treatment of School clients' and/ or their matters/ files.Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the School, or any client or employee; removal of same from School premises without authorization.
2. Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
3. Obtaining unauthorized confidential information pertaining to clients or employees.
4. Changing or falsifying client records, School records, personnel or pay records, including time sheets without authorization.
5. Willfully or carelessly damaging, defacing or mishandling property of a client, the School or other employees.
6. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
7. Entering School premises without authorization during off-duty hours.
8. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.

9. Unauthorized use of a personal vehicle for School business.
10. Rude, discourteous or un-businesslike behavior; creating a disturbance on School premises or creating discord with clients or fellow employees; use of abusive language.
11. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
12. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of sick leave or any other leave of absence.
13. Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
14. Sleeping or loitering during regular working hours.
15. Recording time for another employee or having time recorded to or by another employee.
16. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on School premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amounts of drugs in an employee's system.
17. Unauthorized possession of a weapon on School premises.
18. Illegal gambling on School premises.
19. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on School property. These activities are closely controlled in order to prevent disruption of School services and to avoid unauthorized implication of School sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of the School business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of the School is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on School property at all times.
20. Falsification of one's employment application, medical or employment history.
21. Illegal or un-businesslike conduct, on or off School premises, which adversely affects the School services, property, reputation or goodwill in the community, or interferes with work.

06-136—Conflicts of Interest

The School and its employees have a duty to avoid real, perceived or potential conflicts of interest. A conflict of interest is defined as an event or transaction where an employee is in a position to influence a decision or have business dealings on behalf of the School that might result in personal gain for the employee, one of his/her relatives. Examples of conflict of interest include, but are not limited to, accepting gifts of any value associated with procurement or other business dealings, requesting or granting favors, conducting undisclosed or undeclared business for personal gain. A conflict of interest for personal gain can result from situations where you or a relative receives a bribe, gift, special consideration or kick-back as a result of a transaction involving the School.

School employees may not transact undisclosed business when a conflict of interest is present. Failure of an employee to declare a conflict of interest in writing to the School Director, business office and/or the Governing Board prior to business dealings where a conflict of interest is present may be subject to disciplinary action, up to and including termination of employment and may be subject to criminal

prosecution. All School employees shall follow applicable laws or administrative rules associated with conflicts of interest.

06-137—Business Gifts

The School wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the express policy of the School that employees are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for oneself or for any other person or entity.

It is the express policy of the School that employees are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for oneself or for any other person or entity (other than employee pay checks from the School) for or in connection with any transaction or business of the School that is unlawful, or has a value of $10 or more, not to exceed $50 in a calendar year, per vendor. If an employee is promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for or in connection with any transaction or business of the School, employees are to advise their supervisor or manager at once.

06-138—Unlawful and Sexual Harassment

School will endeavor to maintain a work environment that nourishes respect for the dignity of each individual and affirms its commitment to provide a work environment free from intimidation and harassment. Sexual harassment and unlawful harassment are prohibited behavior and against School policy. The School is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.
- Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the School, such as clients, customers or vendors.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Retaliation for reporting harassment or threatening to report harassment.

Retaliation

It is against School policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for disciplinary action. However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing the School policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand the School policy;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and;
- Conducting themselves in a manner consistent with the policy.

Harassment Complaint Procedure

The School's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information to his/her manager or any other manager with the School, to the Director of Human Resources or the School President as soon as possible. However, employees are not required to report any prohibited conduct to a superior who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the associate is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false, may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be

preserved to the fullest extent possible without compromising the School's ability to conduct a good faith and thorough investigation. If the School determines that prohibited harassment has occurred, the School will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The School recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. The School encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

Anti-Bullying

In addition to the School's anti-harassment policy, the School believes it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual employees and the School as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The School believes all employees should be able to work in an environment free of bullying.
Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate or undermine; or which create a risk to the health or safety of the employee(s). Some examples of workplace bullying include repeated acts such as:

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of the employees in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the employee
- Excessive "prank" jokes or teasing of an employee

The School considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors and managers are to assume the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

The School encourages all employees to report workplace bullying to a supervisor or manager with whom employees are comfortable speaking, or directly to his/ her supervisor, manager or designee. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, the School will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of School policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the workplace-bullying allegation.

Safe School Environment

The school strives to provide a safe and nurturing learning environment for cadets and staff. With regard to providing a safe school environment:

1. Employees are expected to maintain a high ethical and professional standard in interactions with both adults and minors on and off campus. Employees understand that working in a school means that employees serve as a role model for and have care or custody over children. Employees' behavior off campus has an effect on an employee's employment because of the nature of being in the profession of caring for and having custody over children.
2. Employees are prohibited from using physical discipline (including corporal punishment) in any way for the behavior management of cadets, except insofar as restraint may be necessary, upon reasonable determination, to prevent a cadet from inflicting harm on themselves or others, in which case a detailed written record of the incident is to be made.
3. Employees must schedule one-on-one counseling sessions or meetings with minors at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety. Clear professional boundaries must exist between minors and adults.
4. Employees shall not engage in any form of unlawful, unacceptable or offensive behavior with cadets, parents/legal guardians, staff or visitors to the school which may include, but is not limited to (a) verbal harassment, such as derogatory comments, jokes, or slurs; (b) visual harassment, such as derogatory or sexually explicit printed material, books, magazines, posters, cards, calendars, cartoons, graffiti, drawings, notes, clothing or gestures, etc.; (c) sexual harassment or other physical conduct or contact of a sexual nature; (d) physical harassment, such as inappropriate touching, hitting, kicking, grabbing or any other form of aggressive, abrasive or harassing physical contact, etc.; (e) other behavior deemed offensive or inappropriate by school administration or generally accepted social standards.
5. Unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, employees shall never drive cadets in personal vehicles, before, during or after school unless there is a medical emergency requiring immediate medical care. When authorized to do so, employees will operate personal or school vehicles in accordance with the law, including the use of seat belts for all persons and employees will pass an online Defensive Driver Course provided by Utah State Division of Risk Management at risk.utah.gov. Employees may not use a cellular phone while transporting cadets.
6. Extra-curricular activities, school programs, or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.
7. Employees shall not be alone in locker rooms or other dressing rooms with a single or small group of cadets without another adult present. Employees may not be present in these areas while cadets are changing unless cadet behavioral issues warrant the presence of adults. At least 2 (two) staff members of the same sex (and the same sex of subject cadets) must be present during these times.
8. Employees may not enter restrooms, locker or dressing rooms of the opposite sex while cadets are present. School administrators and other staff are available to assist when difficulties arise and employees must seek such assistance when needed.

06-139—School Computer Network

To better serve our cadets and provide our teachers and other employees with tools to do their jobs, the school makes available to employees access to one or more forms of electronic media and services, including computers, software, e-mail, telephones, voicemail, printers, copiers, fax machines, a central computer network, wireless network hardware and transmission devices or service, online services, third-party contracted services and hardware, intranet, Internet and the World Wide Web. These electronic media and services are collectively referred to as the Network.

All employees must know that the resources of the Network provided by the School are the school's property and their purpose is to facilitate and support the school's operations. All users have the responsibility to use the Network in a professional, ethical, and lawful manner. Each employee will, as a condition of employment, be required to read, agree to abide by and sign the school's Network Use Policy and Agreement.

06-140—Social Media and Online Forums

In general, the School respects an employee's decision to use social networking, for example Facebook, LinkedIn, MySpace, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (Social Networking or Social Media) on personal time. Personal use of social media should be reserved for break times and meal periods. Employees shall have no expectation of privacy when they use social media because of the public nature of these types of services. Participating in social media provides public access by all members of the school family, including co-workers, School Administration, staff and families within the School community. Moreover, by utilizing social media via the School's electronic assets (technology, computers or internet access) employees must understand that the School may review and use materials that may be resident on the social media, including passwords, text messages, tweets, email communications, pdf s, other documents and pictures that are sent to employees or reviewed by employees on the social media. No expectation of privacy should occur.

Employees must exercise care to ensure that they are not viewed as representatives of the School and that they do not imply that they are speaking on behalf of the School. To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or School trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the School. Employees should refrain from posting derogatory information about the School or the School Community on any such sites and proceed with any grievances or complaints through the regular channels. School recognizes that participation in some forums or social networks might be important to the performance of an employee's job. Without express authorization, employees may not post to any on-line forums using any official School e mail address or providing any School telephone number or extension; may not utilize any of the School's logos, drawings, trademarks, copyrights or other images or photographs of the School or typically associated with the School in conjunction with such activities. Unless authorized by the school, employee participation in such forums is a personal choice of the individual and all commentaries are authored by the individual and are not official statements of the School. Commentary made by employees on such forums must always reflect positively on the School.

Employees who maintain a presence on social media sites or services can be disciplined by the School, up to and including termination of employment if their social networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to

youth. While the School does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee's personal life, a career choice as a role model with care or custody over children warrants a level of personal propriety and decency that if compromised publicly, may result in disciplinary action up to and including termination of employment with the School.

Employees of the School who participate in social networking may not "Friend" (or "friend" equivalent) cadets or former cadets who are minors. Employees, including teachers, may not allow cadets to access their personal social network or social media profile, information or site. With the express written permission by the school Director or Principal, purposeful, professional, (exclusively educational) Educational Social Networking (ESN) sites or profiles may be established by Teachers for the use of cadets and school Administrators. Other School employees are not authorized to create ESN social media sites or profiles. Teachers shall only allow cadets to access ESN sites if the site is completely professional and only contains appropriate information for instructional purposes. Teachers shall "Friend" (or Friend equivalent) the school Director or Principal (and assigns) and/or Board members (Admin) and any other person in the School community desiring access and may not "Unfriend" (or Unfriend equivalent) Admin while they are employed at the School and the ESN site remains active. Teachers shall not disclose anyone's personal information, discuss or post photos of cadets, colleagues, Administration or the Board on social networking sites without the direct written permission of parents or legal guardians AND the school Director or Principal.

Employees must remember that any messages or information sent on any school-provided equipment or any electronic device or service network are identifiable and attributable to the School.

If employees are unsure about whether their social media usage, a message or post may violate a law or School policy, they should speak to their supervisor or manager prior to posting it. Nothing in this policy is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

06-141—Background Checks, Arrests, and Criminal Convictions

The School reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Because of the nature of employment at the School, with employees having care or custody over children, arrest or conviction of a crime that involves sexual misconduct, illegal drug or alcohol abuse, dishonesty or the abuse of another person may result in immediate termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

06-142—Drugs and Alcohol

The School is dedicated to providing employees with a workplace that is free of drugs and alcohol. The School discourages drug and alcohol abuse by its employees. The School has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the School. Employees who have any detectible amounts of drugs or alcohol while on the job compromise School interests, endanger the employee's own health and safety and the health and safety of others. This can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products and disruption of customer relations. Any identified usage of drugs or alcohol, or any detectible amount during working hours will be grounds for discipline, up to and including termination. The School has a zero tolerance policy regarding drugs and alcohol.

For the safety of our employees and clients the School reserves the right to test any employee for the use of illegal drugs, marijuana or alcohol under state, federal or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the duties required of that position. Specific jobs may, at the School's discretion, require regular drug testing. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at the School's expense, for the drug test.

Any employee found to use, sell, possess or distribute any illegal drugs under state, federal or local laws, marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the School premises, performing School-related duties, or while operating any School equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

06-143—Smoking and Open Flames

Utah law prohibits smoking in all enclosed workplaces or within twenty-five (25) feet of main entrance, exit, open window, or air intake of a building. The School does not permit smoking in any School buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside School buildings, in designated areas, away from playgrounds, and in accordance with local ordinances. Open flames of any kind are not allowed in school buildings. Candle warmers and personal heaters are not authorized for use in school buildings.

06-144—Violence and Weapons

School takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, cadet, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all school employees, whether on or off school property.

Any possession, use or threatened use of weapons is prohibited on school property, or while on school business. This includes knives, illegal possession of firearms, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

06-145—Payroll and Compensation

Payroll Reporting and Paystubs

The law requires that the School withhold (deduct) local (as applicable), state and federal payroll-related taxes from all employees' paychecks. Additionally, employees may elect for the School to deduct local, state and/or federal income taxes and other employee benefit premiums, pre or post tax retirement or other elected legally allowable deferrals (deductions). Each employee will receive a payroll report (paystub) detailing deductions with each paycheck or direct deposit. Each employee has the responsibility to review paystubs for accuracy regarding compensation, reimbursements and deductions for employee medical benefits, medical savings accounts, retirement plans, garnishments, income taxes and any other compensation or deduction for each paycheck received during their employment with the School. The School reserves the right to make paycheck corrections as appropriate and to supply the employee with supporting documentation. The School shall not be held liable for errors not identified timely by the employee other than to rectify compensation or deductions to correct accounting records. The School does not reimburse or loan School funds to employees for the cost of income tax withholding errors not identified timely by employees. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Paycheck Offsets

The School may deduct offsets for paycheck or benefit calculation errors, lost, damaged or stolen School property or equipment as well as court-mandated or otherwise legally required offsets, such as garnishments. Employees are provided paystubs detailing payroll deductions for each pay period and are required to review these promptly for deduction accuracy and to detect errors.

The School Year

The school year (School Year) typically includes 195 compensable days, which include 10 pre-service training days, 180 in-session days (178 instructional/teacher prep days and 2 professional development days) and 3 post-service days (if needed). Total compensable days can vary slightly from school year to school year with no effect on monthly or annual compensation. The employee's date of hire is his or her official employment anniversary date. The "anniversary date" for compensation of instructional staff is generally on or around August 8-1 5th of each year, subject to school discretion. The "anniversary date" for "classified" or administrative employees (all other positions) is either on or around July 1st each school year or on the anniversary of an employee's date of employment, subject to school discretion.

Pay Periods

All employees are paid on the 10th and 25th day of each month. When a regular pay date falls on a weekend or holiday, employees will be paid on the last business day before the holiday or weekend. When a regular pay date falls during a scheduled break from school (Spring Break, Winter Break, Summer Break, etc.), employees will be paid on the regular pay date explained above. Most full-time administrative staff and teachers are paid year-round as defined in individual Compensation Agreements. Most other employees are paid in applicable pay periods when hours are accrued within that period. No expectation of compensation should be made for employees who do not accrue hours within a pay period.

Hours of Work

School's standard workweek for full-time employees is five regular school days with attendance required at least 15 minutes prior to the start of school and 30 minutes after the end time of school. The official start of the week is 12:00 AM Monday to 11:59 PM Sunday. Schedules may vary, including the start and end times for the regular school day, and due to extended work days for meetings, conferences, concerts, fairs, professional development, trips and other events typical of the school environment, based on the school's needs. Employees may not deviate from the school's hours of work, unless a supervisor specifically approves a request.

Breaks

The School Director determines appropriate breaks per the School and cadets' needs. Typically, employees working for more than six consecutive hours are provided with an unpaid meal break No minor employee (under age 18) shall work more than five consecutive hours without a 30-minute unpaid meal period. Minor employees shall receive a ten-minute break for every three hours worked. Breaks are scheduled consistent with classroom schedules and cadet lunch and/or recess periods so as not to disrupt the learning environment.

Lactation Breaks

In recognition of the well-documented health advantages of breastfeeding for infants and mothers and as part of our family-friendly policies and benefits, the School provides a supportive environment to enable breastfeeding employees to express their milk during work hours (for up to one (1) year following the

birth of a child). Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

Timekeeping

Non-exempt employees are required by law and School policy to use or maintain an accurate time sheet (or electronic equivalent). Employees log time-in, time-out and record any non-compensated breaks. It is strictly forbidden for an employee to clock (or otherwise log or sign) another employee in or out. Employees may not change time after it is recorded or tamper with anyone's time records. Falsifying time records is a serious matter subject to disciplinary action, up to and including termination of employment.

Overtime

It is understood that both exempt and non-exempt employees may be required to work extra hours to accommodate certain deadlines or job requirements. If extended hours are required of non-exempt employees by the School (evidenced by written pre-authorization only), the employee will be compensated in accordance with the law. Non-exempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Employees who work overtime without first obtaining proper written approval may be subject to disciplinary action, up to and including termination of employment. Exempt employees are not eligible for overtime pay.

The calculation of overtime hours will not include holiday, sick leave, vacation days, or leave of any kind during a given scheduled workweek.

Advances and Loans

The School does not give unearned advances or loans for wages to its employees.

Attendance and Punctuality

Employee attendance and punctuality is a major concern of the School. Unsatisfactory attendance, including tardiness and leaving work early is unacceptable performance.

If an employee is ill, injured, an unexpected emergency arises, or for any reason cannot be on-time to work a scheduled shift, the employee must notify their supervisor or manager no later than thirty (30) minutes before the start of their scheduled shift. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the School, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent, he/ she is to advise the School of his/ her expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three (3) consecutive days and has not provided proper notification, the School will assume that the employee has abandoned their position and they may be treated as having voluntarily terminated employment with the School.

If an employee becomes ill at work, he/ she should notify his/ her supervisor or manager immediately. If an employee is unable to perform his/ her job task, an employee may be sent to his/ her treating doctor or

home for the remainder of the day or until able to work again. Employees will be paid only for time actually worked and may receive paid sick time, if eligible.

Employees shall be at their workstation, prepared to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared, they will be considered tardy. Excessive tardiness or absences, whether excused or unexcused, constitute unacceptable work performance. The School does not categorize tardiness as excused or unexcused. If an employee is tardy, his/ her wages may be reduced by the amount of time he/she are tardy, calculated in whole minutes according to the School's clock.

All absences are to be arranged as far in advance as possible using the Staff Leave Request form (Appendix D). This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments). Vacation time pay may not be used for sick leave unless pre-authorized (such as for surgery, etc.). More information can be found on page 25, under Paid Time Off (PTO).

Compensation Changes

Salary or wage increases are based on merit including several factors such as the performance of essential job functions, work-ethic, attitude and promotion. All salary increases are at the discretion of the school director and the school board and subject to continued government funding.

Salary or wages may also be adjusted downward due to job restructuring, job duty changes, job transfers, and adverse business economic conditions, including decreased local, state or federal funding.

Bonus Structure

The School may institute or revoke a bonus structure or incentive plan at any time. The School guarantees no bonus plans. Any bonus structure will be determined by the School Director or Principal and the Governing Board and will include some level of performance evaluation and/or achievement data. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure. The school reserves the right to award bonuses to any or all employees gratuitously.

Expense Reimbursement

School will reimburse employees for reasonable pre-approved (teachers receive approval from the principal) school expenses within school budget (s). Reimbursable expenses include the approved purchase of school materials and supplies, registration fees, etc. Reimbursable (reasonable) expenses while traveling on school business include mileage (to and from assigned meetings, etc. at the federal rate) travel fares, accommodations, meals, tips, telephone and fax charges and approved purchases on behalf of the school. As a tax-exempt entity, the school does not reimburse sales taxes paid by employees to merchants for the purchase of goods or services; however, the business office may provide the school's sales tax exemption certificate (Appendix C) to employees for use with merchants when requested. Please see appendix 8 for more information on this topic.

All expenses must be submitted on the request for reimbursement form(s)/purchase order, (Appendix D) and approved by the executive and/or principal (if you are a teacher, the form goes to the principal) prior to submission for reimbursement. Employee is required to attach the original receipt for the items

applicable to reimbursement. Reimbursement requests without the appropriate receipts/order information will not be reimbursed. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Employees are not authorized to spend School funds without approval nor expend funds over budgeted amounts. The School may not reimburse employees for unauthorized or excess expenditures. Any questions should be directed to the business office.

Supply and Material Purchases (Through School Channels.)
An employee may fill out a purchase order (also known as a request for reimbursement form), found in Appendix D, for supplies or materials they would like to procure. The employee must research the item, put the name of the vendor, the vendors contact information, and the item number of the product being ordered. Without this information the supply will not be ordered. This prevents the wrong item from being purchased. The items will be procured by the appropriate school personnel (Jordon Chandler or business office personnel), if pre-approved by the executive/principal.

Notes concerning school purchases/reimbursements:

1. Items purchased using school funds (including reimbursements become property of the school.
2. Please thoroughly fill out the form. See Appendix C, for an example form.
3. Receipts, Receipts, Receipts. If you receive permission to use a school card to make a purchase, PLEASE return the card with the receipt listing items purchased.

Availability for Work
Employees must be available for work during normal school hours and arrive on time and be present to work when scheduled. A change in an employee's personal situation and attendance habits may affect continued employment if an employee is not able to consistently arrive on time to work; or perform work when scheduled. Employees must discuss the need to request time off or scheduling changes with their supervisor as soon as they are discovered. See the Employee Leave section below for additional information on availability and time off.

Mandatory Meetings
Employees may be required to attend mandatory staff meetings. In the event that a mandatory meeting interferes with an employee's regular schedule, no overtime will be paid for attendance except in those cases where a mandatory meeting causes a non-exempt employee to exceed forty (40) working hours in a single work week.

06-146—Employee Leave

Employee Leave-Paid Time Off (PTO)
Eligible Employees begin each school year (anniversary date, as explained on page 24, under "The school year heading, with 8 PTO days. The 8 PTO days are provided for both sick and/or personal time off. Any time off taken in excess of 8 PTO days will be deducted from your pay, at your daily rate. The daily rate is calculated by taking your annual salary and dividing it by the number of in-session days. PTO does not accrue year to year, however, PTO can be earned by covering for other teachers' absences. At the end of the insession days, any unused PTO will be reimbursed at the rate of $75.00 per day.

Work absences related to school business, such as professional development conferences, with appropriate pre approval for attendance by the executive/academic director, are not subject to PTO policies. However,

school trips, where the employee is not acting as a needed chaperone, are not included in this exception. A Time-Off Request Form (Appendix E) must be completed for school related absences, for calendar placement and substitute scheduling.

Each employee is required to notify his or her supervisor in writing on the schools Time Off Request Form (Appendix E), in advance of the dates of all requested paid time off (PTO) desired to be taken. The filled out form should be given to the Principal/Academic Director for approval. The form will then be given to the appropriate office staff for calendar placement and substitute scheduling. Please be specific with dates, times, and whether the leave is for personal, or school purposes.

Attendance is required for teachers in the following situations except in the case of an emergency:

1. The period of pre-service training in the two weeks prior to school starting up,
2. The first two weeks of the academic school year,
3. The professional development (PD) days scheduled at the end of each term,
4. Parent-teacher conferences,
5. The last two weeks of the academic year.

In the case of an emergency, proof of the emergency is required. PTO is not to be used in excess of 2 consecutive days without 4 weeks' advance notice and administrator permission. If an employee needs more than 2 consecutive days PTO for illness, administration reserves the right to request a doctor's note. PTO will be used for staff attending field trips in which they have not been assigned by administration as a school approved chaperone.

The following guidelines are designed for the proper use of PTO:

1. If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the School opens. This procedure allows your supervisor to rearrange work schedules in your absence.
2. If you must leave the school before closing time because of illness or other reason, you must inform the director or principal before leaving.
3. If you foresee the need to take PTO (e.g., for non-emergency surgery or for a doctor's appointment or for personal reasons), you should make every effort to schedule the appointment(s) outside of the regular workday. If an appointment must be scheduled during your regular workday, inform your supervisor as soon as possible so that plans can be made to cover your absence.
4. Disabilities related to pregnancy or birth of a child will be treated as all other leave events for the purposes of application of the School's leave policies.
5. In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for disability leave (if offered) or continued eligibility of medical benefits as applicable.
6. Employees will not be paid for unused PTO if their employment ends prior to the end of the school year.

Employees who are the subject of disciplinary action and placed on paid or unpaid leave by the school as part of a disciplinary plan or during investigation periods are required to use all available PTO time starting immediately upon inception. In these circumstances, the School shall apply available PTO time to

regular paychecks for employees on paid or unpaid leave until available PTO time is exhausted. All employees requesting time-off must complete a Staff Leave Request form (Appendix D) for review and approval by the School Director. Excessive tardiness or absences may result in disciplinary action, up to and including termination or employment.

Employee Leave-Other

School employees who do not earn or accrue PTO; and are not salaried employees, are generally hourly employees and are paid for time worked. All employees (including hourly employees) are expected to arrive for work on-time and work when scheduled. All employees requesting time off must complete a Staff Leave Request form (Appendix D) for review and approval by the School Director. Excessive tardiness or absences may result in disciplinary action, up to and including termination or employment. Holidays School holidays include federal or state holidays, fall, winter or spring breaks and other days designated as school holidays on School's annual calendar. Part-time or hourly employees that do not accrue Paid Time Off (PTO) do not receive compensation on holidays of any kind unless scheduled to work by their supervisors. Administrative employees may be required to work holidays as determined by their supervisor or the school director/principal and as outlined in Compensation Agreements. Operations, maintenance and custodial employees are required to work most school holidays and break periods.

Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid job-protected eave within a 12-month period per the terms of the Family and Medical Leave Act (FMLA). FMLA leave is a specified and approved leave granted by the Company upon the formal written request of eligible employees. Ineligible employees granted other forms of leave for any reason are not granted approval for nor is their leave governed by or under the provisions of FMLA. Eligible employees may request FMLA leave after 12 months and 1250 hours of employment service in the previous 12 months. Eligible employees must request FMLA leave with 30 days advance written notice except in times of unexpected leave. Employees may be required to submit a Statement from a Health Care Provider verifying the need for FMLA leave. Employees are required to use any and all available (accrued) PTO or other leave time before beginning leave under FMLA. Employees may have additional rights including rights for eligible relatives of certain military service personnel and should refer to the Family and Medical Leave Act for additional information. Employees shall give 2 weeks advance notice before they plan to return to work.

Subject to the Plan Documents, terms and conditions of the various medical benefit plans, benefits will continue for the full period of FMLA leave. Employees who do not return to regular employment with the School after an approved FMLA leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of school administration. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. Employees who are granted personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including FMLA leave) will be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

All leaves (paid and unpaid) are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. School reserves the right to terminate the employment of an employee who does not return to work at the end of an approved leave period.

Subject to the Plan Documents, terms and conditions of the various plans and upon School approval, medical benefit plans may continue for the full period of approved leave. Employees who do not return to employment with the School after an approved leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Bereavement Leave

A full-time employee of the School may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, domestic partner, child, sister, brother, grandmother, grandfather, domestic partner, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give School 15 days' advance notice. School will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's jury duty service and compensation. Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give School 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's witness duty service.

Voting Leave

If an employee does not have three (3) or more consecutive nonworking hours while the polls are open to vote, then the employee will be given up to two (2) hours to vote in any state or federal election. The

employee must request such leave at least one (1) day before Election Day. The School may determine when the employee may take leave. However, if the employee requests leave at the end or beginning of a work shift, then the School will honor that request. The two hours shall be compensated at the employee's regular rate of pay.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the School at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days' advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to the School.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical benefit plans may continue for the full period of military leave. Employees who do not return to employment with the School after an approved military leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

06-147—Emergency Closings and Severe Weather

This policy establishes guidelines for School operations during periods of extreme weather and similar emergencies. The School will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the School does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

- Designation of Emergency Closing

  Only by the authorization of designated managers will the School cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will be expected to remain at work until the appointed closing time.
- Procedures during Closings

  If weather or traveling conditions delay or prevent an employee's reporting to work, the immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable. An employee who is unable to report to work may use any accrued personal time, or take the day off without pay.
- Pay and Leave Practices

  When a partial or full-day closing is authorized by Management, the following pay and vacation practices apply:
  - Hourly employees will either be sent home for partial days with the option of using personal / vacation time for the remainder of the day. If personal/ vacation time is not available, employees will be excused from work without pay and without disciplinary action.
  - Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

- Other Work Options

  Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

06-148—Employee Benefits

The School provides benefits information to all eligible employees. The Plan Documents and Benefits Guides and Literature explain each benefit in detail, including costs, and the language of the plans' documents governs the application of each plan. Employee benefits may be modified or terminated; or new plans added at any time by the School, benefits providers, or as required by law per the terms of the plan and/or at the School's discretion. Eligible employees may have to pay for part or all of the cost of benefit plans. Employees are required to read and understand School-offered benefit program materials to determine for themselves what benefits are best suited for them. Employees must contact the business office if they have any questions.

Benefits Eligibility

Employees who are scheduled and working more than 30 hours per week that have successfully completed 30 days of eligible employment are eligible for certain employee benefits. Employees scheduled and working less than 30 hours per week are not eligible for certain employee benefits. Temporary, probationary, on-call and substitute employees not consistently working in excess of 30 hours per week are generally not eligible for any employee benefits.

Initial Benefits Enrollment Period

Employees have until the end of the initial enrollment period (as defined in Plan Documents) to submit all benefit enrollment forms for enrollment in employee benefit plans. Employees who do not submit all forms within the initial enrollment period will forfeit eligibility for enrollment in benefit plans at that time and will be required to submit new benefits enrollment forms at the School's next open enrollment period. Employees may contact the business office at any time to obtain benefits eligibility, enrollment, plan information or enrollment forms at any time.

Medical Insurance

Medical insurance is available for eligible employees and their qualified dependents. Refer to the providers' Benefits Guide summaries for details regarding coverage, eligibility, waiting periods and cost. Eligible employees and their dependents may become eligible to participate or make enrollment changes outside of the annual open enrolment period if they experience a Qualifying Event as outlined in and governed by Plan Documents and provider Policy. If you are enrolled in a plan and become no longer eligible through a Qualifying Event, you may be able to continue coverage at employee's expense through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Retirement Plan

Eligible Employees will be given the option to enroll in the School's retirement program as outlined in the Summary Plan Description. All regular employees working more than 1000 hours in one calendar year are eligible to participate in the School's retirement plan in accordance with the provisions of the law and the Plan Document.

Worker's Compensation

School requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off school premises. Failure to report an injury, regardless of how

minor, could result in difficulty or denial of the employee's claim by the insurer. Employees are required to assist supervisors with completion of the First Report of Injury form within 3-5 working days of the accident or injury.

Worker's compensation insurance only covers work-related injuries and illnesses. The insurer under their policies, terms and conditions administers workers' compensation claims and the insurer pays claims. Employees are expected to return to work immediately upon release by their doctor.

Continuation of Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health coverage under the school's health plan, should the employee lose his or her eligibility from a Qualifying Event. A Qualifying Event may include resignation, termination, leave of absence, altered work schedule, death, etc. Under COBRA, if an eligible individual elects to continue insurance, that individual pays the full cost of coverage at the school's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided as required by law.

Under COBRA, employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available dependent upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

- Employees
    - Voluntary or involuntary termination of employment for reasons other than gross misconduct
    - Reduction in numbers of hours worked
- Spouses
    - Loss of coverage by the employee because of one of the qualifying events listed above
    - Covered employee becomes eligible for Medicare
    - Divorce or legal separation of the covered employee
    - Death of the covered employee
- Dependent Children
    - Loss of coverage because of any of the qualifying events listed for spouses
    - Loss of status as a dependent child under the plan rule

Unemployment Benefits

The Utah Department of Workforce Services administers unemployment benefits on behalf of the School. As defined in law, employees (including substitute teachers) not working during regular off-session days are not eligible for unemployment benefits. See Utah Administrative Rule R994-405-801 to 808 Services in Education Institutions.

Performance Reviews, Promotion, and Demotion

Employees will generally receive an appraisal of their job performance at least annually and thereafter. This evaluation may be either written or oral. Such evaluation may not occur exactly on the anniversary date, but thereabout, at the discretion of the supervisor or manager. The reviews will focus on job-related strengths and weaknesses, including peer relations as well as overall fit with the school. Goals and

improvement plans will be established each review period and progress will be measured periodically and at a minimum, the next annual review. Employees are encouraged to discuss their job performance with their supervisor informally on a day to-day basis.

Performance reviews will determine merit compensation adjustments, promotions and demotions. The School is most interested in providing opportunity for advancement within the School if opportunity for advancement becomes available. Accordingly, present employees of the School may be considered for promotions. The School retains sole discretion to determine the factors to be applied in any promotion decision and the relative weight of the factors. The School may demote an employee, which is a reduction in responsibility usually accompanied by a reduction in salary or wages.

Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion if they so desire.

Employee Communication and Relations

School seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems. The School's philosophy is that the person(s) most able to solve problems are the persons involved in a given situation. It is best to address problems with the person(s) with whom the problem or perceived problem exists. Co-workers that may have a problem with another employee or employees should attempt to resolve the problem themselves. If a resolution is not apparent, both employees should approach their supervisor(s) who will work with the employees to facilitate a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to his or her supervisor, the business office or the school director or principal. The decision of the supervisor, business office, director or principal will be final. See the school's Complaint Policy for additional details.

Complaint Policy

The School subscribes to the open door policy. You may bring a particular complaint to your supervisor for resolution. When matters cannot be handled on an informal basis, the School has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. One or more employees may bring a complaint concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1- The complaint must be submitted in writing to the Department Manager within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the Department Manager or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2 - If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the Director or his/her designee. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The Director or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's immediate supervisor, and any other employee of the School whom the aggrieved employee chooses. The

Director or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

Corrective Action

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the School to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the School may select to enhance job performance. The School is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the School so elects. The School reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established School procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the School may elect to administer disciplinary action.

Employee Separations

All employee benefits are affected by termination of employment. All accrued, vested or otherwise available benefits will not be paid at the time of termination unless prescribed by law. Individuals may choose to elect continuing coverage (based upon eligibility) for certain benefits under COBRA. Individuals will receive notification in writing about which benefits they may be eligible to receive after termination. Eligible individuals must elect to continue benefits or the benefits will not be available to them. Any accrued wages will be paid as prescribed by law as applicable to public entities.

Resignation

Employees are requested to provide a minimum of two (2) weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the School should be submitted to his/ her supervisor or manager. An exit interview may be requested. Employees who resign their employment with the School are requested to do so in writing.

Job Abandonment

Employees of School that are absent for more than two consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the school and the School will consider their abandonment as a resignat ion . The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to any further compensation, including policy approved accrued vacation days, unless required by law.

Termination

All employment with the School is "at will" employment. This means that the employee has not been hired for a specified duration, but that he/ she can terminate his/ her employment with the School or the

School can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

Termination Process

School requires that employees return all documents, files, passwords, computer equipment, uniforms, school tools, business credit cards, keys and other school owned property on or before the last day of work. When all school owned property has been collected, the employee will receive his or her final paycheck on the next regular payroll date. As a public school, the School is not required by law to provide a final paycheck within 24 hours, which is required of private sector employers in Utah. Employees leaving the school will have the option of having an exit interview with his or her supervisor.

Employment References

The School may, at its discretion, provide employment references for former employees. School will provide dates of employment and positions held and any other relevant information related to the employee's time as an employee of the School.

07—Instruction

07-101—Standardized Test Administration Policy

1. PURPOSE & PHILOSOPHY

To ensure that student progress is accurately measured through standardized achievement tests, the Board of Trustees recognizes the school's responsibility to implement standardized testing procedures in accordance with state and federal laws. Information from such student standardized testing may be used by the school and teachers as an additional tool to plan, measure, and evaluate the effectiveness of the educational program.

2. GUIDELINES AND PROCEDURES

It shall be the responsibility of the School Director to establish specific guidelines and procedures which personnel shall follow when administering standardized student tests, in accordance with state and federal laws.

2.1 It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, or basic skills of each individual student taking standardized tests.

2.2 All teachers and administrators shall be provided in-service training concerning these guidelines and procedures; including teacher responsibility for test security and proper professional practices each school year.

2.3 The school shall administer mandated tests in compliance with established school and USBE calendars.

3. SECURITY

It shall be the responsibility of the school director to oversee the security of all testing materials while at the school.

3.1 All test booklets, administration manuals, and answer sheets shall be secured before and after the test administration.

3.2 No copies of test booklets or answer sheets shall be made.

3.3 All test materials shall be secure in a central location before and after the testing window. Access to the secured materials shall be restricted to authorized personnel.

3.4 The confidentially of tests, testing materials, and answer sheets shall be maintained by all school personnel.

4. STANDARDIZED TESTING PROTOCOL

School personnel shall conduct test preparation, test administration, and the return of all secure test materials in strict accordance with this policy, administrative procedure, Utah Board of Education rules, and state application of federal requirements for funding.

4.1 All standardized tests shall be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.

4.2 School personnel shall not:

4.2.1 provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration;

4.2.2 copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the Utah State Office of Education (USBE);

4.2.3 alter, change or amend any student answer sheet or other standardized test materials at any time in such a way as to alter the student's intended response;

4.2.4 use any prior form of any standardized test in test preparation without express permission of the test publisher, including USBE;

4.2.5 violate any specific test administration procedure or guidelines specified in the test administration manual;

4.2.6 knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or school.

4.3.6 provide a nonacademic reward to a student for taking a state-mandated assessment

5. ASSESSMENT RESULTS

5.1 Results of an individual student's standardized tests shall be shared with the student and parent/guardian.

5.2 A teacher may use a student's score on the standards assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course.

6. STUDENTS WITH DISABILITIES

All students with disabilities shall participate in standardized testing as outlined in USBE Testing Policy "Requirement for Participation of Utah Student with Special Needs in the Utah Performance Assessment System for Students (U-PASS)."

07-102—Health and Human Sexuality Education

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.

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07-103—Comprehensive Counseling Policy

Utah Military Academy shall comply with provisions of R277-462. Administration shall develop procedures to ensure that the school offers a Comprehensive Counseling and Guidance Program that:

- Meets the criteria for comprehensive counseling in R277-462(3)
- Meets the criteria for College and Career readiness in R277-462(4)
- Meets student to counselor ratios in R277-462(5)
- Appropriately uses funds consistent with R277-462(6)
- Makes all reports necessary and required under R277-462(7).

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07-104—Acceleration and Retention

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07-105—Media Use in Classrooms

The Board recognizes that videos and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The board also recognizes that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The board therefore adopts the following policy relating to the use of videos in class.

Videos and other multimedia should be used sparingly and must be approved by administration prior to being shown to students. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise. Permission slips must be signed by parents for any video that is not intended as exclusively educational.

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07-106—Grading Policy

1. Purpose and Philosophy

1.1. Grades serve a multitude of purposes: to evaluate with what proficiency cadets have learned given material, inform parents/guardians about areas of need or support, and as a parameter of minimum proficiency needed to award credit towards graduation. UMA recognizes that grades mean something different to every stakeholder.

1.2. For the purposes of awarding graduation credit, grades at UMA primarily signify a cadet's overall preparation for the next step to come, whether that is the next unit, the next term, the next grade, or preparedness for college or career.

1.3. UMA maintains its vision at the forefront of all decisions regarding scheduling, curriculum offerings, extra-curricular activities, and policy changes. This grading policy is intended to help accomplish the UMA vision, and prepare cadets for scholarships, military-related careers, and other challenging goals.

2. Academic Course Requirements

2.1. The requirements for a UMA Advanced Academy Diploma (for the class of 2019 and beyond) are as follows:

2.1.1. English/Language Arts: 4 credits
2.1.2. Mathematics: 4 credits
2.1.3. Science: 4 credits
2.1.4. Social Studies: 3 credits
2.1.5. Fine Arts: 1.5 credits
2.1.6. CTE: 1 credit
2.1.7. Digital Studies: 0.5 credit
2.1.8. General Financial Literacy: 0.5 credits
2.1.9. Physical Education/Health: 2 credits
2.1.10. JROTC: 3 credits
2.1.11. Required Electives: 3.5 credits
2.1.12. Total Credit Hours: 27

2.2. The requirements for a UMA Standard Diploma (for the class of 2019 and beyond) are as follows:

2.2.1. English/Language Arts: 4 credits
2.2.2. Math: 3 credits
2.2.3. Science: 3 credits
2.2.4. Social Studies: 3 credits
2.2.5. Financial Literacy: .5 credit
2.2.6. Fine Arts: 1.5 credits
2.2.7. CTE: 1 credit
2.2.8. Digital Studies: .5 credit
2.2.9. Physical Education/Health: 2 credits
2.2.10. JROTC: 3 credits

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2.2.11. Electives: 2.5 credits
2.2.12. Total credit Hours: 24

3. Failing Grade Notification -

3.1. Earnest and persistent effort will be made to provide notice to the parent or guardian of a cadet receiving a failing grade, allowing time to remediate the grade. Communication can occur through a variety of modalities, including but not limited to, Canvas, Aspire, email, conferences, and phone calls. Utah Military Academy does not issue citizenship marks.

4. Cadets with Disabilities

4.1. Cadets with disabilities shall meet general graduation requirements with appropriate accommodations and curricular modifications as determined by their Individual Education Plans (IEP's).

4.2. Graduation issues must be addressed by the IEP team on an individual basis. The IEP is the vehicle for making changes to graduation requirements to meet the unique educational needs for cadets with disabilities. As such, the IEP must document the nature and extent of modifications, substitutions, and/or exemptions made to accommodate a cadet with disabilities. The decision to terminate services, through graduation, for a cadet with disabilities under the age of twenty-two, is an IEP team decision.

4.3. Graduation options for cadets with disabilities whose same age peers will graduate during a given academic year, include the following:

4.3.1. If all USBE and UMA graduation requirements are completed or if the cadet's graduation requirements as amended on the IEP are completed; the cadet will graduate and receive a regular High School Diploma.

4.3.2. If graduation requirements as amended on the IEP are not completed and the cadet's IEP or transition plan documents the need for transition services offered by UMA, the cadet shall be allowed to participate in the graduation ceremonies; however, a diploma shall not be issued until the cadet has successfully completed his/her program.

4.3.3. If graduation requirements as amended on the IEP are not completed before the cadet reaches age twenty-two, the cadet may be issued a certificate indicating that a record of competencies can be made available to the cadet or to others who may legitimately inquire.

4.3.4. If graduation requirements as amended on the IEP are not completed due to factors that are not a direct manifestation of the cadet's disability, as determined by the IEP team, the cadet is not eligible to participate in graduation ceremonies or receive a regular high school diploma until the amended requirements are met.

4.3.5. If graduation requirements as amended on the IEP are not completed due to factors that are a direct manifestation of the cadet's disability, as determined by the IEP team, the cadet shall be allowed to participate in

graduation ceremonies, but is not eligible to receive a regular high school diploma until the amended requirements are met.

5. Transfer Cadets

5.1. The District will approve credits and grades received from an accredited public or private school. Credit earned at a school accredited by the USBE or the Northwest Accreditation Commission is accepted at face value in District schools. Credit earned at non-accredited schools must be reviewed by the District Credit Evaluation Committee.

5.2. Cadets enrolling at any time prior to the fourth (4th) term of the senior year will be eligible for a diploma from Utah Military Academy. Those cadets enrolling during the fourth (4th) term of their senior year shall have their graduation status coordinated by the academic team and principal of the new school and the sending school.

6. Children of Military Families

6.1. Schools shall work with enrolled military children to evaluate the cadets' coursework or to assist cadets in completing coursework to allow military children to graduate with the cadets' age-appropriate graduating class consistent with Utah Code Ann. §53E-3-908.

6.2. Consistent with Utah Code Ann. §53E-3-908, if a military child transfers at the beginning or during the cadet's senior year and after considering all alternatives, the cadet is ineligible for a Utah Military Academy Diploma, Utah Military Academy shall work with the sending school to ensure the cadet receives a diploma from the sending school, if the cadet meets the graduation requirements of the sending school. If the state in which the sending school is located is not a member of the Interstate Compact and is unwilling to facilitate the cadet's receipt of a diploma, Utah Military Academy shall exert best efforts to facilitate the on-time graduation of the military child through appropriate waivers of graduation requirements.

7. Grading Scale

	GPA Value	Percent	Letter Grade
Exemplary	**4.0**	**93-100**	**A**
	3.7	**90-92.9**	**A-**
Proficient	**3.3**	**87-89.9**	**B+**
	3.0	**83-86.9**	**B**
	2.7	**80-82.9**	**B-**
Progressing	**2.3**	**77-79.9**	**C+**
	2.0	**73-76.9**	**C**
	1.7	**70-72.9**	**C-**
Danger of Failing	**1.3**	**67-69.9**	**D+**
	1.0	**64-66.9**	**D**
	0.7	**60-63.9**	**D-**

Failing	**0.0**	**0-59.9**	**F**

8. Graduation Ceremony

8.1. Participation in the graduation ceremony is an opportunity and not a protected right.

8.2. Cadets who have not met all graduation requirements will not be allowed to participate in the graduation ceremony.

8.3. Participation may be denied as a disciplinary measure, or if cadet refuses to comply with graduation ceremony standards established and developed at the individual school site.

8.4. Participation in the graduation ceremony is optional and is not required.

8.5. Caps and gowns will be worn in the proper manner as designated by the school administration.

8.6. Cadets with special needs and circumstances shall be provided with the opportunity to participate in ceremonies utilizing criteria based upon their unique circumstances as outlined in sections 4, 5, and 6 of this policy.

8.7. Cadets who complete the graduation requirements early will participate accordingly with the listed options for Early Graduation. If completed

8.7.1. by the end of the regular academic year, the cadet may participate in that year's graduation ceremony.

8.7.2. any time after the end of the regular academic year, the cadet may participate in the next graduation ceremony.

9. Grading Policy

9.1. Utah Military Academy recognizes that a universal grading policy for all types of courses is inefficient and detrimental to cadet success. Each department at Utah Military Academy devises and follows a grading policy that reasonably supports the specific goals and methods of each department. Departments include Mathematics, Science, English, History, Military, Fine arts, Electives, Foreign Language, CTE, Physical and Health Education, Special Education, and Electives.

10. Grade Appeals

10.1. Grade appeals before the end of a term will be handled by the teacher in accordance with their classroom procedures and grading policies.

10.2. Grade appeals after the end of the term must be tracked with the grade change request form. All parties (cadet, teacher, and admin) must sign off on the form. Cadets have 1 week from the end of the term to make an appeal to the classroom teacher. If a teacher does not approve a grade change request, yet a cadet continues to appeal, a committee of teachers from the content area will be assigned to re-evaluate the cadet's assignments and assessments. If the committee rules in favor of the teacher, there can be no more appeals. However, if the committee discovers inappropriate or unfair treatment of the cadet, an arbitration will take place

between the committee, teacher, and cadet. If no agreement is reached, an equivalent assessment/assignment will be given and graded by the committee. That grade will then be the final grade, regardless of whether it is higher or lower than the initial disputed grade.

10.3. Grade changes after the end of the term will be tracked by the counseling department.

Grade Replacement

1.1. In accordance with Utah Rule R277-717, Utah Military Academy offers cadets an opportunity to replace grades in courses by retaking an equivalent or comparable course.

1.2. In order to take a course for grade replacement, cadets must first complete a Course Forgiveness form in order to be considered for grade replacement. This form MUST be completed prior to beginning the course, or no grade change will be made. Counselors will determine if courses meet the criteria of a "comparable course." Credit Recovery does not count as a comparable course. All courses must be original credit courses, although some may be taken through various media, including but not limited to: on campus with a teacher, or online through a provider, such as SEATS or edgenuity.

1.3. Upon completion of the comparable course, the cadet will make an appointment with the counselor to review the contract and present the transcript/evidence bearing the new grade for the cadet. At this time, provided all requirements were met and the new grade is higher, the counselor will input the course grade into the transcript, and remove the lower grade. At this time all parties will sign the contact marking it as complete, and it will be stored in the cadet's file along with the evidence of the course completion.

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07-107—Student Education Plans

Administration shall develop, in consultation with school personnel, parents, and school community, procedures to ensure effective implementation of student education plans/student education occupation plans (SEPs/SEOPs) consistent with Section 53E-2-304 (2)(b).

07-108—Classroom Supplies Appropriation

Utah Military Academy shall comply with R277-459 regarding the use and distribution of legislative appropriations for the purchase of classroom supplies and shall develop procedures consistent with law and rule.

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08—Finances

08-101—Wage Financing Approval

All employees paid with SPED and/or Title 1 funds, will be required to sign Wage Financing Approval reports (PARs). The Academic Director will verify and sign as the supervisor, and the Academic Director will then submit the documentation to the Executive Director for final review.

PARs will be printed and verified on a monthly basis, at the end of the month.

Support staff, even if paid on salary, are required to clock in and out, to track hours for breakdown of wages.

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09—Appendices

09-101—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 supports 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 determine 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

A. 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 be 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:

- Overt aggression
- Relational aggression
- Cyber bullying
- Intervention skills
- 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.
    4.

    ***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 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 in some 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 remedial discipline plans.

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, diploma, 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 Sections IV., 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 parent 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 parent 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 a academy counselor or representative.

SEARCHES

1. Academy personnel may search cadets, lockers, personal property, and vehicles parked on academy property (with parent permission) 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 under IX.B or C (below), 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 that 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 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. Cadet 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. Cadet/parents must "exhaust administrative remedies" and participate and cooperate in administrative procedures, prior to appealing a decision to District Court.
    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 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 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 cadet/parent opportunity to explain or have a hearing, and 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 schedule 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.