

# **ICHS Student Handbook**

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2019-20

## **InTech Collegiate High School Mission**

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**Expand the base of talent entering college and STEM careers by providing:**

- Outreach to groups traditionally under-represented in college and STEM careers.
- STEM curricular and extra-curricular programs
- Early College programs

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**Note: These may be summaries of official policies. For complete policies see:**  
<http://www.intechchs.org/index.php/public-info/policies-2>

## Parent-Teacher-Student Compact for Student Success

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This compact establishes a three-way partnership between teacher, student, and parent. It outlines what each of us must do to facilitate a student's educational progress and success. A student's learning will accelerate as a result of our cooperative efforts. Course credit and grades are determined by student competence. The number and types of opportunities to demonstrate competence may be expanded based on the amount of adherence each partner gives to this compact.

	<b>Teacher</b>	<b>Student</b>	<b>Parent</b>
<b>Curriculum</b>	Provide a high-quality curriculum and instruction in a supportive environment.	Do assigned work completely and on time while striving for accuracy/excellence.	Be familiar with classroom assignments and deadlines.
<b>Homework/Formative Assessment</b>	Provide feedback on timely formative work prior to summative assessments.	Spend at least 10 hours per week completing homework and studying.	Provide a distraction-free environment for homework/study time.
<b>Attendance</b>	Mark student attendance in SIS daily.	Attend 95% of school days.	Ensure student attends at least 95% of time.
<b>School Behavior</b>	Enforce school-wide behavioral expectations.	Follow all school rules.	Be familiar with and support school expectations.
<b>Classroom Behavior</b>	Provide clear, written classroom expectations, procedures, and syllabi.	Follow all reasonable requests made by faculty.	Be familiar with and support class expectations.
<b>Parent-Teacher-Student-Conference</b>	Provide opportunities to meet with parents at PTSC and upon parent request.	Attend PTSC.	Attend PTSC.
<b>Grade Tracking</b>	Enter tasks into SIS by time of assignment. Update grades meaningfully at least weekly.	Check grades and assignments at least weekly.	Track student grades, assignments, and attendance at least once a week.
<b>Extra Assistance</b>	Provide time to tutor students.	Attend offered tutoring and/or initiate tutoring.	Ensure student attendance at needed tutoring.
<b>Academic Integrity</b>	Explicitly review with students the concepts of cheating, plagiarism, citation, and appropriate collaboration.	Act with academic integrity by 1) not cheating or plagiarizing 2) citing appropriately 3) clarifying with teachers about appropriateness of collaboration.	Clarify with teacher(s) what is the appropriate level of parental assistance on individual assignments.
<b>Parent Involvement</b>	Provide opportunities for parents to be involved in class activities.		Arrange with the teacher & principal prior to assisting with or observing class related activities.

## **Acceptance and Reciprocity of Credits Policy**

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### **Reciprocity of Accredited Credits**

InTech Collegiate shall accept credits and grades awarded to students from schools or service providers accredited by the Northwest Association of Accredited Schools or those approved by the Utah State Board of Education (including NAAS sister regional accrediting agencies) without alteration.

### **Acceptance of Non-accredited Credits**

1. ICHS shall provide various methods for students to earn credit from non-accredited sources, course work, or education providers by demonstrated competency (meeting the standards, objectives, and performances of the Utah Core Curriculum) – as approved or determined by ICHS. Methods for demonstrating competency include:
  - a. Passing more advanced coursework for which the non-accredited credits would be prerequisite
  - b. Assessment (based on multiple indicators)
  - c. Quality of Project Portfolio Review
  - d. Satisfaction of electronic or correspondence coursework
2. Consistent with state law, rule, and due-process, ICHS has the final decision-making authority for the awarding of credits and grades from non-accredited sources.
3. ICHS will only award “P” (passing) grades for all credits accepted from non-accredited sources.

### **Acceptance of Home School Credits**

1. Students wishing to have home-school credits accepted by ICHS shall first provide to ICHS, the signed home-school affidavits between the student’s parents and the student’s resident district for each year that the parents have been excused from the compulsory attendance law.
2. Home-schooled students will be subject to requirements and provisions for acceptance of non-accredited credits.

### **Timely Documentation of Authenticity of Credits/Grades**

1. For participation/recognition in commencement exercises:

For seniors, ICHS shall only guarantee recognition of credits/grades that ICHS has accepted prior to May 15th. Seniors must also pass any InTech coursed required for graduation.
2. For graduation, without participation in commencement exercises:

For seniors, ICHS shall accept credits/grades from accredited sources until September 30th of each year. Documentation received after this date will not be accepted.

3. For review of demonstrated competency:  
For seniors, InTech Collegiate High School shall accept work for review of demonstrated competency prior to the first day of March during the senior year.

## Attendance and Truancy Intervention Policy

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### A. Legal Authority/Requirement

- UCA 53G-6-2                      Compulsory Education Requirements
- R277-607                              Truancy Prevention
- UCA 53G-6-8                      Parental Rights
- UCA 53G-6-204                      Minors Excused from Attendance

### B. Philosophy

1. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon regular attendance. By law, school attendance is the responsibility of a parent or legal guardian. Therefore, ICBS shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their minor children attend school.

### C. Definitions

1. Excused Absence: An absence for which a student is not considered truant. A student with an excused absence ***is not excused from schoolwork***, but may be allowed reasonable time to make up work depending upon the type of excused absence.
2. Valid Excused Absence: Excused absence for which a student ***will*** be allowed reasonable time to make up work. The following are valid absences:
  - a. Student illness
    - i. School administration may require documentation from medical professionals to consider illness a valid absence due to extended or recurring illness.
  - b. Family death
  - c. Approved school activity
  - d. Excuse consistent with student IEP or 504 plan
  - e. Legal or medical appointments
  - f. Other exigent circumstances as determined by school administration.
3. Vacation Excused Absence: Excused absence for which a student ***may*** be allowed reasonable time to make up work ***if*** it is a reasonable accommodation negotiated ahead of time with individual teachers. These include extended vacations or family events.
4. Approved school activities: Activities that are directly related to school curricular or extra-curricular programs, and for which a student is academically/behaviorally eligible to participate. These include:
  - a. Classes, labs, exams, etc. required by a program of study included in a student's CCR Plan.
  - b. Meetings, competitions, etc. required by an ICBS extra-curricular activity.

- c. Meetings, competitions, etc. required by an extra-curricular activity of which a student is a member at another local high school.
  - d. Field trips conducted by ICHS classes or programs.
  - e. Other activities determined by school administration to be of significant educational benefit.
5. Unexcused absence: An absence for which a student is considered truant.
- a. A student with an unexcused absence is not excused from schoolwork and is only allowed opportunity to make-up work at teacher discretion.
  - b. Any absence not meeting required validity, pre-approval, or documentation is unexcused.

#### **D. School Attendance Procedures**

1. The School shall maintain an attendance procedure to help parents and students with their responsibility for regular school attendance. This procedure shall include, but is not limited to, the following:
- a. School Staff Promotion of Good Attendance by:
    - i. Setting a proper example of promptness and regular attendance;
    - ii. Encouraging student attendance through teaching methods that motivate student involvement and participation in the learning process;
    - iii. Conducting periodic discussions centered on the value of punctuality and the relationship between good attendance habits and future career goals;
    - iv. Counseling with a parent or legal guardian and student when a student's absence is interfering with a successful classroom experience;
    - v. Expecting students to attend school every day and arrive promptly;
    - vi. Classroom teachers are to take attendance during each class period;
    - vii. Classroom teachers may make policies governing whether students may make-up assignments missed during unexcused absences and provide reasonable deadlines for make-up assignments missed during excused absences.
  - b. Provide the Parent or Legal Guardian Notification
    - i. The school shall make reasonable attempts to notify a custodial parent or guardian of student absences.

- ii. The school shall make reasonable attempts to notify a custodial parent or documented emergency contact of a student who is injured or becomes ill at school during the regular school day if the injury or illness requires treatment at a hospital, doctor's office, or other medical facility not located on the school premises.

## **E. Requesting Accommodations for Vacation Absences**

1. To request accommodations for students who will be taking "Vacation Absences" a parents shall, prior to the absence:
  - a. Submit written notification of the extended absence to the school's administration at least one day prior to the absence.
  - b. Include in the notification any requested accommodations for student work.
2. In consultation with the student's teachers, the school administrator shall:
  - a. Excuse the absence (regardless of a decision to excuse classwork)
  - b. Review the requested accommodations, along with the student's current schedule and grades to determine the reasonableness of the accommodations -according to the definition of the Parental Rights Policy and consistent with the Parent-Student-Teacher Compact.
  - c. Inform the student's parents regarding what accommodations can be made or the rationale for why an accommodation is deemed unreasonable.
3. It must be understood that participation in classes is a vital aspect of learning and assessment of learning. Reduction of class requirements cannot be expected for extended absences and prolonged absences may result in a lower grade in many classes as there is no way to duplicate the activities of some classes while the student is absent.

## **F. Truancy Prevention and Intervention**

This Truancy Prevention/Intervention Program has been established to encourage good attendance and to facilitate the processing of chronically truant students through the juvenile court.

1. Truancy Prevention and Intervention Programs
  - a. The school shall make and document efforts to resolve a student's attendance problems and shall include, as reasonably feasible:
  - b. counseling of the minor by school authorities;

- c. making any necessary adjustment to the curriculum and schedule to meet special needs of the student;
- d. considering alternatives proposed by a parent or legal guardian;
- e. monitoring school attendance of the student;
- f. providing a student's parent, upon request, with a list of resources available to assist the parent in resolving the student's attendance problems;
- g. enlisting the assistance of community agencies as appropriate;
- h. issuing a Truancy Citation to a student;
- i. issuing a Notice of Truancy to a student;

## 2. Truancy Citations and Notice of Truancy

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a Truancy Citation or Notice of Truancy, as follows:

- a. **Truancy Citations.** The principal or attendance officer may issue a Truancy Citation to a student who is truant.
  - i. A copy of the Truancy Citation shall be personally delivered or mailed by regular mail to the parent or guardian of the student.
  - ii. A school administrator may impose administrative penalties on a student who is issued a truancy citation. Administrative penalties may include, but are not limited to, make-up classes (before school, after school, or at lunch), limiting participation in extra-curricular activities or referral to an evidence-based alternative intervention program or restorative justice program.
- b. **Notice of Truancy.** The principal or attendance officer may issue a Notice of Truancy to a student who has been truant at least five (5) times during the current school year.

The Notice of Truancy shall:

- i. identify the classes and/or dates for which the student has been considered truant;
- ii. direct the student and parent to meet with school authorities to discuss the student's trancies;

- iii. inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the student;
  - iv. Shall be personally delivered or mailed by **certified mail** to the custodial parent or legal guardian of the student.
- c. Copies of truancy citations and notices shall be retained in the student's permanent record.
  - d. If a student transfers to or from InTech Collegiate, truancy citations and notices issued may follow the student at the discretion of the receiving LEA.
  - e. The parent shall have the right to appeal a Truancy Citation or Notice of Truancy in writing to the principal within ten (10) days of being issued.

**G. Tardiness Prevention**

- 1. A student is considered tardy if they are not in their assigned seat and ready to work when the tardy bell sounds.
- 2. Consequences to students for tardiness will be provided as follows (for each class during a term):
 

1st & 2 <sup>nd</sup> tardy =	Teacher warning
3 <sup>rd</sup> tardy =	Student will inform parent/guardian by phone
4 <sup>th</sup> tardy =	Phone call to parents and 1 hour of community service
5 <sup>th</sup> tardy =	2 hours of community service
6 <sup>th</sup> tardy =	Conference w/ parents and other administrative consequences

**H. Minors Excused From School**

- 1. As a charter school governing board, the ICBS governing board cannot legally excuse a student from attendance for the purpose of releasing a student to home school. Students wishing to be excused to homeschool must first enroll in their district of residence and follow the procedures developed by the district of residence.
- 2. The ICBS governing board may excuse a school-age minor from attendance for any of the following reasons:
  - a. a school-age minor over age 16 may receive a partial release from school to enter employment or attend a trade school. A school-age minor receiving a partial release from school is required to attend:
    - i. school part time as prescribed by the ICBS governing board; or
    - ii. home school part time.

- b. on an annual basis, a school-age minor may receive a full release from attending ICHS if:
  - i. the school-age minor has already completed the work required for graduation or has demonstrated mastery of required skills and competencies in accordance with 53A-15-102(1);

- ii. the school-age minor is in a physical or mental condition, certified by a competent physician, which renders attendance inexpedient and impracticable;
  - iii. proper influences and adequate opportunities for education are provided in connection with the school-age minor's employment; or
  - iv. the ICHS governing board has determined that a school-age minor over the age of 16 is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
- c. In each case, evidence of reasons for granting an exemption must be sufficient to satisfy the ICHS governing board.
  - d. The ICHS governing board shall issue a certificate that the minor is excused from attendance during the time specified on the certificate.

#### **I. Policy Dissemination and Review**

- 1. The ICHS Governing Board shall annually review attendance data and consider revisions to policies to encourage student attendance.
- 2. The ICHS Attendance and Truancy Prevention Policy shall be available for public review.

## Bullying Policy

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### A. Legal Authority/Requirement

- R277-613 Bullying, cyber-bullying, hazing
- R277-609 Standards for Charter School Discipline Plans
- UCA 53A-11 Bullying and Hazing
- UCA 53A-15 School Safety and Crisis Line

### B. Purpose

1. InTech Collegiate High School endeavors to maintain safe and supportive learning and working environments where all students and employees can be successful. Federal and Utah State statutes and regulations mandate and provide authority to local education agencies, including InTech, to prohibit unlawful discrimination, harassment, and retaliation on the basis of race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity. This policy defines prohibited conduct under state and federal laws and regulations and provides administrative procedures for correcting and remedying violations.
2. Abusive conduct, bullying, cyber-bullying, and/or hazing of students and employees are against federal, state and/or local policy, and are not tolerated by InTech Collegiate High School. InTech Collegiate High School is committed to providing all students, employees, and guests with a safe and civil school environment in which all members of the school community are treated with dignity and respect.
3. To that end, InTech Collegiate High School has in place policies, procedures, and practices that are designed to reduce and eliminate abusive conduct, bullying, cyber-bullying, and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Abusive conduct, bullying, cyber-bullying, harassment, and hazing of students and/or employees by students, parents, and/or employees will not be tolerated by InTech Collegiate High School.
4. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student's educational performance and involvement in school activities.
5. 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 Utah Code Ann. 53A-11-904 and or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation, a parent is found to be in violation of this policy, the parent may be restricted in the time, place, or manner of contact/communication with school employees.

## C. Definitions

1. "Abusive Conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.
  - a. A single act does not constitute abusive conduct.
2. "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:
  - a. causing physical or emotional harm to an employee or student
  - b. causing damage to the an employee's or student's property
  - c. placing the school employee or student in reasonable fear of:
    - i. harm to the employee's or student's physical or emotional well-being, or
    - ii. damage to the employee's or student's property
  - d. creating a hostile, threatening, humiliating, or abusive educational environment due to:
    - i. the pervasiveness, persistence, or severity of the actions, or
    - ii. a power differential between the bully and the target, or
  - e. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

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.
3. "Civil Rights Violations" means
  - a. bullying, cyber-bullying, or hazing that is targeted at a federally protected class
4. "Cyber-bullying" means using the Internet, a cell phone, or another device to
  - a. 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,
  - b. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

5. "Federally protected class" means any group protected from discrimination under federal law
  - a. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of **race, color, or national origin**.
  - b. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of **sex**.
  - c. 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**.
  - d. Other areas included under these acts include **religion, gender, and sexual orientation**.
  
6. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
  - a. endangers the mental or physical health or safety of a school employee or student;
    - a. involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, busing, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
    - b. involves consumption of any food, alcoholic product, drug, or other substance;
    - c. involves forced or coerced actions or activities of a sexual nature or with sexual connotations;
    - d. involves other physical activity that endangers the mental or physical health and safety of a school employee or student; or
    - e. involves any activity that would subject an employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
  - b. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club or event; or
  - c. is directed toward an employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
  - d. The conduct described above constitutes hazing, regardless of whether the employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

7. "Retaliate" means an act or communication intended:
  - a. as retribution against a person for reporting abusive conduct, bullying, cyber-bullying, or hazing; or
  - b. to improperly influence the investigation of, or the response to, a report of abusive conduct, bullying, cyber-bullying, or hazing.
8. "School Board" means the InTech Collegiate High School Governing Board.
9. "School Employee" means all employees or authorized volunteers, employed/authorized directly or indirectly, by the school or governing board.

#### **D. Publication and Annual Acknowledgement of Receipt**

1. A copy of this policy shall be included in student handbooks and be available on the InTech Collegiate High School website.
2. Each employee, student, and parent shall annual sign a statement indicating that the individual has received this policy.

#### **E. Prohibitions**

1. No school employee or student may engage in **bullying** a school employee or student:
  - a. on school property,
  - b. at a related or sponsored event,
  - c. on a school bus,
  - d. at a school bus stop, or
  - e. while the school employee or student is traveling to or from a location or event described above.
2. No school employee or student may engage in **hazing** or **cyber-bullying** a school employee or student **at any time or in any location**.
3. No student or parent may engage in **abusive conduct** of a school employee.
4. No school employee, parent, or student may engage in retaliation against:
  - a. a school employee;

- b. a student; or
  - c. an investigator for, or witness of, an alleged incident of abusive conduct, bullying, cyber-bullying, hazing, or retaliation.
5. No school employee or student may make a false allegation of abusive conduct, bullying, cyber-bullying, hazing, or retaliation against a school employee, parent, or student.
- a. False reports shall be treated as a form of bullying/retaliation.
6. Any bullying, cyber-bullying, 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.

#### **F. Actions Required if Prohibited Acts are Reported**

1. Each reported complaint shall include:
  - a. name of complaining party;
  - b. name of offender (if known);
  - c. date and location of incident(s);
  - d. a statement describing the incident(s), including names of witnesses (if known).
2. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of abusive conduct, bullying, cyber-bullying, hazing, or retaliation.
3. Verified violations of the prohibitions noted previously shall result in consequences of penalties.
  - a. Consequences or penalties may include but are not limited to:
    - i. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
    - ii. student expulsion (subject to the approval of the governing board);
    - iii. employee suspension or termination for cause of lesser disciplinary action;
    - iv. employee reassignment;

- v. restriction of a parent's unsupervised access to employees,
  - vi. restriction in the time, place, or manner of parent's communications with employees, up to and including being trespassed or
  - vii. other action against a student, parent, or employee as appropriate.
- b. Both ICHS and a victim of abusive conduct, bullying, cyber-bullying, hazing, and retaliation may also seek additional legal redress under any other provision of civil or criminal law.
4. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:
- a. Once InTech Collegiate High School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the school must take immediate an appropriate action to investigate or otherwise determine what occurred.
  - b. If it is determined that the bullying, cyber-bulling, or hazing did occur as a result of the student-victim's membership in a protected class, InTech Collegiate High School shall take prompt and effective steps reasonably calculated to:
    - i. end the bullying, cyber-bullying, or hazing
    - ii. eliminate any hostile environment, and
    - iii. prevent its recurrence.
  - c. These duties are InTech Collegiate High School's responsibilities even if the misconduct also is covered by a separate policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, or hazing as a form of discrimination.

**5. Actions must also include, as appropriate:**

- a. procedures for protecting the victim and other involved individuals from being subjected to:
  - i. further abusive conduct, bullying, cyber-bullying, or hazing, and
  - ii. retaliation for reporting the abusive conduct, bullying, cyber-bullying, or hazing.
  - iii. prompt reporting to law enforcement of all acts of abusive conduct, bullying, cyber-bullying, hazing, or retaliation that constitute suspected criminal activity.
  - iv. prompt reporting to the Office of Civil Rights (OCR) of all acts of bullying, cyber-bullying, hazing, retaliation that may be violation of student(s)' civil rights.

- v. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to student or employee discipline or parent restriction.
- vi. procedures for providing due process rights under Sections 53A-11-903 and local policies prior to long term (more than 10 days) student discipline or employee discipline.

## **G. Investigations**

1. InTech Collegiate High School will promptly and reasonably investigate allegations of abusive conduct, bullying, cyberbullying, and/or hazing.
2. The principal and guidance counselor(s) shall be responsible for taking, investigating, and responding to reports of abusive conduct, bullying, cyber-bullying, hazing, or retaliation. Taking a report of abusive conduct and following this policy as well as the stakeholder concerns policy constitutes the employee grievance procedure under related law.
3. It is InTech Collegiate High School's policy, in compliance with state and federal law, that students and employees 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 ICHS 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.

## **H. Anonymous Safety and Crisis Line (801-587-3000)**

1. The School Safety and Crisis Line at the University Neuropsychiatric Institute (UNI) is available 24 hours a day, seven days a week for an individual to:
  - a. Anonymously report:
    - i. Unsafe, violent, or criminal activities, or the threat of such activities at or near a public school;
    - ii. Incidents of bullying, cyber-bullying, or hazing; and
    - iii. Incidents of physical or sexual abuse committed by a school employee or school volunteer.
  - b. Seek crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis.
2. ICHS shall inform students, parents, and school personnel of the School Safety and Crisis Line for anonymous reporting.
3. ICHS shall follow this policy and the Stakeholder Concerns/Complaint policy when it receives an anonymous report from the School Safety and Crisis Line.

## **I. Training**

1. The training of school employees shall include training regarding abusive conduct, bullying, cyberbullying, hazing, and retaliation.

2. The training will include information on civil rights violations and compliance when civil rights violations are reported.
3. To the extent possible, programs or initiatives, designed to provide training and education regarding the prevention of abusive conduct, bullying, cyber-bullying, hazing, and retaliation should be implemented, including awareness and intervention skills such as social skills training.
4. In addition to training for all students and school employees, volunteer coaches involved in any extra-curricular activity shall:
  - a. participate in bullying and hazing prevention training prior to participation;
  - b. repeat bullying and hazing prevention training at least every three years;
  - c. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy
  - d. act consistently with the professional standards of R277-515 in all responsibilities and activities of their assignments.
5. Parents, students and faculty shall be informed about the availability and purpose of the School Safety and Crisis Line.

## **Cheating and Plagiarism**

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Each student is responsible for his/her own work. Any student involved in cheating or plagiarism will not receive credit for the work and a parent/guardian will be informed of the offense. Repeated offenses in the same class may result in a loss of course credit.

## **Communicable Diseases Policy**

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### **A. Legal Authority/Requirement:**

- R396-100            Immunization Rule for Students

### **B. Purpose:**

The intent of this policy is that decisions related to communicable diseases be based upon sound medical practice and that they cause the least possible disruption of the individual's regular schedule, thus the Board recognizes the need for a policy establishing a procedure for handling such cases that might occur among students or employees in the school.

### **C. Immunization Requirements/Records:**

1. Each student enrolled in ICHS shall be immunized in accordance with R396-100 unless properly exempted under State law and rule.
  - a. A parent claiming an exemption to immunization for medical, religious or personal reasons, as allowed by UCA 53A-11-302, shall provide to ICHS the Utah Department of Health Personal Exemption Form to be considered properly exempted.
2. ICHS shall accept immunization records provided by appropriately licensed health care professionals.
3. ICHS shall maintain an official up-to-date Utah School Immunization Record (USIR) form or a Utah Department of Health Personal Exemption Form for each student.
4. ICHS will transfer a student's immunization record or exemption form if a student transfers to another school from ICHS.
5. The Utah Department of Health or the local health department may examine, audit, and verify immunization records maintained at ICHS.
6. ICHS shall file reports related to student immunization data as required by law.

### **D. Conditional Enrollment and Suspension for Noncompliance**

1. ICHS may conditionally enroll a student who is not appropriately immunized and has not provided a proper personal exemption.
  - a. To be conditionally enrolled, a student must have received at least one dose of each required vaccine and be on schedule for subsequent immunization.
  - b. ICHS shall routinely review every thirty (30) days the immunization status of all conditionally enrolled students until each student has completed the subsequent doses and provided written documentation to the school.

2. If subsequent immunizations are one calendar month past due, the process to exclude the student from school must begin.
  - a. ICHS shall mail to the last known address of the parent or guardian a written notice of a pending suspension from school and of the parent's right to claim an exemption to immunization.
  - b. If after five (5) days the parent/guardian has failed to obtain the immunization required and provide the necessary documentation, the student must be prohibited from further attendance until in compliance.
  - c. Parents or guardian of children who are prohibited from attending school for failure to comply with the provisions of this part shall be referred to the juvenile court.

**E. Exclusions of Students who are Under Exemption or Conditionally Enrolled Status**

1. The local or state health department representative may exclude a student who has claimed an exemption to all vaccines or to one vaccine or who is conditionally enrolled from school attendance if there is good cause to believe:
  - a. that a student has a vaccine-preventable disease, and
  - b. has been exposed to a vaccine-preventable disease or will be exposed to a vaccine-preventable disease as a result of school attendance.
2. An excluded student may not attend school until the local health officer is satisfied that the student no longer risks contracting or transmitting a vaccine-preventable disease.
3. ICHS administration shall consult with the local or state health department if an outbreak of a communicable disease is suspected (but not yet confirmed) within the ICHS community to determine if an exclusion order is necessary.

**F. Planning for Students w/ Communicable Diseases or Immune Deficiencies**

1. ICHS should use the 504 process to create appropriate plans for accommodations that may be necessary for students with known immune deficiencies or communicable diseases.
  - a. Used for cases where a student is not required to be suspended or excluded.
  - b. The 504 team in such cases should include a representative of the local or state health department and/or a qualified physician appointed by the school.

### A. Legal Authority/Requirement

- UCA 26-53-101 Protection of Athletes with Head Injuries
- R277-614 Athletes and Student with Head Injuries

### B. Recognition of Concussion

1. 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 loses consciousness.
2. **Signs of a Concussion** (observed by others):
  - Student appears dazed or stunned
  - Confusion
  - Moves clumsily (altered coordination)
  - Balance problems
  - Personality change
  - Responds slowly to questions
  - Forgets events prior to hit
  - Forgets events after the hit
  - Loss of consciousness (any duration)
3. **Symptoms of a Concussion** (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
4. 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 school activity and shall not return to school activities until cleared by an appropriate health care professional.

## **Delegation of Authority**

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From time to time, the principal will have to be gone from the building. The following in priority order will be the line of authority you will contact in case of concerns that cannot wait.

1. Assistant Administrator/Registrar
2. School Counselor
3. Other Faculty in order of:
  - a. Seniority as an ICHS employee
  - b. Seniority as a licensed educator

## Digital Technology Responsible Use Agreement & Policy

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### A. Legal Authority/Reference

- Federal CIPA Act
- UCA 53A-1-706 Purchases of Educational Technology

### B. General Provisions/CIPA Statement

1. The purpose of this policy/agreement is to outline the responsibilities and restrictions that both students and adults must accept to be authorized users of ICHS digital technology equipment or networks.
2. To gain access to ICHS technology equipment or networks, a student and their parent/guardian must sign the *Responsible Use Policy Agreement (RUP)*. The *RUP* must be renewed annually.
3. Student use of computing equipment, networks, and the internet is a privilege. A student can lose this privilege and be subject to other disciplinary action should (s)he choose to violate the conditions of this agreement.
4. ICHS technology equipment and networks are provided solely for educationally related purposes.
5. Students have no expectation of privacy in electronic data or communications (i.e., files, emails, etc.) which have been created in, entered in, stored in, downloaded from, or accessed on ICHS's network or computer systems. System administrators may monitor, log, and review any or all data.
6. ICHS will provide the following digital technology protection measures:
  - a. Monitoring of student (and adult) internet and computer use
  - b. Internet safety training related to appropriate online behavior, cyber-bullying awareness and response, social networking sites, chat rooms, etc.
  - c. On campus internet content filtering on ICHS networks
  - d. Off campus internet content filtering on ICHS devices
  - e. Virus control software
  - f. Individual student usernames and passwords

### C. Definitions

1. Technology - means equipment, software, networks, and Internet access.

### **C. User Responsibilities**

When using ICHS technology, users will:

1. Use technology only with permission and supervision of authorized ICHS personnel.
2. Follow supervisor instructions immediately and ask for help when necessary.
3. Use school technology solely for educationally relevant activities.
4. Immediately report equipment failures.
5. Immediately report accidental access to unauthorized/inappropriate Internet sites.
6. Follow basic net-etiquette and be a good network citizen.
7. Check school provided email at least once per school day.

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

When using ICHS technology, users will not:

1. Access or distribute materials that are objectionable in a public school environment. (e.g. pornographic, obscene, sexually explicit, vulgar, defamatory or threatening material).
2. Use one's identity, misrepresent one's identity, or use another's identity to illegally access student or school information or send any form of electronic communication.
3. Download, upload, install or execute software without prior approval from the IT Desk.
4. Violate intellectual property rights by knowingly downloading or distributing copyrighted material.
5. Engage in illegal activities defined as a violation of local, state, and/or federal laws, including but not limited to corrupting, destroying, or manipulation of system data.
6. Engage in hacking, sniffers, key loggers, packet capture software, password grabbers, spy-ware, or software that compromises school technology in any way.
7. Change or manipulate the configuration of computer equipment or software.
8. Use ICHS technology to conduct business, political, or religious purposes.
9. Execute non-educational gaming.
10. Erase or reset memory cache, web page links, or location history without prior consent.
11. Use any interactive real time Internet activity (chat, networked gaming) without prior approval.
12. Copy system or curriculum programs or files from a computer or the network without permission.
13. Send spam emails.

### **E. School Provided Laptop Responsibilities/Restrictions**

1. **Ownership and Financial Responsibility**
  - a. School provided laptops and accessories **are the property of ICHS.**
  - b. **Parents are financially responsible at all times** for the school issued laptop assigned to their student (including when it is in the school building).

2. Laptops must come to school fully charged, every day.
3. Students are responsible backing up their files (via school-provided cloud or external storage).
4. Security of School Provided Laptops
  - a. Laptops may only be used by the student to whom it is assigned.
  - b. Passwords must be kept confidential.
  - c. Laptop and accessory ID tags must not be removed or defaced.
  - d. Laptops must not be left in unsecured locations.
5. Maintenance of School Provided Laptops
  - a. **Under NO circumstances should laptops be taken by parents or students to outside service providers for maintenance or repair.**
  - b. Only ICHS authorized staff/contractors may provide repair/maintenance.
  - c. Maintenance or repair requests should be submitted in an IT work order.
  - d. Laptops must always be carried in the school provided bag.
  - e. Aside from laptop accessories, nothing should be put in the bag with the laptop.
  - f. Laptops must not be used outdoors or in moving vehicles.
  - g. Laptops must not be subjected to temperature extremes (e.g. left in a car).
  - h. Cleaners (such as Windex or water) must not be used to clean the laptop screen.
  - i. Never eat, drink, or have food/beverage near the laptop.
  - j. Laptops must not be marked in any way with markers, stickers, etc. (except for those necessary for inventory control).
  - k. Laptops should be used on a flat, stable surface.

## **F. Non-School Equipment**

1. Users may connect to the school network with personal equipment only under the following conditions:
  - a. Personal equipment will be registered on the ICHS network with the credentials of the owner.
  - b. Personal equipment that is used to access the ICHS network falls under the same rules and regulations as school owned equipment.
  - c. ICHS may revoke the privilege of using personal equipment on our network at any time with or without cause.

## **G. Violations**

Violation of any part of this policy will subject a user to disciplinary consequences. For students, this may include failure in citizenship, revocation of privileges, failure and/or removal from computer courses, suspension, expulsion, or other appropriate disciplinary actions.

## **H. Review and Training**

1. This policy shall be reviewed annually by the IT Director to propose changes.
2. Students and faculty shall receive annual training on this policy.

## **Emergency Preparedness and Response Policy**

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### **A. Legal Requirements/Authority**

- OSHA Regulation 29CFR 1910.3 – Employee Emergency Plans
- Utah Code Ann. §53A-3-402 (18) - Powers and Responsibilities of Local Boards
- Utah Administrative Rules R277-400 – School Emergency Response Plans

### **B. Purpose**

This policy establishes general criteria for Emergency Preparedness and Emergency Response Plans (Plans) required by law and also directs school personnel to develop prevention, intervention, and response measures and to prepare staff and students to respond promptly and appropriately to emergencies.

### **C. Definitions**

1. "Emergency" means a natural or man-made disaster, accident, act of war, or other circumstance which could reasonably endanger the safety of school children or disrupt the operation of the school.
2. "Emergency Preparedness Plan" means policies and procedures developed to promote the safety and welfare of students, protect school property, or regulate the operation of schools during an emergency occurring within a school district or a school.
3. "Emergency Response Plan" means a plan developed by a school district or school to prepare and protect students and staff in the event of school violence emergencies.

### **D. Plan Development/Review**

1. The Plans shall be designed to meet ICHS's specific needs and features and updated as these needs and features change.

### **E. Notice/Dissemination of Emergency Preparedness/Response Plans/Procedures**

1. A copy of the plan(s) shall be filed in the ICHS executive director's office.
2. At the beginning of each school year, parents and staff shall receive a written notice of relevant sections of the Plans.
3. ICHS administration shall designate an Emergency Preparedness/Emergency Response week prior to April 30 of each school year and provide activities during this week that enhance emergency preparedness/response.
4. ICHS shall annually certify to the Utah State Board of Education that the Plans have been developed, presented and practiced according to state law.

## **F. Student Supervision During Emergencies**

The Plans shall contain measures which assure that:

- a. During an emergency, students receive reasonably adequate educational services and supervision during school hours.
- b. In the event of an emergency, school personnel shall maintain control of public school students and facilities during the regular school day or until students are released to a parent or legal guardian.
- c. Evacuation procedures shall provide reasonable care and supervision of students until:
  - i. Responsibility has been affirmatively assumed by another responsible party, or
  - ii. If notification of another responsible party is not practicable, a school official determines that a student is reasonably responsible to be released.
- d. InTech Collegiate shall, to the extent reasonably possible, provide educational services to school children whose regular school program has been disrupted by an extended emergency.

## **G. Emergency Preparedness Training**

The Plans shall contain measures which assure that students receive training in, and identify training materials and resources for, emergency preparedness skills and emergency response procedures.

## **H. Emergency Response Training**

1. ICHS administration shall be responsible to ensure provision of annual training for school employees on roles, responsibilities and priorities in the emergency response plan.
  - a. ICHS personnel shall coordinate with local law enforcement and other public safety representatives in appropriate drills for school safety emergencies.
2. Prevention and Intervention
  - a. ICHS administrative and counseling staff shall ensure that comprehensive violence prevention and intervention strategies are included as part of the school curriculum.
  - b. ICHS administrative and counseling staff shall develop, to the extent resources and partnerships permit, student assistance programs such as care teams, school intervention programs, and interagency case management teams.

## **I. Cooperation with Governmental Entities**

ICHS administration is authorized to enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

ICHS personnel shall cooperate with other governmental entities, as reasonably feasible, to provide emergency relief services. The Plans shall contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs.

## Evacuation Plan for ICHS

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All persons inside the building at the time an evacuation is ordered (either by alarms or by verbal order) must leave the building.

### **Staff supervising students should do the following upon an evacuation order:**

- Collect the roll sheet for period.
- Remind students to remain calm and that they should stay with their class until told otherwise.
- Remind students leave personal belongings behind (students may take their coats).
- Have students exit the classroom and close the classroom door when it is empty.
- Follow the attached evacuation routes – or if the route is blocked, move proceed to the nearest marked exit.
- All classes should meet in the PE area of the parking lot
- Once in the PE area, roll should be taken for each class. Students must remain with their class. (Students who do not remain with their class or are otherwise disruptive during any emergency drill will be subject to suspension).
- Take students back to classes and take roll again.

### **Counseling Staff should do the following upon an evacuation order:**

- Collect a radio from the front office or principal's office.
- Turn on and set radio to channel 17.
- Take any students who are with the counselor to the assembly area to meet with the student's assigned class.
- Check with each teacher to verify that every student is accounted for.
- Inform teachers when it is ok to return to the building after an "all clear"

### **Administrative Staff should do the following upon an evacuation order:**

- Call emergency numbers (if applicable)
- Collect a radio from the front office or principal's office.
- Turn on and set radio to channel 17.
- Meet in the front office to collect radios and coordinate a building sweep.
- The principal (or other administrator will radio the "all clear" to the counselors.

## **Gang Prevention & Intervention Policy**

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### **A. Legal Authority/Requirement**

- UCA 53A-11-902 Preventing and Responding to Gang Activity
- UCA 53A-15-603 Gang Prevention & Intervention
- R277-436 Standards for School Discipline Plans

### **B. Philosophy**

1. Law and the ICBS Governing Board recognize that every student should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.
2. Gang activities or activities which mimic gang activities are deemed to be unacceptable, unsafe, and/or unnecessarily disruptive to the learning process.
3. The Executive Director and other designated ICBS employees shall enforce behavioral expectations so that students demonstrating unacceptable behavior and their parents understand that such behavior will not be tolerated and will be dealt with in accordance with ICBS conduct and discipline policies.

### **C. Gang Activity Prohibited**

1. For the purposes of this policy, prohibited “gang activities” include, but are not limited to any of the following:
  - a. Committing any act or omission or using any speech, communication in any method, either verbal or non-verbal, electronic means (flashing signs, gestures, hand-shakes, texting, etc.) that demonstrates membership in or affiliation with a gang
  - b. Soliciting others for membership in a gang
  - c. Requesting any person to pay for “protection”, claiming “turf”, or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person
  - d. Possessing a weapon, controlled substances, drug paraphernalia, or other contraband
  - e. Committing any illegal act
  - f. Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property
  - g. Marking school property, books, or school work with gang names, slogans, or signs
  - i. Gang-related graffiti or damage to school property shall result in parent or guardian notification and appropriate administrative and law enforcement

actions, which may include obtaining restitution from those responsible for damage

## **B. Gang Apparel Prohibited**

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos, accessories, symbols, signs, manner of grooming, or other things which are evidence of membership in or affiliation with any gang is prohibited.
2. Recognizing that gang styles and clothing continually evolve and change, and that no list could comprehensively define all clothing affiliated with gangs, the Governing Board provides the following representative list of prohibited clothing items that, according to local gang detectives, commonly denote gang membership or affiliation:
  - a. Excessively baggy clothing
  - b. Belts worn excessively long in the front and hanging on either side
  - c. Graffiti on inside of hat brims
  - d. Bandannas, or “rags,” worn on a person or displayed (“flying colors”)
  - e. Shirts or apparel with gang symbols, monikers, insignia, colors, or other gang identifiers
  - f. Button shirts with the top button fastened and shirt tails hanging out
  - g. Any apparel or style of wearing clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view as denoting gang membership or affiliation

## **C. Confiscation of Gang Items**

1. Subject to the search and seizure policy; gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.

## **D. Consultation with Law Enforcement Authorities**

1. School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

## Graduation Requirements

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InTech Collegiate awards high school diplomas to students who successfully complete 26 total high school credits in specified content areas as shown below.

### Utah State Graduation Requirements

Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Arts	1.5
Healthy Lifestyles	2.0
CTE (Engineering)	1.0
Computer Technology	0.5
Financial Literacy	0.5
Other Electives	3.5

### Additional InTech Collegiate Requirements

Engineering*	1.0
Additional credits from any of the following: AP, CE, EC, CTE, or Foreign Language	3.0

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<b>Total Required</b>	<b>26.0</b>
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- 1 year of AP course work or a score of 3 or better on an AP exam will equal 1.0 high school credits. Three college credits is equal to .5 high school credits.
- \* For transfer students, only 1 credit of the Additional InTech Collegiate Requirements is required for each year of attendance at InTech Collegiate.

### Modifications to Graduation Requirements

Per R277-700-7J, state graduation requirements may be modified for individual students when the modifications:

- 1) Are consistent with the student's IEP or College and Career Plan
- 2) Are maintained in the student file and include a parent/guardian signature
- 3) Maintain the integrity and rigor expected for high school graduation

## **Incidents Notification Policy**

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### **A. Student Threats/Incidents Notification**

1. An ICHS administrator or guidance counselor shall notify a parent/guardian if a parent/guardians student
  - a. Threatens to commit suicide.
  - b. Is involved in an incident of abusive conduct, bullying, cyber-bullying, sexual harassment, hazing, or retaliation.
2. Notification requirements:
  - a. Notification should be made in a timely manner.
  - b. Initial notification should be attempted in person or via phone conversation.
  - c. If phone/in person contact is not possible, an email or letter may be used to meet timeliness requirements.
3. ICHS personnel shall produce and securely maintain a record that verifies that the parent was notified of the incident or threat.
4. ICHS shall provide a student a copy of a parent notification record maintained in accordance with this policy upon request.
5. ICHS shall expunge the parent notification record maintained in accordance with this policy that relates to the student if the student:
  - a. Has graduated from high school,
  - b. Requests the record be expunged.

### **B. Student Data Security Breach Notification**

1. ICHS shall notify the parent or guardian of a student if there is a release of the student's personally identifiable student data due to a security breach.

### **C. Juvenile Offender Notification**

1. Within three days of receiving information from a juvenile court or law enforcement agency, the Executive Director shall:
  - a. Make a notation in a secure file other than the student's permanent file
  - b. Notify school personnel who, in the Director's opinion, should know of the adjudication.
2. Information Access
  - a. Access to secure files shall be limited to persons authorized to receive information from the juvenile court/law enforcement.

- b. A person receiving information pursuant to this part may only discuss the information to other persons having both a right and a current need to know.
- c. Dissemination of information about students shall be consistent with FERPA and GRAMA.

**D. Student with Weapons on Campus Notification**

1. If a student is found on school property during school hours or at a school-sponsored activity in possession of a dangerous weapon, the principal shall:
  - a. Notify law enforcement personnel
  - b. Notify school personnel who, in the Principal's opinion, should know of the weapon violation.

## **Open Campus**

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- A. InTech Collegiate students are permitted to leave campus during the school day for release time periods and during lunch periods. Students need to sign in and out with the front office.
- B. InTech Collegiate High School assumes no responsibility for students who leave campus during the school day.
- C. Parents are responsible for communicating their expectations to their student(s) related to leaving campus during the day, including granting permission to their students for driving themselves, driving others, or riding in other's vehicles.
- D. Each student is responsible for communicating to his/her parent(s) when the student intends to leave campus.
- E. The principal may restrict lunch period open-campus privilege of individual students in attempting to address concerns with student behavior, attendance, or punctuality.

## Personal Electronic Device

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- A) Authority:  
This policy is required by USBE R277-495 which both requires and authorizes specific policy provisions.
- B) Purpose:  
Regulate the possession and use of personal electronic devices at ICHS.
- C) Scope:  
This policy applies at all times, to all individuals on ICHS campus, in attendance at ICHS sponsored activities (whether on or off campus), or while being transported to or from school activities in school approved transportation.
- D) Definition:  
Personal Electronic Device: Privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.
- E) Possession of Personal Electronic Devices
1. Students, faculty, and guests may generally possess personal electronic devices on school premises, at school activities, and while using school approved transportation; subject to this policy.
  2. Individuals are responsible for the security and safety of their own personal electronic devices.
- F) Use of Personal Electronic Devices
1. In General
    - a. The use of personal or school electronic devices in a way that bullies, humiliates, harasses, or intimidates school-related individuals; including students, employees, and invitees is prohibited. Such use is considered cyber-bullying.
    - b. The use of personal or school electronic devices is subject to the Acceptable Use Policy.
  2. During Assessment
    - a. Unless specifically allowed by statute, regulation, student IEP/504 or assessment directions;
      - i. The possession or use of personal electronic devices during any assessment given by ICHS personnel may be prohibited.
      - ii. The use of personal electronic devices during state and national assessments is prohibited.
  3. During Instruction
    - a. Unless specifically allowed by statute, regulation, student IEP/504;

- i. All student personal electronic devices shall be deactivated/silenced during class periods or other instructional activities
- ii. Parents needing to contact their student shall do so through the front office and not directly to students via phone or text
- iii. The use of electronic devices, including for the purpose of capturing or transmitting images, audio, or video, is prohibited in classrooms or during other instructional activities without the prior approval of the classroom teacher or activity supervisor.

#### 4. School Sponsored Transportation

- a. While the vehicle is in motion, drivers of school sponsored transportation may
  - i. use personal electronic devices for hands-free route guidance
  - ii. use personal electronic devices to communicate emergencies to emergency services (if stopping the vehicle is not practical before making the communication)
- b. While the vehicle is in motion, drivers of school sponsored transportation shall not use personal electronic devices to do other activities than those specifically authorized in this policy.

### G) Consequences for Violations:

#### 1. Student Violations

- a. School personnel are authorized to confiscate student personal electronic devices that are possessed or used in violation of this policy.
  - i. School personnel shall deposit confiscated items with the front office.
  - ii. School personnel shall not access data on personal electronic devices, except;
    - 1. To conduct an authorized administrative search, or
    - 2. For the sole purpose of identifying a lost or confiscated device's owner.
- b. Students may appeal confiscations to the school principal or designee.
- c. Students who refuse to surrender their device will be suspended pending a conference with parents.
- d. For minor offenses, students may claim their electronic devices from the front office at the end of the school day.
- e. For major or repeat offenses, administrators may
  - i. Require that a parent/guardian claim the confiscated device and/or,
  - ii. Revoke student privileges to possess or use personal electronic devices at school and/or school activities for the current school term (or amount of time equivalent to a term).
- f. In situations where administrators have reasonable suspicion that a personal electronic device is evidence or contains evidence of criminal activity (including bullying),
  - i. An administrative search of the device may be conducted; and/or
  - ii. The confiscated item will be turned over to police.

## **Public Affection**

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Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands or hug in the halls is not considered objectionable or immoderate, but kissing, holding each other, sitting/laying on top of another or more intimate touching are immoderate and objectionable.

Disciplinary action starting with a parental conference will be taken against students who ignore or refuse to cooperate with this reasonable rule.

## **Safety/Security of Personal Items**

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InTech students are expected to pick up after themselves and to keep track of their belongings, ICHS is not responsible for lost or stolen items.

1. Backpacks (except laptop bag) are prohibited in classrooms.
2. Backpacks and other personal belongings shall be stored in the student assigned locker.

## Sexual Harassment Policy

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### A. Legal Authority/Requirement

- 20 USC 1681 Education Amendments of 1972, Title IX
- 34 CFR 106.1-106.71 Office of Civil Rights Title IX Implementation Regulations
- 42 USC § 2000e Civil Rights Act of 1964, Title VII
- 29 CFR § 1064.11 Workplace Sexual Harassment Implementation Regs
- UT Constitution Art. IV § 1 Equal Rights/Privileges on the Basis of Sex
- UCA 76-5-401 through 407 Sex Crimes

### B. Purpose

1. Sexual harassment of students and employees are against federal, state and local policy, and is not tolerated by InTech Collegiate High School. InTech Collegiate High 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.
2. To that end, InTech Collegiate High School has in place policies, procedures, and practices that are designed to prevent, reduce, and eliminate sexual harassment—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Sexual harassment of students and/or employees by students and/or employees will not be tolerated by InTech Collegiate High School.
3. Sexual Harassment is, by definition, also a form of harassment, bullying, cyberbullying, or hazing and is therefore subject to any provisions of the **“Bullying, Cyber-bullying, Harassment, and Hazing Policy”** definitions and provisions unless those definitions or provisions are in express conflict with this policy or applicable law.

### C. Definitions

1. “Sexual Harassment” is unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, or gender-based harassment when any of the following occur:
  - i. **For students:**
    - i. When the conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or participation in school sponsored activities.
    - ii. When the conduct has the purpose or effect of creating an intimidating, hostile, or offensive education environment.
    - iii. When submission to such conduct is made explicitly or implicitly a term or condition of a student’s education/participation.

- iv. When submission to or rejection of such conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education.

**ii. For employees (including volunteers):**

- a. When the conduct has the purpose of effect of unreasonably interfering with an employee's work performance.
- b. When the conduct has the purpose of effect of creating an intimidating, hostile, or offensive work environment.
- c. When submission to such conduct is made explicitly or implicitly a term or condition of employment.
- d. When submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee.

**D. Publication**

- 3. A copy of this policy shall be included in student handbooks and be available on the InTech Collegiate High School website.

**E. Training**

- 6. Trainings required by the "*Bullying, Cyber-bullying, Harassment, and Hazing Policy*" should include a listing of examples of conduct (intended to be illustrative and not all-inclusive) that are often also sexual harassment.

## **Stakeholder Concerns/Complaints**

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### **Purpose/Philosophy**

1. The ICHS Governing Board recognizes that concerns regarding the operation of the school will occasionally arise; and also that constructive criticism can assist in improving the quality of ICHS programs and in meeting individual student needs more effectively.
2. The ICHS Board also places trust in its employees as professionals and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.
3. The Governing Board welcomes stakeholder input in any or all matters related to the school according to the following guidelines.

### **Referral of Complaints**

4. Stakeholders with problems or concerns should first direct their complaints to the faculty or staff member most directly related to their concern, then to the Executive Director, and then to the Governing Board.
  - a. Except when the concern involves possible criminal activity, harassment, bullying, illegal discrimination, fraud – in which case the concern should be referred immediately to the Executive Director (or to the Board Chair if the concern is with the Executive Director).
5. When stakeholders contact a member of the Governing Board about a concern, the board member should direct the individual to talk the matter over with the faculty/staff member most directly related to the issue or with the Executive Director.
  - a. Board members should advise the Executive Director of concerns which are of sufficient consequence to be carefully watched and evaluated over time.
6. If a stakeholder complaint or problem is not satisfactorily resolved with faculty/staff or the Executive Director, a stakeholder may request a hearing before the Governing Board.
  - a. The request for a hearing must be in writing and identify specifically the claimed violation and the relief requested.
  - b. The request should be directed to the Governing Board Chair.
7. The Governing Board shall conduct the hearing within thirty (30) days of receipt of a written request unless the hearing is postponed by mutual consent.

## Student Clubs Policy

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### A. Legal Authority/Requirement

- UCA 53A-11-1201 Utah Student Clubs Act
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### B. Philosophy and Purpose

1. To maintain focus on its mission, InTech Collegiate High School maintains a “closed forum” for student clubs. Therefore, only curricular clubs shall be authorized.

### C. Definitions

1. “Club” means an organization for students that meets during non-instructional time.
2. “Curricular Club” means a club that is school sponsored and that may receive leadership, direction, and support from the school beyond providing a meeting place during non-instructional time. Curricular clubs are those:
  - a. whose subject matter is taught or will soon be taught in a regular course;
  - b. whose subject matter concerns the body of courses as a whole;
  - c. in which participation is required for a particular course; or
  - d. in which participation results in academic credit.

### D. School Liability

1. Clubs will be reviewed to determine the safety of the activity pursued and the level of school liability. Clubs that are organized to pursue high-risk activities, such as those identified by the State Division of Risk Management, will not be sponsored by a school. Organizations that are not recognized or covered by the school are prohibited from using the name of the school or school mascot/logo to describe, advertise, or in any way connect the organization to the school.

### E. Authorization of Clubs

1. The principal shall establish written application procedures for student clubs and organizations. These procedures may contain deadlines by which applications must be submitted and minimum club membership. These procedures shall contain requirements for the development of a club charter, which shall identify:
  - a. The recommended club name (which shall reasonably reflect the nature, purposes and activities of the club);
  - b. A statement of the club’s purpose, goals, and activities;
  - c. A statement of the club’s categorization:
    - i. athletic
    - ii. agriculture
    - iii. business/economic
    - iv. art/music/performance

- v. science
  - vi. gaming
  - vii. religious
  - viii. community service
  - ix. other
- d. The recommended meeting times, dates, and places
  - e. A statement that the club will comply with applicable laws, rules, and policies
  - f. A budget showing the amount and source(s) of any funding
  - g. Club admission criteria (which must be objective and not violate applicable law)
  - h. Any limitations upon club activities. These limitations shall include prohibitions against:
    - i. Action or advocacy that violates the law or administrative rule; this prohibition shall not apply to appropriate discussions concerning the changing of laws or rules or actions taken through appropriate channels or procedures to effect such changes.
    - ii. Advocacy or approval of sexual activity outside of marriage, or presentations in violation of laws or regulations governing sex education or privacy rights of families or individuals.
    - iii. Action or advocacy involving the harassment or denigration of any person.
    - iv. Action or advocacy with intent to cause a person to fear or to freely exercise or enjoy any right secured by the Constitution or law of the United States of the state of Utah.

## **F. Limitations and Denials**

1. The principal may limit or deny a charter to a club if necessary to:
  - a. Protect the physical, emotional, psychological, or moral well-being of students and faculty;
  - b. Maintain order and discipline on school premises;
  - c. Prevent a material or substantial interference with the orderly conduct of a school's educational activities;
  - d. Protect the rights of parents or guardians and students;
  - e. Maintain the boundaries of socially appropriate behavior; or
  - f. Ensure compliance with all applicable laws, rules, regulations, and policies.
2. The principal shall deny access to any student organization or club whose program or activities will materially and substantially:
  - a. Encourage criminal or delinquent conduct;
  - b. Promote bigotry; or
  - c. Involve human sexuality;
  - d. Engage in or conduct mental health therapy, counseling, or psychological services for which a license would be required by state law.

## **G. Faculty Oversight of Authorized Clubs**

1. Although those seeking authorization to establish a club may propose the name of a faculty member who is willing to serve in the role of faculty sponsor, supervisor, and monitor. The school principal may accept or reject a proposed faculty sponsor in his/her sole discretion.
2. Persons who are not part of the school shall not be allowed to direct, conduct, or control club meetings. The faculty sponsor shall oversee club programs and activities to ensure compliance with the approved club charter and applicable laws and rules. The faculty sponsor must be in attendance at every meeting or activity scheduled on school premises. The school principal may cancel the authorization for any club found to be operating out of compliance of the approved charter or laws and rules.

## **H. Parental Consent**

1. Parent/guardian consent for student participation in all school clubs is required. The consent form shall include an activity disclosure statement containing the following information:
  - a. the specific name of the club;
  - b. a statement of the club's purpose, goals and activities;
  - c. a statement of the clubs categorization as a curricular club;
  - d. beginning and ending dates;
  - e. a tentative schedule of the club activities with dates, times and places specified;
  - f. personal costs associated with the club, if any;
  - g. the name of the sponsor who is responsible for the club; and
  - h. any additional information considered important for the students and parents to know.
2. All completed parental consent forms shall be filed by the parent or the club's sponsor with the school's principal or designee.

## **I. Access to Clubs**

1. The principal may limit access to clubs by persons who are not part of the school, including prohibiting outside persons from directing, conducting, controlling or regularly attending club meetings. Outside persons may attend club meetings on rare occasions to make presentations if approved in advance by the school administrator.
2. The principal shall have the authority to decide the following:
  - a. The time and place that a club may meet;
  - b. Level of school financial support provided to a club;
  - c. Club access to the school newspaper, public address system, yearbook, bulletin boards, or any combination of the foregoing.

## **J. Appeal of Club Denial, Suspension, or Termination**

1. A student or parent/guardian directly affected by the denial, suspension, or termination of a club by the principal may appeal in writing within ten (10) school days of denial to the InTech Collegiate High School Governing Board. This Board shall issue an opinion in writing either upholding or overturning the denial within ninety (90) days of receiving the appeal. This decision shall be the final administrative decision.

## STUDENT DISCIPLINE POLICY

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### A. Legal Authority/Requirement

- 20 U.S.C. 751 Gun Free School Act
- UCA 53-g-8-302 Use of Physical Restraint/Force
- UCA 53-G-8-2 School Discipline and Plans
- UCA 53G-9-6 Notification by Courts and Law Enforcement
- R277-608 Prohibition of Corporal Punishment in Schools
- R277-609 Standards for School Discipline Plans

### B. Philosophy

1. Law and the ICBS Governing Board recognize that every student should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.
2. To foster such an environment, each and every student is expected:
  - a. to follow accepted rules of conduct; and
  - b. to show respect for other people; and
  - c. To obey persons in authority at the school.
3. The Executive Director and other designated ICBS employees shall enforce behavioral expectations so that students demonstrating unacceptable behavior and their parents understand that such behavior will not be tolerated and will be dealt with in accordance with ICBS conduct and discipline policies.

### B. Definitions

1. "Restorative justice program" means a school-based program that is designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school.

### C. Promotion of Positive Student Behavior

1. With the involvement of faculty, students, parents, and others, the school principal shall develop a plan to promote positive student behavior.
2. The plan shall include:
  - a. Written standards for student behavior expectations
  - b. A continuum of evidence-based, school-wide and classroom behavior management.
  - c. Effective instructional practices for teaching student expectations, including self-discipline, citizenship, civic skills, and social skills

- d. Systematic methods of reinforcement of expected behaviors
- e. Uniform methods for correction of student behavior
- f. Uniform methods for at least annual data-based evaluation of the efficiency and effectiveness of the plan.
- g. Ongoing staff development program related to development of student behavior expectations, effective instructional practices for teaching and reinforcing behavior expectations, effective intervention strategies, and effective strategies for evaluation of the efficiency and effectiveness of interventions.

#### **D. Prohibition Against Corporal Punishment**

1. A school employee may not inflict or cause the infliction of corporal punishment upon a student.
2. This restriction does not prohibit the use of reasonable and necessary physical restraint or force:
  - a. In self-defense;
  - b. To obtain possession of a weapon or other dangerous object in the possession or under the control of a minor;
  - c. To protect another person from physical injury;
  - d. To remove from a situation a minor who is violent or disruptive; or
  - e. To protect property from being damaged.

#### **E. Authority to Discipline Students**

1. School administrators have authority to implement remedial plans for minor infractions and as an alternative to suspension/expulsion
  - a. Prior to suspending or expelling a student for repeated acts of willful disobedience, defiance or authority, or disruptive behavior which is not of a violent or extreme nature.
  - b. School administrators shall make good faith efforts to implement a remedial discipline plan that would allow a student to remain in school.
  - c. Such alternatives may include:
    - i. In-school suspension
    - ii. Parental attendance in classes with student
    - iii. After-school tutoring
    - iv. Community service to the school
    - v. Lunch/extra-curricular restrictions
    - vi. Referral to an evidence-based alternative intervention program or restorative justice program.

- d. If the parent or student fail to agree or follow-through on alternative discipline, the student shall be suspended in accordance with the ICCHS conduct and discipline policies.
2. Authority to **suspend regular education students**
- a. The Executive Director and designated administrators have the authority to suspend a regular education student for **up to ten (10) school days per incident**.
  - b. In considering whether to suspend a student, the administrator should consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources.
  - c. A suspended student shall immediately leave the school building and the school grounds following a determination by the school of the best way to transfer custody of the student to an authorized person.
  - d. A suspended student may not be readmitted to ICCHS until:
    - i. The student and parent have met with a designated school official to review the suspension and have agreed upon a plan to avoid recurrence of the problem; or
    - ii. In the discretion of the executive director, the parent of the suspended student and the student have agreed to participate in such a meeting.
  - e. A suspension may not extend beyond 10 school days unless the student and student's parent or guardian have been given a reasonable opportunity to meet with a designated school official and respond to the allegations and proposed disciplinary action.
    - i. Any days beyond the assigned suspension days in which parents do not meet with or schedule to meet with school officials shall be considered unexcused absences.
3. Authority to **suspend students with disabilities**
- a. The principal/assistant principal has the authority to suspend a student with disabilities (504 or IDEA) for up to a **cumulative ten (10) school days** for violation(s) of school rules.
  - b. Additional removals in that same school year for separate incidents of misconduct are only allowed if they do not constitute a pattern resulting in a change of placement.
4. Authority to institute a **change of placement** for student with disabilities.
- a. When a student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the ICCHS Special Education Policy Manual and State of Utah Special Education Rules shall

be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

5. Authority to **expel students**.

- a. The ICHS Governing Board delegates authority to the Executive Director to provisionally expel a student for a weapons violation that falls under mandatory one-year expulsion requirements.
  - i. The provisional expulsion shall be reviewed at the next board meeting, (either specially or regularly scheduled).
- b. The ICHS Governing Board may expel a student for serious violations for a fixed or indefinite period, provided that indefinite expulsions shall be reviewed by the Board, at least once each year.
- c. Parental responsibility for education during expulsion
  - i. If a student is expelled for a period longer than ten (10) days, the student's parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion.
  - ii. The parent or guardian shall work with designated school officials to determine how the student's education will continue through private education paid for by the parents, an alternative program offered by the school, or other alternatives which will reasonably meet the educational needs of the student.
  - iii. Costs of educational services which are not provided by the school are the responsibility of the student's parent or guardian.
- d. Related issues:
  - i. The parent or guardian and designated school officials may enlist the cooperation of the Division of Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.
  - ii. School administrators or counselors shall contact the parent or guardian of each student who has been expelled from ICHS programs and services at least once a month during the expulsion to determine the student's progress.
  - iii. The ICHS registrar shall maintain a record of all suspended or expelled student and a notation of the recorded suspension or expulsion shall be attached to the individual student's transcript.

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

### 1. Possible Suspension/Expulsion – General Causes:

- a. A student **may be** suspended or expelled from school for any of the following reasons:
  - i. Frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior, including but not limited to:
    - (1) Use of foul, profane, vulgar, or abusive language.
    - (2) Fighting.
    - (3) Bullying, harassment, hazing, or cyberbullying.
    - (4) Non-compliance with school dress code.
    - (5) Inappropriate use of ICHS electronic resources or violation of the ICHS Acceptable Use agreement.
    - (6) Inappropriate use or possession of personal electronic devices.
    - (7) Other unreasonable and substantial disruption of a class, activity, or other function of the school.
    - (8) Gang activity.
    - (9) Criminal activity.
  - ii. Willful destruction or defacing of school property.
  - iii. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school.
  - iv. Possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage.
  - v. Possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, electronic cigarettes, tobacco, or nicotine products.
  - vi. Possession or use of pornographic material on school property.
  - vii. Possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations.
  - viii. Behavior which threatens harm or causes harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

**G. Mandatory Suspension/Expulsion – General Causes:**

1. A student ***shall be*** suspended or expelled from school (or considered for a change in placement if a student with a disability) for:
  - a. Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity.
  - b. 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.

**H. Mandatory Suspension/Expulsion – Drugs:**

- I. A student ***shall be*** suspended or expelled from school for any of the following drug related violations:
  - a. Use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (including alcohol), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on school property, or in conjunction with any school activity.
  - b. Misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function.
  - c. Misuse or abuse of over-the counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies.
2. Any student who is reasonably suspected of a drug violation may be **subject to a drug test, arranged and paid for by ICHS.**
3. Any student who has been suspended or expelled for a drug violation may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of re-admission to school.
  - a. Testing and counseling required as a condition of re-admission rather than for the purpose of providing justification for the initial suspension or expulsion shall be **arranged and paid for by the student's parent/guardian.**
4. Any student who refuses to submit to required drug testing and counseling programs, or to cooperate with school officials with respect to the sharing of appropriate information, **shall be expelled** from ICHS.
5. Any student who is suspended or expelled for a drug violation may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive once, (s)he may be transferred to an alternative placement. If the student tests positive a second time, (s)he may be

expelled from all ICHS programs or activities.

- a. Any student who refuses consent for random drug testing under these conditions **shall be expelled** from all ICHS programs or activities.
6. Whenever a student receiving special education and related services under the Individuals with Disabilities Education Act (**IDEA**) or **Section 504** of the Rehabilitation Act is determined to have committed a drug violation, the **procedures** outlined in the *ICHS Special Education Policy Manual* and *USBE Special Education Rules* **shall be followed before** any long-term disciplinary action or change of placement takes place.
7. A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup and mouthwash.

J. **Mandatory One-Year Expulsion – Weapons:**

1. A student **shall be expelled** from all ICHS facilities, programs, and activities for a period of not less than one year, for weapons violations meeting the following parameters:
  - a. Any student who, in a school building, in a school vehicle, on ICHS property, or in conjunction with any school activity:
    - i. Possesses, controls, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or
    - ii. Actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities;
2. Within forty-five (45) days after the expulsion the student shall appear before the ICHS Executive Director, accompanied by a parent or legal guardian; and the Executive Director shall determine:
  - a. What conditions must be met by the student and the student's parent for the student to return to school.
  - b. If the student should be placed on probation in a regular or alternative school setting consistent with UCA § 53A-11-907.
  - c. What conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in.
  - d. If it would be in the best interest of both ICHS and the student to modify the expulsion term to less than a year, conditioned on approval by the ICHS Governing Board, and giving highest priority to providing a safe school environment for all students.

## K. Due Process for Suspensions/Expulsions

1. Due process for suspensions less than 10 days:
  - a. A student should hear a brief explanation of reason(s) for the proposed suspension prior to suspension.
  - b. A student should have the opportunity to tell his/her side of the story prior to suspension.
  - c. This student/administrator conversation or meeting should be documented by the administrator in writing or on a permanent computer file.
  - d. Student and parents should be notified as soon as reasonably possible of the school's intent/decision to suspend.
  - e. Students should be released to a parent and may only be sent from school after making contact with and receiving permission from a parent or emergency contact.
  - f. Individual teachers may use discretion as to whether to allow student work that was due or assigned during a suspension so long as:
    - i. The teacher's practice is consistent for all suspended students.
    - ii. The work missed during a short-term suspension has enough weight in itself to change a student's final grade from a passing grade to an "F"; in which case, a student will be allowed to turn in work for credit up to a "D-" grade.
2. Due process for situations where an administrator is proposing a suspension/expulsion of more than 10 days:
  - a. Written notice of reasons for the suspension/expulsion shall be provided to the student and parents.
  - b. Notice to parents that they may request a timely hearing before the board.
    - i. Typically, a timely hearing is one that occurs within the first 10 days of suspension/expulsion.
    - ii. Allowance for timeliness may be made by mutual agreement of the parties, inability of ICHS to contact parents despite documented good faith efforts, or lack of cooperation by parents.
  - c. If a parent requests a hearing, the parent shall have and receive notice of:
    - i. names of witnesses against the student and opportunity to present witnesses

- (1) Witnesses' names may be protected if the school determines they would suffer physical/psychological harm.
- (2) Students cannot **compel** witnesses.
  - ii. Reasonable time to prepare the case.
  - iii. The opportunity for counsel, if ICHS uses an attorney.
  - iv. Right to notice of procedures for the hearing in writing.
  - v. Right to have the hearing recorded.
- d. The Board's decision must not be based **solely** on hearsay.
- e. Court of law rules of evidence do not apply.
- f. The student has no official protection against self-incrimination.
  - i. If criminal charges are also pending, local law enforcement should be consulted by the Board.
- g. A decision must be made only on evidence presented at the hearing.
- h. Student/parent has the right to written findings.
- i. Decision is made by a preponderance (>50%) of the evidence (not "beyond a reasonable doubt").
- j. Student/parents must "exhaust administrative remedies" and participate and cooperate, prior to appealing a decision to District Court.

#### L. **Disruptive Student Behavior.**

1. It is unlawful for a school-age minor to engage in disruptive student behavior.
2. The ICHS Governing Board authorizes the Executive Director to issue *Notices of Disruptive Student Behavior* and *Habitually Disruptive Student Citations*.
3. The ***Notice of Disruptive Student Behavior***
  - a. Shall be issued to a qualifying minor who:
    - i. engages in disruptive student behavior, that does not result in suspension or expulsion, three times during the school year; or
    - ii. engages in disruptive student behavior, that results in suspension or expulsion, once during the school year;
  - b. Shall require that the qualifying minor and a parent of the qualifying minor:
    - i. Meet with school authorities to discuss the qualifying minor's disruptive student behavior; and

- ii. Cooperate with the ICBS Governing Board in correcting the student's disruptive behavior;
- c. Shall contain a statement indicating:
  - i. the number of additional times that, if the qualifying minor engages in disruptive student behavior that does not result in suspension or expulsion, will result in the qualifying minor receiving a habitual disruptive student behavior citation; and
  - ii. that the qualifying minor will receive a habitual disruptive student behavior citation if the qualifying minor engages in disruptive student behavior that results in suspension or expulsion;

- d. Shall be mailed by certified mail to, or served on, a parent of the qualifying minor.
- e. Shall trigger the following interventions:
  - i. A student or his/her parent may contest a notice of disruptive student behavior by first appealing to the Executive Director and then to the Board.
  - ii. A school representative shall provide to the student's parent, a list of resources available to assist the parent in resolving the disruptive student behavior problem.
- f. A school counselor (or other designated school representative) shall be assigned to work with a student who engages in disruptive behavior in an attempt to resolve the student behavior problems.

**4. A *Habitual Disruptive Student Behavior Citation*:**

- a. may only be issued to a minor student who:
  - i. engages in disruptive student behavior, that does not result in suspension or expulsion, at least six times during the school year; or engages in disruptive student behavior, that does not result in suspension or expulsion, at least three times during the school year; and engages in disruptive student behavior, that results in suspension or expulsion, at least once during the school year; or
  - ii. Engages in disruptive student behavior, that results in suspension or expulsion, at least twice during the school year.
- b. Within five days after the day on which a habitual disruptive student behavior citation is issued, an ICHS representative shall provide documentation, to a parent of the student who receives the citation, of the efforts made by a school counselor or representative required after the *Notice of Disruptive Student Behavior*.

## Student Dress Code Policy

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- A. InTech Collegiate High School's dress code is meant as a minimum dress standard.
- B. InTech student dress and grooming standards are based on safety, modesty, good hygiene and maintaining a non-distracting learning environment.

### C. Learning Environment Standards:

- 1. Students' clothing must be clean, fit properly, and be in good repair.
  - a. "Fashion" rubs, rips, and tears in clothing must follow modesty standards.
- 2. Students' appearance should be well groomed (including hair-styles and cosmetics).
- 3. Faculty may require students to remove hats, caps, or head-coverings (except those worn for religious or medical purposes) if the item:
  - a. interferes with safety (e.g. labs).
  - b. Interferes with the ability to proctor an exam.

### D. Modesty Standards:

- 1. Underwear should not be visible (no sagging pants or see-through material).
- 2. Faux (or real) lingerie/underwear should not be worn as outerwear.
- 3. Abdomens, backs, and chests should be covered.
  - a. No short shirts, no cleavage showing.
  - b. Un-layered shear/lace material does not constitute cover.
- 4. Thighs should be covered.
  - a. Skirts/shorts must come to the top of the knee when standing,
  - b. No un-layered "fashion" rips/tears above the knee.

### E. Safety/Hygiene Standards:

- 1. No weapons or look-alike weapons (includes all pocket-knives).
- 2. No gang apparel (see gang prevention policy).
- 3. No clothing that promotes or depicts violence, drugs, alcohol, tobacco, harassment, racial/ethnic/religious prejudice, vulgar language, sex/sexual suggestion, or crude/immoral behavior.
- 4. No open toe or heel footwear in science/engineering labs/shops or during PE.
- 5. No metal accessories that present a hazard to the health or safety of the wearer or others.

- F. If the principal determines that individual student's dress is inappropriate because it violates safety, modest, good hygiene, or learning environment standards, the principal may create individually tailored dress-codes for that student.

Exceptions to these rules may be permitted by the administration for specific classes as necessary (e.g. PE) or special school events and only for a short period of time.

## Student Interviews, Searches, and Arrests

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### A. Legal Authority/Purpose

- R277-614 Standards and Procedures for Student Searches

### B. Interviews, Searches, and Arrests of Students by Outside Agencies

1. ICBS recognizes that some outside government agencies/officers have legal authority to (police, probation, DCFS) interview, search, or arrest students during the school day. It is the responsibility of outside agencies (and not the responsibility of InTech Collegiate personnel) to ensure their procedures for interviews, searches, and arrests meet the requirements of the law.
2. School personnel:
  - a. Will verify the agency issued identification of individuals asking to conduct interviews, searches, arrests.
  - b. May provide such authorities with the directory information of the student(s) to be interviewed.
  - c. May request that such interviews, searches, and arrests be conducted in time, place, and manner that are less disruptive to the school environment.
  - d. May be present (unless directed otherwise by the outside agency) for interviews or searches conducted by outside agencies, but the presence of school personnel is not required.

### C. Interviews and Searches of Students by School Personnel

1. School personnel can interview students relative to their knowledge of and participation in acts prohibited on school grounds, at school activities, or in accordance with applicable harassment/bullying laws.
2. School personnel can search students, student lockers, student personal property, and any vehicles parked on school property based on reasonable suspicion that such a search will produce evidence of illegal activity or activity prohibited on a school campus or at a school activity.
3. School personnel can also conduct random searches that might include all lockers and other school property and may include the use of police dogs.

### D. Parent Notification/Consent

1. School personnel will ensure that parents are informed of any interview or search; after such has been completed; involving allegations of significant or illegal misbehavior. Such notification may be done by school employees or by the student.
2. School personnel will ensure that parents are informed of any interview, search, or arrest after such has been completed (unless directed otherwise by the outside agency). Such notification may be done by school employees, the outside agency officer, or by the student.

## **Tobacco and Nicotine Policy**

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### **A. Philosophy**

The health hazards of tobacco use have been well established. This policy is established to:

- a. Reflect and emphasize the hazards of tobacco and nicotine use;
- b. Be in compliance with state and federal law;
- c. Protect the health and safety of all students, employees, and the general public;
- d. Set a non-tobacco use example by adults.

### **B. Tobacco/Nicotine Free Campus/Activities**

1. InTech Collegiate High School campus shall be tobacco and nicotine – free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds – regardless of their being sponsored or associated with the school.
2. Possession or use of tobacco products and nicotine products (which are not approved by the FDA for tobacco/nicotine cessation) by students, employees, and visitors on school property or at school-sponsored functions is prohibited.
3. Advertising of tobacco products and non-medical nicotine products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Endorsement or sponsorship in any form of school-related event by tobacco companies is strictly prohibited.

### **C. Students Violations**

1. First Violation:
  - a. The school administrator will meet with the parent(s)/guardian(s) and the student. Option 1: The student and parent will sign a contract for the student to enroll in and complete a cessation class and the student will be referred to the Utah Quit Line, 1-888-567-TRUTH. The student will be placed in in-school suspension (with the opportunity to do class work) for the remainder of the day.  
  
Option 2: If the student/parent refuses option 1; the student will be referred to local law enforcement and suspended from school until the conclusion of the full school day.
2. Subsequent Violations:
  - a. The school administrator will meet with the parent(s)/guardian(s) and the student. The student will be referred to local law enforcement and be suspended from school until after the conclusion of the next two school days.

## Unpaid Meal Charges Policy

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### A. Legal Authority/Requirement

- SP 46-2016 Unpaid Meal Charges

### B. Purpose

1. This policy has been adopted to enable ICHS to manage meal charges in an equitable, compassionate, and fiscally responsible way.

### C. Charging Meals

1. Students unable to pay for their meal at the time of meal service shall be allowed to charge up to 10 meals.
2. Students who charge meals will receive a reimbursable (regular) meal and may select foods, on the same basis as other students, without limitation.

### D. Applying for Free/Reduced Meals

1. Information for families regarding the school lunch program and the process to apply for free or reduced price status is available in the school office and on the school website.

### E. Notification

1. ICHS will use its student information system to provide on-demand notification of lunch account balances.
2. ICHS will provide weekly email notification of low lunch account balances, expected payment dates, available assistance, and collection efforts.
3. ICHS will provide monthly mailed notification of low lunch account balances, expected payment dates, available assistance, and collection efforts.

### F. Assistance with School Meals Program Debt

1. The Food Services Manager will provide the following resources/assistance to families with a meal program debt:
  - a. Encouragement for parents to review their free or reduced lunch qualification status.
  - b. Assistance completing application for free or reduced lunch (if qualified).

- c. Repayment plans (negotiated on a case-by-case basis).
- d. Work opportunities, in lieu of payment (see “Consequences for Failure to Repay School Lunch Program Debt”).

## 2. Consequences for Failure to Repay School Lunch Program Debt

- a. Families who fail to repay a school lunch program debt shall have a fine entered into their student fee account for the amount of their lunch program debt. ICHS shall transfer an equal amount from the student fees account to the school lunch program account to cover the debt.
- b. Families shall be required to pay the subsequent student fees account debt prior to a student being able to make optional purchases (e.g. field trip admissions or yearbooks).

## G. Communication of Meal Charge Policy

1. ICHS shall annually provide parents of continuing students with a written physical or electronic copy of this policy at the time of registration.
2. ICHS shall provide parents of transferring students with a written physical or electronic copy of this policy at the time of registration.
3. ICHS shall annually provide all administrative and lunch program employees with training on this policy and a written physical or electronic copy of this policy.
4. ICHS shall send an electronic copy (or link to an electronic copy) of this policy with its weekly negative balance notices.
5. ICHS shall send a link to an electronic copy (or physical copy) of this policy with its monthly negative balance notices.
6. This policy shall be posted on the school website and included in the student handbook.

## H. Program Contacts

1. Families needing assistance with applications for free or reduced price status or assistance with a school meals program debt should contact the Food Service Manager.
  - JaDean Frehner, Food Service Manager
  - 435-753-7377; [jfrehner@intechchs.org](mailto:jfrehner@intechchs.org)

I. Assessment of Collection Effort

1. ICHS school meal program debt collection efforts shall be annually assessed by the Food Services Manager and the Executive Director.

## Visitors to the School and Student Shadows

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All school visitors, including parents, guest speakers, and others, are required to check in with the main office for safety and security reasons.

To assist potential students in deciding whether enrollment in ICCHS would be a good fit, ICCHS allows potential students to “shadow” friends/relatives (student sponsors) that are currently ICCHS students. The “shadow” program is meant solely to assist potential students in making such a decision (not simply so that friends from different schools may “hang-out”).

The following rules apply to any potential student who wishes to shadow at ICCHS:

- 1) The potential student must currently be an 8th-10th grade student, who is under 17 years of age.
- 2) Potential students may only shadow one day at ICCHS during the school year.
- 3) Shadowing students are required to complete an application form (available from the office) and provide it to the ICCHS principal prior to arriving for a shadowing experience.
- 4) The ICCHS will call the parents of the shadowing & sponsoring student to approve/deny this application.
- 5) Shadowing students must be accompanied, at all times, either by ICCHS staff or by the student sponsor.
- 6) Shadowing students must follow all ICCHS school rules, classroom rules, and instructions from ICCHS staff while shadowing and are expected to participate in classes they attend unless instructed otherwise by the teacher.
- 7) On the shadowing date, the shadowing student must a) check-in with the office b) be given a facility tour and c) meet with the Principal (or Counselor, if the Principal is unavailable).
- 8) The shadowing student will carry a copy of his/her approved shadow application for the entire time s(he) is at ICCHS.
- 9) The shadowing student will check in and out of the front office each time (s)he enters/leaves the building.
- 10) The parents of both the shadowing and sponsoring student are responsible for the behavior of the shadowing student while (s)he is shadowing at ICCHS. This includes being responsible to come immediately, at the request of the ICCHS principal, in case of any disruptive behavior on the part of either the sponsoring or shadowing student.

## Wellness Policy & Plan

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### **B. Nutrition Education Goals**

1. Nutrition topics shall be integrated within the comprehensive health education curriculum, physical education curriculum, and advisory classes taught at every grade.

### **C. Physical Activity Goals**

1. A comprehensive physical education curriculum will enable students to acquire the knowledge and skills necessary to maintain physical fitness, participate in physical activities and make healthy lifestyle choices. Students not enrolled in a physical education class will have opportunities to participate in physical activities held during advisory classes taught at every grade.

### **Nutrition Promotion Goals**

1. Nutrition Promotion will be part of advisory classes at every grade, school wide school assemblies, and part of student leadership involvement with the school.

### **E. Goals for School-Based Activities Designed to Promote Student Wellness**

1. Components of the Wellness Plan will be discussed in each of the following areas:
  - a. Advisory Periods
  - b. Health and PE Class
  - c. Teacher training
  - d. School Assemblies

### **D. School-Based Activities will include:**

1. Nutrition and Physical Activity Incentive Program
2. Intramural Sports Club
3. School-Wide 5K in the Fall and Spring

### **E. Promotion of the Activities will include:**

1. Introduction of the Incentive Program during an assembly
2. Student Leadership planned activities
3. Parent emails and newsletters
4. Student Leadership Maintained Bulletin Board promoting nutrition and physical activity
5. Quarterly Awards during an assembly for Incentive Program participants
6. School announcements

### **F. Goals in the School Meals Program**

1. All school meals through the National School Lunch Programs will:

- a. Be appealing and attractive to students
- b. Be served in clean and pleasant settings
- c. Offer a variety of fruits and vegetables
- d. Drinking water is available at all times from drinking fountains

#### **G. Establishing Nutrition Standards for All Foods Available on School Campus during the School Day**

- 1. InTech participates in the National School Lunch program and meets all Nutrient Standards established by the USDA
- 2. All foods sold during the school day, including in vending machines, must comply with the USDA minimum nutrient value.
- 3. There will be no marketing allowed for food and beverages that do not meet the smart snacks standards.

#### **H. Goals for Measurement and Evaluation**

- 1. The wellness committee will consist of the lunch manager, physical education teacher, school counselor, volunteer parents, and student leadership. The wellness committee will:
  - a. Meet at least annually.
  - b. Assess the success of the wellness policy by the number of promotional activities and participants in the activities.
  - c. Notify parents about the success of the wellness policy ~~in a newsletter~~ via website at the end of the school year.
  - d. Highlight areas in need of future change.
  - e. Recommend modifications that will positively impact student health.
  - f. Participate in a Triennial Assessment to determine:
    - i Compliance with current policy
    - ii Progress made toward attaining goals
    - iii Documentation of assessment efforts
- 2. The lunch manager will ensure that the school complies with the wellness policy.
- 3. The wellness policy will require principal and board approval.