



Policies and Procedures
STUDENT HANDBOOK
2019/2020

Advisory/Study Hall

For Middle and High School students, an Advisory period will be held daily during the school year. Advisory is an important part of the day for students where they learn important executive functioning skills, track their grades and assignment completion, take assessments, and other important things. Advisory is not an optional part of the school day.

Attendance Policy

***SEE ATTACHED ATTENDANCE POLICY**

Other Attendance Issues:

- All students who perform or represent Spectrum Academy in sporting events, or other school performing groups, competitions, or presentations (i.e. student government, assembly participation, club competitions, cheerleading, etc.) must maintain 80% attendance at a minimum in order to participate. **Coaches and staff members are strongly encouraged to track students' attendance in order to avoid the loss of key student participants.** Students who wish to participate and who have not maintained an 80% attendance rate in the quarter must do the following before they can continue to participate:
 - Regain attendance credit that was lost.
 - Have no unexcused absences for 10 school days before participating.
- For classes with performing groups – when students become ineligible to participate due to attendance, an alternative assignment must be given for students if performances are included as part of the class grade.
- **If a student is absent from school for more than 10 consecutive school days, the student will be dropped from the rolls and must be re-enrolled by the parent or guardian before resuming classes.**
- **The City of Pleasant Grove has a daytime curfew which is in effect during school hours. Students who leave campus during school hours risk getting a Daytime Curfew ticket from law enforcement unless they have a Parent Release card.**

Cell Phones & Electronic Devices

No personal use of cell phones or electronic devices during instructional time. Students are allowed to appropriately use cell phones before school and after school. However, once the bell rings for instruction time, cell phones can no longer be used on school property. 1st offense of improper cell phone use will result in the phone being confiscated. Each additional offense will require a parent to pick up the phone at the school during office hours.

Class Changes

Class changes will only be accepted if the change is based on a significant academic reason. All class changes must be completed during the first week of each semester. Students must fill out a schedule change form and a parent's signature must be on the form. Students may NOT elect to drop or transfer from a class after the first week of class. A \$10.00 fee may be assessed for class changes.

Clubs/Guilds

Clubs/guilds may be organized to meet the educational objectives of our school and provide benefits to the student. Only clubs approved by the administration may exist on campus at Spectrum Academy. Approval will occur only after the club submits a constitution/by-laws, defines the purpose of the club, identifies a faculty advisor, and meets the standards imposed on clubs by the school.

The Federal Equal Access Act, 20 U.S.C. Sec. 4071-4074 applies to school clubs. Membership in school clubs is available only to students of Spectrum Academy. Participation in school clubs is strictly voluntary, and the school reserves the right to discipline students involved in club activities for inappropriate behaviors. Spectrum Academy shall not be identified, or otherwise associated, with the goals, objectives, activities, or opinions of any non-curriculum related student groups. In affording student groups an opportunity to meet, the school is merely making its facilities available.

Computer Labs and Use

Spectrum Academy offers sophisticated computer equipment and training to students. To assure that the equipment is serviceable and the system secure, students must comply with computer access guidelines provided by the teacher or computer lab director. Students and parents must sign the Spectrum Academy's Acceptable Use Policy before the student is allowed to use school computers. Improper use of equipment (which includes any vandalism, accessing inappropriate sites on the Internet, downloading unauthorized files, etc.) will be dealt with per the Spectrum Academy Code of Conduct.

Dances and Stomps

Spectrum Academy holds dances and stomps throughout the year to provide opportunities for students to socialize. To help insure safety and a positive atmosphere at these events, the following rules have been established:

- Stomps are restricted to current Spectrum Academy students only.
- Stomp admission fees vary. Students with perfect attendance the preceding quarter may be admitted free to some school activities, including dances, sponsored by Spectrum Academy for the following trimester.
- All DJs must be cleared by the Spectrum Academy administrator in charge of student activities.
- No outside food or drinks are allowed to be brought into school events.
- No alcoholic beverages, controlled substances, illegal drugs, or firearms of any kind are allowed on or in the activity venue.
- Students who do not currently attend Spectrum Academy may attend dances (not stomps) only if attending with a current Spectrum Academy student. A Visiting Student Clearance form will be required for any non-Spectrum Academy student.
- To help maintain an appropriate atmosphere and insure safety at dances, no inappropriate dancing (slamming, moshing, freaking, suggestive or sexual) will be permitted. Failure to comply may result in the student's removal from the activity without refund.
- Students may not be re-admitted to a dance or stomp once they leave. Disruptive or belligerent students are subject to arrest by law enforcement.
- School dances end promptly at 10:00.

Dress Code

To maintain a positive learning environment, all students are encouraged to dress appropriately – meaning clean, modest, and non-disruptive attire. The following are examples of dress code violations:

- Tank tops, tops with spaghetti straps, or shirts or blouses of any kind where the sleeve does not come to the edge of the shoulder.
- Low-cut necklines or bare midribs (when elbows are raised to shoulder height).
- Skirts or shorts that are shorter than mid-thigh.
- Clothing that leaves any part of the underwear exposed.
- Sheer, transparent, or suggestive clothing.
- Clothing that is sexually provocative.
- Clothing that has been mutilated (cut, torn, stapled, etc.).
- Clothing that displays offensive language (swearing, suggestive or vulgar language, etc.) or inappropriate images (weapons, individuals who promote crime, etc.), or slogans or advertisements for any substances that are not legal for students to possess.
- Clothing that is gang-related.
- Potentially dangerous apparel or accessories, e.g. chains, spiked clothing, etc.
- Any clothing that may disrupt schooling or demean any element of our society.

NOTE: Shoes or sandals must be worn at all times (state law).

Drug Testing Policy

*SEE SAFE SCHOOLS POLICY

Due Process

A fundamental right enjoyed by all citizens of the United States is “due process.” Specifically, students are entitled to the following safeguards:

- A right to have proper notification of potential deprivation of educational rights. Such deprivation must be connected to a reasonable school policy and must have a reasonable relationship to a school purpose.
- A right to a fairly conducted hearing where the student has the right to be heard, to be represented by counsel, and the right to bring evidence in his/her behalf.
- A right to appeal to a higher authority.

Early Release

Spectrum Academy will release students according to the early out bell schedule for each campus for events such as Parent-Teacher Conferences, as indicated on the school’s calendar.

Eighteen Year Old Students

All students attending the regular high school, regardless of age, are subject to the same rules. An 18-year-old is, therefore, required to have the same parent permission and the same parent involvement as a younger student requires.

Eligibility to Represent Spectrum Academy

The Spectrum Academy Administration reserves the right to declare any student ineligible to represent the school in any organization or activity, which includes UHSAA (Utah High School Activities Association) activities. These privileges will be revoked if a student fails to uphold adopted school standards.

Athletic Eligibility:

Students must maintain a 2.0 GPA, and have no more than 1 “F” grade during a grading period to be eligible to participate in school athletics. Furthermore, all athletes must have a physical completed before practicing or playing with a team. Students who wish to do summer make-up classes for eligibility need to complete the course by the 2nd Friday in August.

Fee Waivers

Utah State law provides for the waiver of fees to those who can document an inability to pay the required fee, deposit, or charge. Parents or guardians of students requesting a fee waiver must provide documentation. Fines incurred by a student during the school year (loss of a book, damage to school property, parking fines, etc.) are not covered by fee waivers and must be paid by the end of the school year.

FERPA Privacy Issues

The Family Education Rights Privacy Act (FERPA) exists to protect students and families from intrusions into their private lives. At the same time schools are public institutions that work “openly.” Among the “open” information items are “directory information” matters: Student handbook with lists of student names, yearbook photos, newspaper photos, bulletin board photos, and mass media coverage of school events or activities. If a parent desires that the student’s name and pictures not be used in such matters, the parent is expected to inform the school NOT to release directory information (names/pictures) of the student. Absent such notification, the school will proceed to include the student in lists and photo opportunities as noted above.

Field Trips

Field trips that take place during the school day are considered to be part of the regular school program and it is assumed that parents approve of their student participating in those activities unless the parent notifies the school otherwise. Field trips that extend outside of the school day will require signed parent approval for the child to participate. Approval forms will be provided by the individual teacher.

Grade Change Policy

Once a teacher assigns a grade to a student, that grade can only be changed by the teacher giving the grade. In any case, such changes must be made within six-weeks of the end of the term, and no later. For eligibility in activities that fall under the sponsorship of the Utah High School Activities Association, all changes to grades must occur within seven (7) calendar days of the end of a grading period. Changes made after the seven (7) days do not restore eligibility. See the UHSAA handbook for the complete rule.

Graduation

Graduates need 24 credits for graduation.

In addition to the credit requirement, students must complete the following required courses of study:

English:	4 credits
Math:	3 credits (must include Elem. Algebra & Geometry)
Science:	3 credits
Social Studies:	3 credits (must include Geog., World Civ., US Hist., & US Govt.)
Healthy Lifestyles	2 credits (must include Part. Skills, Fit for Life, & Health Ed II)
Exploring Computer Science:	0.5 credit
Career Technical:	1 credit
Fine Arts:	1.5 credit
Financial Literacy	0.5 credit
Electives:	5.5 credits

Seniors who have not met all requirements noted above will not graduate or receive a diploma.

In addition, the State legislature and State Office of Education have ruled that graduating students must take and pass a Civics Test and take a Financial Literacy Test. These tests are administered once a year on dates established by Spectrum Academy.

Graduation Clearance

Students who do not have the necessary credits completed for graduation will not participate in graduation exercises. A graduation clearance list will be posted early in May, and students should check to see their names are cleared for graduation.

Immunizations

The State of Utah requires all students in grades 7-12 to have a second immunization of a measles vaccine. Students who have not updated their immunization in this manner will not be admitted to school. State law requires the school to review all student immunizations to assure compliance with the state law.

Lockers

Student lockers are school property and are subject to search by school administrators. Because the school cannot control the student's dissemination of locker combination numbers, the school is not responsible nor liable for thefts from lockers. Students are encouraged NOT to leave valuables or money in lockers. Students are encouraged to properly secure lockers at all times in order to minimize theft opportunities.

Students will be responsible for their assigned locker. Any destruction to a locker will be charged against the assigned occupants unless reported otherwise and must be paid by the end of the school year, whether or not the student is on fee waivers.

Lost and Found

Found items should be turned in to the office. Lost items must be reported immediately. Owners must identify lost articles before they are returned. Lost articles not picked up at the end of each semester will be given to charity.

Lunch Program

Spectrum Academy provides a lunch program every day in the cafeteria. Contact the front office for details and questions.

Messages & Deliveries to Students

During class time, no messages or deliveries to students will be made. Instead, between classes or at lunch time, announcements of messages and deliveries will be made, inviting the student to come to the office for the message/delivery.

Parent Approval of Student Released Time

State law requires that all students attend school full time. However, seniors may apply for parent release under the following conditions:

- Student is on-line to graduate; no failed core classes in grades 9 - 11
- Student has a 3.0 GPA or better
- Student must have earned no Fs during the preceding Semester
- Student must have 90% attendance or better
- Student may not have any parent release in the middle of the day.
- Parents' request for "parent release" indicates that parents understand that release may jeopardize the student's graduation.
- Students are enrolled in a pre approved released time program (seminary).

Parking

Students who intend to drive to school must understand and observe the following:

- Parking in the student parking areas is on a first-come, first-served basis.
- Students ARE NOT ALLOWED to park in any area of the school grounds not marked with parking stalls.
- All vehicles parked at Spectrum Academy are, if suspected of harboring illegal substances and/or items, subject to search by the administration or security.
- Any car illegally parked or deemed a nuisance is subject to a ticket and fine of \$10.00 and /or may be towed at owner's expense.
- Vehicle speeds on campus cannot exceed 10 MPH! Students that speed or drive recklessly will be issued a citation and parking privileges will be terminated.
- Spectrum Academy is not liable for vandalism, theft, or accidents involving vehicles while on campus.

PLEASE NOTE- on the third unpaid parking violation your car can be towed or booted!

Roller Blading/Skate Boarding

Students are not allowed to rollerblade or skateboard on school sidewalks or in school buildings.

Searches & Seizure

In order to maintain order and discipline in a school and to address the challenges posed by drugs, weapons, and theft, school administrators are empowered to conduct on-campus searches of student lockers, bags, and automobiles. Students are advised that searches by school administrators may occur on campus. Additionally, law enforcement may be summoned if sufficient cause for a search is apparent.

Selecting Performing Groups/Teams Members

Selection of members of school performing groups or teams is based upon the criteria of each group or team's director or coach. This may include tryouts and outside judging. Selection is not based upon voting of the student body or of those trying out.

Seminary

Release time for Seminary is a privilege. If this privilege is abused, the administration has the right to revoke this privilege.

Sexual Harassment

The Spectrum Academy forbids sexual harassment as an illegal form of discrimination. This includes student-to-student as well as adult-to-student, student-to-adult, or adult-to-adult harassment. If you believe you are being sexually harassed, your best recourse may be first to tell the person involved that you are uncomfortable with the behavior and do not like it, and that you want it stopped. In many cases your clear indication that you want something stopped will be enough to take care of the situation. However, if the harassment continues you should immediately and directly notify the appropriate school or district authorities (teachers, administrators, etc.).

Sick Room

We have two sick beds at Spectrum Academy. Students who are ill have 20 minutes to lie down. If a student is still sick, they should check out from the office and go home. We do not have a school nurse on duty at all times in all locations.

Student-Body I.D. Cards

A student body card is an identification card and passport to school functions. It is not transferable. A card will be confiscated if used improperly. If a student loses his/her card, a \$5.00 replacement fee will be charged.

Student Government Elections

Packets for school elections may be obtained from the Student Government Advisor. Before a candidate will be allowed to enter the primary campaign a candidate packet must be complete, submitted on time and the candidate be eligible for office. Loo

Suspension

The school may suspend a student for misbehavior or poor attendance for up to 10 days. In addition, the school may suspend a student on serious (Level V) violations, or repeated lower level violations. In such cases, the student will be suspended for a minimum of ten days up to a maximum penalty of expulsion from the school. Students suspended for more than ten days are entitled to a "Due Process Hearing" at the school. During any suspension, if the student comes onto the school campus, s/he may be cited for trespassing. See Attendance section for more information on student responsibilities during suspensions.

School Telephones

School telephones are to be used for official school business. Students and teachers will not be called while classes are in session. However, emergency messages will be delivered promptly to those concerned. If students bring personal cell phones to school, they should be used for emergencies only and may not be used during class time or during assemblies.

Theft

Students should report thefts to the school office immediately. The school is not responsible for losses due to thefts. Students are advised to leave valuables at home.

Travel

When students are representing the school, they must travel as a group to and from the activity and use district approved transportation. Any student who knowingly avoids school officials so that he/she will not be transported to or from the activity may be excluded from all bus transportation.

Trespass

Utah State law provides that a person is guilty of criminal trespass on school property if the person does the following:

- Enters or remains unlawfully on school property, and:
 - intends to cause annoyance or injury to a person or damage to property on the school property;
 - intends to commit a crime; or
 - is reckless as to whether the person's presence will cause fear for the safety of another; or
- Enters or remains without authorization on school property if notice against entry or remaining has been given by:
 - personal communication to the person by a school official or an individual with apparent authority to act for a school official;
 - the posting of signs responsible likely to come to the attention of trespassers;
 - fencing or other enclosure obviously designed to exclude trespassers; or
 - a current order of suspension or expulsion.

During class time, students are expected to be in class. Students are not allowed to be in the school building if they are not enrolled in a class. Violators will be cited for trespass and referred to the courts. If you are in the building or on school grounds after hours or on weekends without adult supervision and direction, you can be arrested for trespass.

Valedictorian / Salutatorian

The Spectrum Academy valedictorian and salutatorian are special honors reserved for the two senior students who have the highest academic achievement at Spectrum Academy.

Visitors

Student visitors are not permitted during school hours unless they are part of an official student delegation from another school.

Weapons

State law provides that a person who possesses a weapon, explosive, flammable material, or other material dangerous to persons or property in a public or private elementary or secondary school, on the grounds of the school, or in those parts of a building, park, or stadium which are being used for an activity sponsored by or through the school is guilty of a class B misdemeanor or higher penalty as provided in Title 76, Criminal Code. See also Gun Free Safe Schools Legislation

Withdrawals

When a student exits Spectrum Academy, he/she must contact a secretary to obtain a withdrawal form. This form must be signed by a parent and presented to each teacher, media coordinator and lunch room manager who will list any charges due and sign the space provided. The grades the student has earned to date will also be listed by each teacher on the withdrawal form. The student must also turn in his/her student body ID card at that time. All fees and charges must be paid at time of check-out or records will not be sent to new school.