



# **Student/Parent Policies and Procedures Manual**



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## Spectrum Academy

### ***Mission Statement***

Spectrum Academy is the premier charter school in Utah for students with High Functioning Autism, Asperger's Syndrome and others who would benefit from our unique learning environment. We provide small class sizes, with individualized instruction and innovative social skills curriculum. We help students reach their fullest potential academically, socially and emotionally, leading to a productive and successful future.

### ***History***

A group of extremely dedicated parents of children with Asperger's Syndrome and High Functioning Autism saw a need for an education option dedicated to their children's specific needs. This group of parents and community members organized and wrote a charter that would enable children with Asperger's Syndrome and High Functioning Autism to attend a public school that caters specifically to the needs of this population.

### ***What is a Charter School?***

Charter Schools are independent public schools, designed and operated by educators, parents, community leaders and other interested individuals. They are sponsored by designated local and state educational organizations that monitor their quality and integrity, which holds them accountable to the same standards of school districts, but allows them to operate free from the traditional bureaucratic and regulatory red tape that can bind the public school system. Charter Schools are held to all of the same academic requirements and scrutiny as any other public school including things such as academic testing, qualified and licensed teachers, and providing special education services to children with disabilities. Charter schools, however are designed to deliver specific programs tailored to educational excellence and community needs. Since charter schools are schools of choice, they are held to the highest level of accountability – consumer demand.

### ***Board of Directors***

The responsibilities of the board include determining the mission of the school, articulating and implementing the mission statement; selecting, supporting and evaluating the director; ensuring effective organizational planning, adequate resources, managing resources effectively; determining, monitoring and strengthening the school's programs and services; enhancing the school's public standing; ensuring legal and ethical integrity, maintaining accountability; recruiting and orienting new board members and assessing board performance. **Also see code of conduct pages.**

### ***Faculty***

Each child is an individual, with his/her distinct personality and inner developmental timetable and potential. The uniqueness of each child and his/her needs are respected by all staff at the Spectrum Academy. It is important that students feel safe and secure in their school environment. The Spectrum Academy is designed as a community of learners consisting of students, educators, paraprofessionals, volunteers, administration and support staff to ensure sensory friendly, accepting and accommodating education of children with Asperger's Syndrome, High Functioning Autism, and other alternative learners.

Our teachers are chosen for their educational qualifications and experience to help our students reach their potential academically. They were also chosen because we believe that their personal



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qualities, interest in and dedication to working with children with Autism Spectrum Disorders (ASDs), will provide a balance in meeting academic goals while also helping our students achieve success in their social and relationship goals.. This selectivity has resulted in an outstanding group of professional's dedicated to the students. Our support staff includes full time speech and occupational therapists.

### ***Non-Discriminatory Policy***

The Spectrum Academy admits students of any race, color, gender, national or ethnic origin, and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. The Spectrum Academy does not discriminate on basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs, nor employment.

## Student Policies

### ***Advisory – Middle & High School***

Advisory will be held Monday - Friday during the school year. Students whose grades are C- or above in all classes will participate in enrichment activities during this time. These activities include instruction of executive functioning skills, support with transition activities, review of grades/citizenship, and support with IEP goals. Students who receive a D+ grade or lower in any class will be required to make-up missing assignments during this time.

In addition to enrichment activities and support for improving grades, students receive information about the school and upcoming events. Advisory is not an optional part of the school day.

### ***Attendance***

To ensure that students are successful in their classes all Spectrum Academy students are required to attend all of their scheduled classes on every scheduled school day. Spectrum's Attendance Policy is as follows:

#### **A. Expectation of Excellent Attendance**

1. Students who sign Spectrum Academy's Parent-Student-School Compact declare that "We are focused on learning," and, "We strive to do our best." Daily attendance is expected to enable a student to meet these commitments. Spectrum Academy places a high priority on the classroom experience: class time is the most important reason why a student is required to attend school! If a student misses class, the learning cannot adequately be "made up" by sending home an alternate assignment or packet. Homework from a missed class may not be doable without the learning from the class.
2. It is the responsibility of the student to make a prompt and earnest effort to make up learning missed because of absence from class.
3. Utah Compulsory Attendance Law [53A-11-101] requires every school age child to be in school. Parents/guardians are responsible for ensuring their children's regular school attendance.

#### **B. Shared Responsibility for Good Attendance and Responses to Absence**

*The student will:*

- Attend every school day, except when excused in accordance with school policy.
- Discuss with advisor or school counselor any issues that may interfere with good attendance.
- Provide the school office with any communication from parent/guardian about attendance.
- Obtain from the school office a form for prior-approval for extended absence.
- In advance of planned absences, consult with teachers and collect work.
- Immediately on return to school from an unplanned absence, obtain from teachers any missed work, and complete this work as soon as possible, or as required by a teacher.
- Follow check-in and check-out procedures.
- Respectfully follow procedures in consequence of unauthorized absence.

*The parent will:*

- Monitor student attendance, either online using SIS, or through contact with the school office.
- Send a completed "Request for Parental Excusal of Absence or Tardy" form to the school office within the appropriate time frame as described in the Attendance Policy

- Submit the “Request for Pre-Approval of Extended Absence” form at least five school days before the start of a period of extended absence. If five days prior notice is not possible, this form should be turned in as soon as possible.
- Encourage and support the student in maintaining excellent attendance.
- As much as possible, schedule medical appointments, vacations and other events that require students to miss school outside of school time.
- Attend parent-student-teacher conferences.
- Respond in a timely and constructive manner to communication from the school about a student’s attendance.

*Teachers and school personnel will:*

- Take attendance accurately for each class.
- Notify a parent when a student is absent from school.
- Provide support to a student in maintaining excellent attendance, and recognize those students with exemplary attendance.
- Notify a parent of concerns about a student’s attendance, or when a student is subject to consequences for unauthorized absence.
- As far as reasonably possible, provide work in advance for approved extended absences.
- Hold students responsible for missed learning due to absences.

C. Check In to School

1. If a student arrives in school after 8:40, or after school has started for that student, he/she must report to the office and sign in to school.
2. If a student has signed in to school and is to proceed to enter class, he/she will be issued a late note, which must be given to the class teacher on entry to the class. The office staff will record the student’s late arrival in the attendance system.
3. If there is a difference between the time on the late slip and the time of the student’s arrival to class that suggests that the student did not proceed directly to class, the student may be required to serve restitution time.
4. Students are required to enter a class in session without causing disruption. At an appropriate moment, students are expected to explain to the teacher the reason for the late arrival, or to request understanding if confidentiality is desired.

D. Check Out of School

1. A student needing to leave school before the end of the day must check out at the office.
2. Whenever possible, the student will provide the office staff with a note explaining the reason.
3. Whenever possible, the student will show the parental note explaining the need to leave school to the teachers of the classes that will be missed.
4. If a note is not produced, the office staff will confirm with a parent, or release contact, that the student may be released from school.
5. If a student leaves school without following the above procedures for check out, an incident of unauthorized absence will be recorded in each class for which the student was absent for any time. A parent may not excuse this absence subsequently.

E. Late Arrival to Class

1. A student arriving in class after it started and before the end of the class period will be marked as late to that period.
2. A parent may excuse late arrival to a class period on a maximum of three occasions in a quarter in writing. It is the student’s responsibility to ensure that this note is turned in to the office before school starts the next day.  
Failure to turn in a written excuse will result in discipline consequences as outlined below.



3. Unauthorized late arrival will be responded to as follows:

| <b>Number of late arrivals to <u>any</u> class period in a quarter</b> | <b>Consequences</b>                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                      | Verbal warning of consequences of late arrival.                                                                                                                                                                                                                                                                                                              |
| 2                                                                      | At least 30 minutes of in-school study to be completed during advisory time as designated by advisory teacher.                                                                                                                                                                                                                                               |
| 3                                                                      | At least 30 minutes of in-school study to be completed during advisory time as designated by advisory teacher.                                                                                                                                                                                                                                               |
| 4                                                                      | At least 30 minutes of in-school study to be completed during advisory time as designated by advisory teacher.<br>Parent Phone Call- Student & Advisor meeting<br>Plan for steps required for students to be more successful                                                                                                                                 |
| 5                                                                      | At least 60 minutes of in-school study to be completed during advisory time as designated by advisory teacher.                                                                                                                                                                                                                                               |
| 6                                                                      | At least 60 minutes of in-school study to be completed during advisory time as designated by advisory teacher.                                                                                                                                                                                                                                               |
| 7                                                                      | 1 hour of community service to be completed before or after school<br><i>(may be made up in 10-15 increments over several consecutive days if needed)</i><br><i>A 5 dollar administrative fee will be assessed. This fee is not subject to waivers.</i><br>Parent, Teacher, & Advisor Meeting<br>Interventions for student success developed and implemented |

4. Three unexcused tardies in a single class will equate to one unexcused absence. Having nine or more unexcused tardies in a single class during the term will result in the student receiving a “U” or “Unsatisfactory” mark in citizenship on their report card.

F. Excessive Late Arrivals to Class

1. More than 7 tardies in a quarter will be treated as a serious issue. A meeting with the Principal, student, and parent will be required to develop a plan that will outline steps required for the student to be successful, as well as consequences for subsequent tardies. Consequences may include community service, Attendance/Citizenship Recovery classes or other consequences to encourage the student to be on time for class.
2. The student must maintain improved attendance, as exhibited by no more than 4 unauthorized tardies, for one full quarter.

G. Late Arrival in School: Clarification of Lateness and Absence

1. If the student arrives in school having missed one or more entire class periods, the student is considered to have been absent for those periods.
2. If a student arrives late to school having missed one or more entire class periods, and then enters a class after the end of the preceding passing time, the student is considered to have been absent from the entire periods missed, and to be late for the class period entered.
3. If a student arrives late to school having missed one or more entire class periods, and then enters a class right before the end of the preceding passing time, the student is considered to have been absent from the entire periods missed, but no mark of late will be made.

H. Excusal by Parent of Absences for Valid Reasons

1. If a parent wishes to excuse an episode of absence, not to exceed 3 episodes, 5 full school days in an academic quarter or 5 classes of the same period, the parent must submit the “Request for Parental Excusal of Absence” form to the school office within four school days of the last absence. Requests received more than four school days after the last day of the absence will be denied, except for in approved, extenuating circumstances.
  2. A request by a parent for the excusal of an absence for valid reasons will be accepted if the absence was due to:
    - a. an illness;
    - b. a death of a family member or close friend;
    - c. a medical appointment;
    - d. a family emergency;
    - e. an approved school activity;
    - f. an unforeseen event, in exceptional circumstance, such as car trouble or weather delays.
    - g. an absence permitted by a school-age minor’s:
      - i. Individualized Education Program, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended; or
      - ii. accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended;
    - h. other absences as determined by the school.
  3. Examples of reasons for absences that will not be accepted as valid for parental excusal include shopping, babysitting, or working. Such reasons for absence will therefore be considered unauthorized.
  4. If school personnel discover a student absent from class without the knowledge of the parent (“sluffing”), that absence may not be excused by a parent.
  5. If a student leaves school without following the check-out procedure, the absence will be unauthorized, and may not be subsequently excused by a parent.
  6. If the reason for a student’s absence is not approved as being valid for excusal, then the absence will be considered unauthorized.
  7. Students who are 18 and emancipated from their parents, may complete the “Request for Parental Excusal of Absence” themselves, and may be required to provide appropriate third party corroboration.
  8. Students with approved absences may still be required to follow academic improvement plans.
- I. Request for Additional Excusal by Parent of Absence for Valid Reasons
1. A parent may excuse up to 3 separate episodes of absence, not to exceed 5 full school days or 5 classes of the same period, in a quarter without additional documentation to verify the reason for the absence. Anything beyond 3 episodes, 5 full school days or 5 classes of the same period will not be excused without official verification or consultation with the Principal.
  2. Officially verified absences for valid reasons will be accepted as excused on the production of supporting documentation with no limitation:

| <b>Reason for Absence</b>                                     | <b>Documentation Required</b> |
|---------------------------------------------------------------|-------------------------------|
| Illness, hospitalization, dental work or other health concern | Letter from medical provider  |
| Participation in legal proceeding                             | Letter from court official    |
| Death in the family                                           | Letter from parent            |

|                                                                                                                               |                                                     |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Participation in sports, music, drama, etc. at a representative or elite level (activities not sponsored by Spectrum Academy) | Letter from coach, director, etc.                   |
| Other emergencies or issues                                                                                                   | Case-by-case basis , with appropriate documentation |
| Per IEP or accommodation plan                                                                                                 | Letter from parent; approval of ESS coordinator     |

J. Pre-Approval of Extended Absence

1. If the parent or legal guardian of a student foresees their student will be absent from school for an extended period of time, the parent/guardian will submit the “Request for Pre-Approval of Extended Absence” form at least five school days before the start of a period of extended absence, or as soon as possible given the circumstances.
2. The Principal will review the request, along with the student’s current schedule and levels of demonstrated competency.  
 The Principal will approve the requested extended absence if:
  - a) It meets one of the criteria for a valid excused absence as outlined above; and
  - b) It is not in violation of an agreed plan for improvement of attendance or academic progress.
  - c) The student has made a plan with each of their teachers about learning experiences that will be missed during the absence.
3. The Principal will discuss with the student and parent/guardian any concerns arising from the impact of the extended absence on the student’s academic progress. It is the responsibility of the student and parent/guardian to produce a study plan to minimize the disruption to the student’s learning resulting from the extended absence, recognizing that many learning experiences may not be reproduced and some assignments may not be available for completion until the student returns from the extended absence.
4. An extended absence that is not approved will be treated as “unauthorized.”
5. Pre-approval for extended absence may be given for a maximum of ten school days in one school year, unless exceptional circumstances apply.
6. Participation in classes is a vital aspect of learning and extended absence may adversely affect a student’s levels of demonstrated competency, citizenship scores and/or result in No Credit being earned for a class.
7. Reduction of class requirements cannot be expected for extended absences. In many classes there may be no way to duplicate the activities while the student is absent.
8. Families should make every effort to schedule family vacations or other avoidable causes of extended absence during school holidays.

K. K. Unauthorized Absence from Class

1. An incident of unauthorized absence is defined as any one class for which the student is absent on one school day without prior approval or approved parental excuse for valid reasons.
2. An incident of unauthorized absence from any one class (including requests for parental excusal which are denied) will be subject to the following consequences:

| <b>Incident of Unauthorized Absence</b>              | <b>Consequence</b>                                                                  |
|------------------------------------------------------|-------------------------------------------------------------------------------------|
| First incidence of unauthorized absence in a quarter | • Make-up missed work to teacher’s satisfaction, which may include in school study. |

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                                      | <ul style="list-style-type: none"> <li>• One hour of community service to be completed before or after school (<i>may be made up in 10-15 increments over several consecutive days if needed</i>)</li> <li>• Parent, teacher and advisor contact.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Second incidence of unauthorized absence in a quarter                | <ul style="list-style-type: none"> <li>• Make-up missed work to teacher's satisfaction, which may include in school study.</li> <li>• Two hours of community service to be completed before or after school (<i>may be made up in 10-15 increments over several consecutive days if needed</i>)</li> <li>• Parent, teacher and advisor contact.</li> <li>• Interventions for student success developed and implemented.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| Third incidence of unauthorized absence in a quarter                 | <ul style="list-style-type: none"> <li>• Make-up missed work to teacher's satisfaction, which may include in school study.</li> <li>• Parent, Teacher and advisor meeting. Discussion of Truancy and</li> <li>• Habitual Disruption Citations.</li> <li>• Must attend the Attendance/Citizenship Recovery Class (to be held after school on a Friday, time will be designated by the school)</li> <li>• \$5 fee for attending the Attendance/Citizenship Recovery Class. If student refused to attend, a \$20 fine will be assessed and must be paid in order to attend any End-of-Year activities. This fee is not subject to fee waivers.</li> <li>• Further interventions for student success developed and implemented.</li> </ul> |
| Fourth and subsequent incidence of unauthorized absence in a quarter | <ul style="list-style-type: none"> <li>• Make-up missed work to teacher's satisfaction, which may include in school study.</li> <li>• Parent, teacher and advisor meeting.</li> <li>• Behavior Modification Plan meeting (further interventions to be developed) with the Principal</li> <li>• Student may be suspended from class to an alternate placement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |

L. Excessive Unauthorized Absences

1. Any unauthorized absence following the third unauthorized absence in a quarter will be treated as a serious issue. A meeting with the Principal, student, advisor and parent will be required to develop a plan that will outline steps required for the student to be successful, as well as consequences for subsequent unauthorized absences. Consequences may include community service or other consequences to encourage the student to be on time for class.
2. Students with three unexcused absences from any single class during the term will result in the student receiving a "U" or "Unsatisfactory" mark in citizenship on their report card.
3. Each "U" mark in citizenship can be worked off by paying a \$5.00 fee and the student working one hour of community service at the school.
4. The student must maintain improved attendance, as exhibited by no more than 4 unauthorized absences, for one full quarter.
5. On the occasion that an unauthorized absence occurs consecutively, the Principal may refer to the highest level of appropriate consequences.
6. A student absent from class without authorization will be held fully accountable for all learning and tasks undertaken during the class(es) from which the student was absent. It is the responsibility of the student to communicate with each teacher and to gather the

learning and tasks missed. The teacher is not expected to provide additional support or tutoring to assist in the recovery of learning and tasks missed.

**M. Responses to Truancy**

1. Students are truant when they are absent from school without prior approval, or a subsequent approved parental excusal of absence for valid reasons.
2. A day of Truancy consists of 4 or more incidents, or class periods of unauthorized absences within a school day.
3. The school will make efforts to resolve the school attendance problems of each student. The efforts may include:
  - a. counseling of the student;
  - b. issuing a notice of truancy;
  - c. making any necessary adjustment to the curriculum and schedule to meet special needs of the student;
4. Incidents of unauthorized absences that constitute a pattern of truancy will be responded to as per consequences as outlined above and as follows:

| <b>Number of Days of Truancy in a school year</b> | <b>Response</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                                 | Principal or Counselor will inform student and parent that excessive unauthorized absence has become a problem, and that truancy proceedings may follow. Student will be required to do one (1) hour of community service for each "U" or "Unsatisfactory" mark in citizenship on their report card after the term is complete. Once the community service is complete, the citizenship will be changed to an "N" or "Needs Improvement."<br>Formal Truancy interventions will be made to support the student in improving attendance.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5                                                 | Issue of a Notice of Truancy (Utah Code 53-A-11-101.7) in person with parent signature to indicate receipt, or by certified letter.<br>The school will issue a "Notice of Truancy" to a student, twelve years of age or older, whose attendance shows five incidents of unauthorized absence during the school year. This "Notice of Truancy" will: <ol style="list-style-type: none"> <li>i. Direct the student and the parent or guardian to meet with school personnel to address the student's</li> <li>ii. attendance problems, establish a plan to ensure regular attendance, and cooperate with the school in securing regular attendance.</li> <li>iii. Includes dates of unauthorized absences and the truancy fee schedule.</li> <li>iv. Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "Notice of Truancy."</li> </ol> *** A \$5 Administrative Fee will be assessed This fee is not subject to fee waivers. |
| 8                                                 | Issue of a Notice of Pre-Court Hearing, in person with parent signature to indicate receipt, or by certified letter.<br><br>Parent and student will be required to meet with school personnel to consider the reasons for continuing incidents of unauthorized absence, the potential for and alternatives to court referral.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10                                                | Issue of a Habitual Truant Citation (Utah Code 53-A-11-101.7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>The school will issue a “Habitual Truant Citation” to a student, twelve years of age or older, who has been absent without a valid excuse for ten or more days during one school year. This Citation shall be issued only after reasonable efforts have been made by the school to resolve the school attendance problems – see above steps.</p> <p>After issuing a “Habitual Truant Citation,” the school shall then refer the habitual truant to juvenile court or Salt Lake Peer Court, as appropriate. The habitual truant is then subject to the jurisdiction of the juvenile court.</p> <p>The parent(s) or guardian(s) will be required to attend a truancy meeting with school personnel to establish a plan to ensure regular attendance and to work with the decision of the court.</p> <p><i>A \$10.00 Administrative Fee will be assessed. This fee is not subject to fee waivers.</i></p> |
| 12+ | <p>Issue of additional Habitual Truant Citations, in person with parent signature to indicate receipt, or by certified letter.</p> <p>Possible referral of parent to appropriate County Attorney, District Attorney, or Juvenile Court for educational neglect.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

5. In addition to the efforts described above, the school may enlist the assistance of community and law enforcement agencies as appropriate and reasonably feasible.
6. This section shall not impose any civil liability on the school’s Board of Trustees or the school’s employees.
7. Proceedings initiated under this part do not obligate or preclude action by the Division of Child and Family Services

*\*\*Parents and students sign and return this portion of the Attendance Policy to the front office.*

**Backpacks**

Students are allowed to bring backpacks to school each day. Each Spectrum Academy building will provide information regarding the use of backpacks. If your student’s building has elected to allow backpacks in the classroom or not, the guidelines are as follows:

*Guidelines*

- Students may bring one backpack or book bag to school.
- Backpacks are allowed in the classrooms.
- Students must follow the classroom procedures for storing and accessing the backpack during instruction time.
- Backpacks are subject to search.
- Noncompliance of these guidelines may result in loss of the backpack privilege.

*Restrictions*

- Students may bring one backpack or book bag to school.
- Backpacks are not allowed in the classrooms and can be stored in the student’s locker. If the student chooses to not use the locker or has lost the privilege, then the backpack may be stored in the student’s Advisory class.
- Students may carry items in a folder. Zip up binders are acceptable.
- Students may carry a single bag that is no bigger than an athletic drawstring bag.

Student backpacks and book bags are subject to inspection. For more information, see [Searches & Seizures](#).

### ***Cell Phones***

Personal use of cell phones is not allowed 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. If a student is observed using a personal electronic during school hours and outside of lunch time, the following consequences will occur for each offense:

1. The electronic will be confiscated and returned to the student at the end of the day
2. The electronic will be confiscated and a parent must pick it up from the teacher
3. The electronic will be confiscated, given to the administrator, and a parent must pick it up

*Exception:* if a student has an emergency, he or she may obtain permission from the teacher to use a cell phone *only in the front office* with office staff present.

### ***Class Changes***

#### *Elementary School*

Class changes in Kindergarten through 5<sup>th</sup> grade may occur occasionally with permission from administration. Several factors are considered prior to the change of an Elementary School class. Please contact your student's homeroom teacher or the front office for more information.

#### *Middle & High School*

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. All class changes must be conducted through a school counselor.

### ***Clubs***

Clubs 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.

### ***Counseling Services***

Extensive individual and group guidance counseling services are available for students at Spectrum Academy. Each counselor is assigned a particular group of students. Students should sign up for a counselor conference in the counseling office. Students will be seen in the order that they signed up. For more information, please contact the front office.

### ***Dances – Middle & High School***

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

- Dances are restricted to current Spectrum Academy students only. Exceptions are made for Homecoming and Prom. Students must submit the name, age, grade, and school of the student they are inviting. Non-Spectrum students will be permitted to attend dances upon approval from administration.
- All DJs must be cleared by the Spectrum Academy administrator in charge of student activities.
- 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 the North Salt Lake City Police Department.
- School dances end promptly at 10:00.

### ***Davis Applied Technology College – North Salt Lake High School***

Spectrum Academy students who are 16 and have completed their 9th grade year may elect to attend DATC while enrolled at Spectrum Academy. They must understand that DATC is a separate educational institution with its own requirements. DATC attendance, behavior, and grading policies are independent of those at Spectrum Academy. During the time a student is enrolled at DATC, the student is not allowed to be on campus at Spectrum Academy and could be cited for trespass or violation of North Salt Lake's Truancy/Curfew ordinance if found within city limits. Additionally, if the student is removed from DATC because of attendance or behavior violations, there is no option for enrollment at Spectrum Academy for substitute classes until the start of the next semester. Our experience with students at DATC dictates that success at DATC is directly correlated with student maturity and readiness. Enrollment at DATC is a privilege. If this privilege is abused, the administration has the right to revoke this privilege.

### ***Dress Code***

To maintain a positive learning environment, all students are encouraged to dress appropriately – meaning clean, modest, and non-disruptive attire. Acceptable dress for students is as follows:

- Clothing that is clean and fits appropriately.
- Shirts must have sleeves and not reveal the midriff when arms are raised to shoulder level. Necklines should be modest and non-revealing. 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.
- Bottoms should sit appropriately on the hips. Bottoms should not reveal underwear. Skirts or shorts that are shorter than mid-thigh.
- Shoes must be close-toed or have straps to secure sandals to the foot. Crocs without straps, slides, and flip-flops are not allowed.
- Hair of any length that is clean and groomed may be worn for male and female students. Hair must be of a color occurring naturally (i.e. no pink, purple, blue, green).
- Students may wear piercings in the ears only.
- Clothing or dress that displays the following is not allowed:
  - 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.

Students who are in violation of the dress code will be subject to a meeting with administration and the following consequences:

- Request to wear school spirit wear borrowed from the front office
- A call home to have a parent bring in a change of clothes.  
If the student refuses to change into spirit wear and a parent cannot provide a change of clothes, then the student will participate in in-school suspension

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

### ***Drug Testing Policy***

Spectrum Academy is a Zero Tolerance campus. If suspected, students may be subject to the following:

- Locker search
- Property search
- Drug test

If a student is found to have illegal substances in their possession (on their person, property, or in their locker):

- Parents will be notified
- Police will be notified
- Student will be suspended for a designated amount of time to be determined by administration
- A meeting with parents and administration will be scheduled upon the student's return from suspension
- A plan for remediation will be developed based on student need

### ***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 releases students early one day per week. This will allow Spectrum Academy to fulfill its student academic support, instructional development and teacher collaboration goals. Students at the North Salt Lake campuses will have early release on Friday. Students at the Pleasant Grove campus will have early release on Monday.

### ***Eighteen-Year-Old Students –High School***

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 2<sup>nd</sup> 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 and with documented approval from administration. In any case, such changes must be made within six-weeks of the end of the term, and no later.

#### ***High School***

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 – High School***

High school graduation for the class of 2015 must complete 24 credits. In addition to the credit requirement, students must complete the following required courses of study:

|                              |                                                                                 |
|------------------------------|---------------------------------------------------------------------------------|
| English                      | 4 credits                                                                       |
| Math                         | 3 credits (must include Secondary Math I, II, & III)                            |
| Science                      | 3 credits                                                                       |
| Social Studies               | 3 credits (must include Geography, World History, US History, & US Government)  |
| Healthy Lifestyles           | 2 credits (must include Participation Skill, Fitness for Life, & Health Ed. II) |
| Computers                    | 0.5 credit                                                                      |
| Career & Technical Education | 1 credit                                                                        |
| Fine Arts                    | 1.5 credits                                                                     |
| Electives                    | 6 credits                                                                       |

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

### ***Graduation Clearance***

Students who do not have 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. Participation in the graduation ceremony, senior activities, and receipt of a diploma is based upon the following:

- Completion of graduation requirements
- Individual student Transition Plans
- Citizenship and attendance
- Full payment of student fees

### ***Gun Free Safe Schools Legislation***

The 1995 Utah State Legislature passed legislation stating: "A student shall be suspended or expelled from a public school for any of the following reasons:

"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, including the possession, control, or actual or threatened use of real, look-alike, or pretend weapon, explosive, or noxious or flammable material under Section 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2, an imitation controlled substance defined in Section 58-37b-2, or drug paraphernalia as defined in Section 58-37a-3;"

For more information, see Spectrum's [Behavior Support Policy and Procedure Manual](#).

### ***Harassment & Bullying***

Spectrum Academy is committed to providing a safe learning environment for every student. Harassment and bullying will not be tolerated. Students may be suspended, transferred to an

alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Spectrum is both committed to preventing harassment and bullying as well as providing preventative and remedial social skills instruction to prevent the occurrence of harassment and bullying on its campuses.

#### *Types of Harassment & Bullying*

- **Cyber-Bullying:** the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone. The National Crime Prevention Council defines cyber-bullying as “the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person.”
- **Racial/Ethnic Harassment:** includes but is not limited to, racial name calling, use of racial slurs, taunting, and wearing or displaying of racially offensive symbols or messages.
- **Sexual Harassment:** inappropriate conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature and any other gender-based harassment, whether initiated by students, school employees, or visitors.

For more information, see Spectrum’s [Behavior Support Policies and Procedures Manual](#).

#### ***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 – Middle & High School***

Student lockers are school property and are subject to search by school administration. 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. Students have the option to either bring a home lunch or purchase lunch through the school’s lunch program.

Parents have two options for lunch for their children. If a student does not have a lunch, a parent will be notified. **If a parent is unable to bring a lunch to your child, they will not be provided**

**lunch.** Children need food to learn properly, please make sure they have a lunch. If this problem continues your child will be sent home when they forget to bring lunch. Use of microwaves for home lunch is available for students in Middle or High School. Families have the opportunity to apply for Free or Reduced Lunch. Please see the front office for details.

### ***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.

### ***Parking – High School***

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!

### ***Personal Electronics***

Personal electronics are defined as handheld technology such as an iPod, mp3 player, or gaming device. Cell phones are not considered a personal electronic and cell phone use is addressed under the "Cell Phone" section. The use of personal electronics on school property is a privilege. Students must adhere to the following parameters in order to maintain this privilege:

- Elementary & Middle School
  - Middle school students may have personal electronics to use before or after school
  - Electronics should never be used during school hours
  - If a student is observed using a personal electronic during school hours, the following consequences will occur for each offense:
    1. The electronic will be confiscated and returned to the student at the end of the day
    2. The electronic will be confiscated and a parent must pick it up from the teacher
    3. The electronic will be confiscated, given to the administrator, and a parent must pick it up
- High School
  - High school students may have personal electronics to use before or after school
  - It is a high school privilege to use personal electronics (except cell phones) during lunch time.
  - If a student is observed using a personal electronic during school hours and outside of lunch time, the following consequences will occur for each offense:

1. The electronic will be confiscated and returned to the student at the end of the day
2. The electronic will be confiscated and a parent must pick it up from the teacher
3. The electronic will be confiscated, given to the administrator, and a parent must pick it up

### ***Release Time – High School***

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

- Student is online 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 term
- 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)
- Students who are granted release time may not remain on school property.

### ***Roller Blading/Skate Boarding/Bike Use***

Spectrum Academy encourages students to participate in physical activity both in and out of school. Students are not allowed to rollerblade or skateboard on school property. There are bike racks available for student use at the front of every school building. Students who are observed roller blading or skate boarding on school property or using a bike during school hours will be subject to consequences.

### ***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 with two or more staff members present. Additionally, law enforcement may be summoned if sufficient cause for a search is apparent. For more information, see Spectrum's [Behavior Support Policies and Procedures Manual](#).

### ***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 – High School***

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, you are not required to confront the person in this way. You have the right to take the problem immediately and directly to appropriate school or district authorities (teachers, administrators, etc.).

### ***Sick Room***

We have one sick bed at Spectrum Academy. Students who are ill have 20 minutes to lie down. Students will be evaluated by the school nurse or qualified designee. If a student is still sick, they should check out from the office and go home.

### ***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 – Middle & High School***

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.

### ***Suspension***

The school may suspend a student for up to nine days for misbehavior or poor attendance. Students suspended for more than nine days are entitled to a “Due Process Hearing” at the district office. During any suspension, if the student comes onto the school campus, s/he may be cited for trespassing. For more information, see Spectrum’s [Attendance Policy](#) and [Behavior Support Policies and Procedures Manual](#).

### ***School Technology Use***

Spectrum Academy offers sophisticated technical equipment and training to students. To assure that the equipment is serviceable and the system secure, students must comply with technology access guidelines provided by the teacher. 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.

### ***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 transportation.

### ***Trespass***

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

- Enters or remains unlawfully upon 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 upon 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 – High School***

The Spectrum Academy valedictorian and salutatorian are special honors reserved for the two senior students who have the highest academic achievement at Spectrum Academy. Students who are identified as valedictorian and salutatorian must maintain their grade point average and high citizenship throughout the entire senior year. Students who do not maintain this criteria may be subject to losing this honor.

### ***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. For more information, see Spectrum's [Behavior Support Policies and Procedures Manual](#).

### ***Withdrawals***

When a student exits Spectrum Academy, he/she must contact the office to obtain a withdrawal form. This form must be signed by a parent and presented to each teacher, media coordinator and Student/Parent Policies and Procedures Manual Revised 8/1/14





North Salt Lake • Elementary School • 575 Cutler Drive • North Salt Lake, UT 84054 • P 801-936-0318, Option 1  
Fax 801-936-0568 • Secondary School • 665 Cutler Drive • North Salt Lake, UT 84054 • Phone 801-936-0318, Option 2  
Fax 801-936-0568 • Pleasant Grove • Elementary & Middle Schools 867 South 800 West • Pleasant Grove, UT 84062  
Phone 801-785-9019 • F 801-785-4868 • [www.spectrumcharter.org](http://www.spectrumcharter.org)

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.

## Parent Policies

### ***Arriving to School Late***

Please sign your in at the front office and escort them to their classroom.

### ***Behavior Management***

Spectrum Academy implements research-based behavior management techniques to promote the success of every student as an individual. Positive Behavior Supports are the foundation of the behavior management system for all students in all grades in all locations. Spectrum follows the CHAMPS guidelines for establishing a safe environment that is conducive to the development of appropriate academic, social, and behavior skills. For more information, see Spectrum's [Behavior Support Policies and Procedures Manual](#).

### ***Before & After School Care***

Our before and after school care program is a childcare service that is offered to provide a safe place for your student to be supervised before and/or after school. Please note that our before and after school care does not provide any special education services and is separate from Spectrum Academy. The following are guidelines and procedures for before and after school care:

#### *Behavior Policy*

- No violent behavior is allowed. This includes hitting, biting, throwing items, scratching, pushing, or bullying of any kind.
- Any behavior which may be interpreted as sexual harassment or sexually inappropriate behavior is grounds for immediate termination of after school care privileges.
- If your student has difficulty with any of the above areas, a parent, guardian, or emergency contact will need to come and pick your child up within 20 minutes of contact from the after school care worker.
- No inappropriate language will be tolerated. This includes swearing or calling people derogatory terms of any kind.
- The first incident of not adhering to the behavior policies will result in a warning. A second incident will result in the final warning. On the third incident your child will lose their after school care privileges for a month. When student returns, the student will get one warning, and on the second incident will lose privileges for another month. After the student returns from second suspension, if another incident occurs, the student will lose after school care privileges for the remainder of the school year.

#### *Drop off/Pick up Policy*

- Students may be dropped off starting at 8:00 a.m. Students must be picked by 5:00 p.m.
- If your student is not picked up by 5:00, you will be charged \$1 per minute past 5:00.
- On the third incidence of a late pick up, after school care privileges will be revoked.
- Pick-up for after school care is through the gym doors on the southwest side of the building for the North Salt Lake campus and the southeast side of the building for the Pleasant Grove campus. To pick up your child from after school care, please ring the doorbell or call the number on the child care cards given at the individual campuses.
- Children may only be picked up by parents, guardians, or people designated and approved by parents. Any changes in pick-up must be made with the after school care personnel prior to pick up.

### *Damage to Equipment or Supplies*

Parents or guardians are responsible for the replacement cost of any equipment or supplies that are damaged or broken

### *Allergies & Health Concerns*

Please notify the staff if your child has any allergies or other health concerns when you complete the registration forms.

### *Birthday Celebrations/Holidays*

Birthdays are a big occasion for all kids. Please make arrangements with your child's teacher well in advance of your child's birthday to discuss the plans to celebrate. Be aware that food items must be commercially prepared and not homemade.

### *Checking out of School Early*

In an emergency, parents are welcome to check out their student from school early. We ask that you call in advance if possible so that the administration can notify and prepare the teacher and child with a minimum disruption to the class. They must be signed out from the offices. As well as being signed in if they arrive to school late.

### *Code of Conduct*

A school is a place that promotes responsibility, respect, civil responsibility and academic achievement in a safe learning and teaching environment. All students, parents, teachers, and staff have the right to be safe and feel secure in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The provincial standards of behavior apply not only to students, but to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members.

- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Members of the school community are expected to use non-violent means to resolve conflict. Verbally or physically aggressive behavior is not a responsible way to interact with others and will not be tolerated.
- The possession, use or threatened use of any object to injure another person endanger the safety of oneself and others is not tolerated.
- Insult, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

### *Donations*

The school is always in need of donations, either materials or monetary. Please see the Spectrum Academy Wish List on our website for a list of material goods that are needed for the school.

### *Dress and Grooming*

Students have the right to dress casually if they desire provided that their attire follows the guidelines identified in the Student Policies section. We ask that all members of the Spectrum

community respect our shared environment and adhere to conservative and respectful dress and grooming standards. Acceptable dress for students is as follows:

- Clothing that is clean and fits appropriately.
- Shirts must have sleeves and not reveal the midriff when arms are raised to shoulder level. Necklines should be modest and non-revealing. 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.
- Bottoms should sit appropriately on the hips. Bottoms should not reveal underwear. Skirts or shorts that are shorter than mid-thigh.
- Shoes must be close-toed or have straps to secure sandals to the foot. Crocs without straps, slides, and flip-flops are not allowed.
- Hair of any length that is clean and groomed may be worn for male and female students. Hair must be of a color occurring naturally (i.e. no pink, purple, blue, green).
- Students may wear piercings in the ears only.
- Clothing or dress that displays the following is not allowed:
  - 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.

Individuals who display clothing or dress that does not support our modest and professional environment will be asked to make adjustments to their appearance.

### ***Drop-off/Pick-up***

The Spectrum Academy will not provide transportation for any students. Parents may coordinate to car-pool by area. For information about carpooling, please contact the front office. To ensure the safety of all of the Spectrum Academy's students it is essential that procedures for dropping off and picking up your student are followed.

### ***Emergency Procedures***

The Spectrum Academy is committed to ensuring that each employee has a safe and healthy work environment. All Spectrum Academy employees are certified in First Aid and CPR. All staff members are fingerprinted and received clearance to work with children at the county, state and federal levels.

#### ***Fire Drills***

Unfortunately fire drills are not avoidable; they must be done in order to be in compliance with local fire codes. These drills will be mandatory and conducted without notice. Prior to the first fire drill of the year the students will have been well prepped regarding where they should be and what they should be doing during a fire drill. Fire drill routes for students are posted. All equipment including the fire extinguishers, alarm systems and exits are checked on a yearly basis by the Fire Department. Proof of these inspections is located on the equipment.

#### ***Fire Emergency***

1. All fires are reported immediately. Emergency numbers will be called and, location given of fire

2. All employees know the location of fire extinguishers
3. Tampering with fire extinguishers is forbidden
4. Fire extinguishers, fire alarms, fire exits or risers are not blocked by supplies at any time
5. Open flames are prohibited in any area (no candles!)
6. The school is a designated “No Smoking” area. People, who smoke, must smoke outside at least 500 ft. away from the school property.

#### *Evacuation Procedures*

1. Initiate drill procedures including calling 911
2. Follow escape routes to emergency exits
3. Once outside a head count will be done matching classes to attendance sheets
4. Staff will escort students to Wasatch Academy
5. Staff remains in contact with police dispatch until officers arrive

#### *Illness*

Please report any contagious diseases in your family so the staff and other parents can be alerted. When your child has a fever, diarrhea, or vomiting, they must be kept home until they have been free from symptoms for 24 hours. Please call the school to report any prolonged absence or unusual illness which might spread through a class. For students who appear sick during the school day,

#### *Sending a Student Home Sick*

1. Temperatures will be taken if the child feels warm to the touch. There is a 15–30 minute wait, and the temperature is rechecked. If there is fever, an auxiliary temp is 99.5° or tympanic is 100.5° or higher, the parent will be contacted to take the student home.
2. If a child has one or more of the following, the parent will be asked to take the child home:
  - Chicken Pox - Watery blisters appearing on scalp, face or body.
  - Diarrhea - One loose, watery bowel movement with one or more additional symptom(s):
    - fever as defined above
    - abdominal pains
    - lethargy
    - vomiting
    - unable to console
    - two loose, watery bowel movements with no additional symptoms
  - Eye Infections - Red eyes, discharge from tear ducts, swollen eyelids and/or bumps on eyelids, crusted or matted eyes.
  - Rashes - Unexplained rash on all or part of the body.
  - Ear Infections - Pain in ear, fever of at least 99.4° (auxiliary), fussiness, pulling on ear.
  - Nasal Discharge - Any nasal discharge that is not clear, fever, irritable or lethargic, not able to participate in daily activities.
  - Lice - Itching or scratching of scalp, white pinpoint eggs (nits) that will not flick off.
  - Vomiting - One vomiting episode, with one or more additional symptom(s)
    - fever
    - abdominal pains
    - lethargy
    - unable to console
    - Two vomiting episodes, with no additional symptoms within twenty-four hours.

#### *Student Returning to School*

1. The child may return to school when they are free of fever, diarrhea or vomiting for 24 hours (without medication), or with a doctor’s note.
2. If the child has been placed on medication they must receive 24 hours of medication starting with the first dose they are given.

3. If the child has had a confirmed case of head lice, parents are required to be at the school within 30 minutes of notification to prevent further spreading of the infestation. Lice are non-discriminatory and have no bias for gender, race, religion, or socio-economic status. If we have more than two cases of lice, notices warning and educating parents on the detection and treatment of lice will be sent home. Lice have a 14-day incubation period. Students will not be able to return to school until all nits are removed from the child's head.

### **Medication**

Spectrum Academy is a Drug Free School and as such no student is allowed to carry any drug on their person without written authorization from a healthcare professional. Anyone found to be in possession of a drug without proper approval will be brought to the office and dealt with accordingly. Spectrum staff is able to administer the following medications:

- Prescription Medication – Any substance used for the treatment of a disease or to relieve pain that has been given to an individual by a medical care provider.
- Over-the-counter Medication – Medication sold directly to the consumer without a prescription from a healthcare professional. (i.e., Aspirin, Tylenol, Motrin, Benadryl, Claritin, Zyrtec, Imodium,
- TUMS, Lactaid, cough syrup, etc.)

### *Forms*

The following forms are required to help properly distribute medication to a student:

- School Medication Authorization Form – Written information obtained by medical care provider specifying pertinent information concerning the medication being administered during school hours. This form must be completed and signed by both the healthcare provider and parent or guardian.
- Self-Administration Form – Written consent form signed by both healthcare provider and parent or guardian stating that child understands the necessity for and is capable of administering the prescribed medication to themselves as needed (i.e., asthma inhalers, glucagon).
- Medication Tracking Sheet – Form that is filled out when any prescription medication is brought into the school. This form will consist of
  - a. Name of the medication.
  - b. Amount of medication being received by the school.
  - c. Signatures of both the staff member accepting and the adult bringing in medication.

### *Procedure for Medication Distribution*

1. Parent / guardian must obtain a new School Medication Authorization Form at the beginning of each school year or at the start of a new prescription or over-the-counter medications that will need to be administered during school hours.
2. Medications will be brought into the school by a responsible adult and not sent to school with the student.
3. The office staff or school nurse will count all prescription medications brought to the school with the adult to verify the quantity that the school is to assume responsibility for.
4. Both the staff member and the adult will sign the Medication Tracking Sheet to verify amount received.
5. If a medication is discontinued it is the parent / guardians responsibility to notify the school and to pick-up any remaining medication.
6. Over-the-counter medications must be in a labeled container with the students name written on it.

7. All medications will be held in a locked cabinet located in the front office or nurse's office. Only those individuals that have been trained on dispensing medications may have access to this cabinet.
8. Any unused medication must be picked up by an adult within one week from the last day of school. Medications that remain after this time will be discarded through the North Salt Lake Police Department.

### ***Observation of School Rules***

It is the responsibility of the student and family to know and abide by the rules of conduct established for the school. Students will conduct themselves in accordance with the rules established in the classroom and the school. These rules will be clearly stated and presented to the students frequently. Rule breaking will be dealt with on an individual basis with each student as necessary by the administrator, who in conjunction with the parents will determine the best course of action. Spectrum Academy's school rules are as follows:

| ELEMENTARY                 | MIDDLE/HIGH SCHOOL               |
|----------------------------|----------------------------------|
| P= Practice listening body | P=Practice appropriate listening |
| R= Respect for all         | R=Respect for all                |
| I= I am accountable        | I=Incorporate accountability     |
| D= Do at first request     | D=Demonstrate compliance         |
| E= Everybody safe          | E=Embody safety                  |

Infractions on major rules, such as bringing weapons, bringing drugs to the school, or sexually harassing on another, will result in suspension of the student. Violent, aggressive behavior toward other persons and property will be dealt with individually. A child will be suspended if they pose a safety threat to staff, students and/or property. A meeting between staff and parents will then be scheduled to develop a behavior plan. It is important to change these behavioral patterns while the child is young, as weapons, assault, and sexual violations are not tolerated in society, and could lead to charges being brought against the student or incarceration as they get older.

### ***Parent/Teachers Conference***

Parent teacher conferences will occur at midterm for every term. Please see the school calendar for more information.

### ***Pets in the School***

Spectrum Academy has a school policy which strictly prohibits bringing pets to school without prior permission from administration. Please contact administration for more information.

### ***Religion***

The Spectrum Academy is a non-denominational school and does not affiliate itself with any religious organization. In the classrooms, teachers stress cultural diversity, to encourage tolerance and understanding. Holidays with religious connotations will be celebrated in a culturally educational context only. If you have any specific holiday exceptions for your student please bring them up with the administration.

### ***Respect for Persons and Property***

Students have the right to physical safety and to the protection of their personal property while attending school.

- Students will show respect for the authority of teachers, administrators, support staff, and other staff affiliated with the school. Students will be courteous to adults and one another at all times.
- Students will respect other students and the property of other students by displaying honesty and integrity while at school and should refrain from possessing items of another student without his/her explicit permission.
- **To help with this, parents should not send prized possessions, jewelry, electronics, cell phones or other valuable objects to school. If the parent allows the student to bring these to school, Spectrum Academy will not be responsible for any items that are lost, stolen or damaged.**
- Any student caught defacing, destroying, damaging school property, or the property of another student will be held accountable for the damages done.
- Students may not bring music or literature that may contain material of an offensive nature.

### ***Roles and Responsibilities***

Spectrum Academy is a community composed various individuals who have a shared interests in the success of our students and the school.

#### *Board of Directors*

The Board provides direction to the schools that ensure opportunity, excellence and accountability in the education system. The Board seeks to promote the success of Spectrum Academy by:

- Develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop as related to the provincial standards for respect, civility, responsible citizenship and physical safety
- Seek input from staff members and review these policies regularly with students, staff, parents or guardians, volunteers and community
- Establish a process that clearly communicates the Code of Conduct and Behavior plan to all staff members, students, and parents in a manner that their commitment and support
- Ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship, and physical safety
- Provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence and safe learning within teaching environments

#### *Administrators*

School Directors and Principals, under the direction of their school board, take a leadership role in the daily operations of a school. Administrators seek to direct operations of the schools by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment.
- Holding everyone, under their authority, accountable for their behavior and actions.
- Communicating regularly and meaningfully with all members of their school community.
- Identifying and implementing effective curriculum and instruction for the academic success of the students.
- Establishing and maintaining a safe learning environment.



### *Faculty and School Staff*

Under the leadership of their principals, Spectrum's staff will maintain order in the school and are expected to hold everyone to a high standard of respectful and responsible behavior. Staff will promote school success by:

- Helping students work to their full potential and develop their self-worth
- Communicate regularly and meaningfully with parents
- Maintain consistent standards of behavior for all students
- Demonstrate respect for all students, staff and parents
- Prepare students for the full responsibilities of citizenship

### *Parents*

Spectrum Academy is charter school founded by parents and takes every measure to recognize the important role they play in the education of their children. Parents have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students by:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child arrive to school clean, neat, and appropriately dressed for weather conditions
- Facilitate their child's arrival at school with lunch and completed homework in hand
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the Code of Conduct and school rules
- Encourage and assist their child in the following rules of behavior
- Assist school staff in dealing with disciplinary issues
- Adhere to the volunteer requirements of 40 hours per year per student.

### *Students*

Students at Spectrum Academy are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, for property and for the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time and ready to learn
- Shows respect for themselves, for others and for those in authority
- Refrains from bringing anything to school that may compromise the safety of themselves, others or property
- Follows the established rules and takes responsibility for his or her actions

### *School Pictures*

Pictures are often very difficult and cause anxiety for everyone involved. With that in mind we arrange for photographers who are experienced with children who have special needs to take school pictures. This typically takes place in the spring.

### *Solicitations*

Parents, students and staff are prohibited from soliciting at any time on school property or during school hours. If any school community member is selling an item he/she may submit a copy of the order form to the office where it will be kept for those who are interested.

## ***Spectrum Board & Staff***

### *Open Door Policy*

The Spectrum Academy has an Open Door Policy for parents whose children attend the school. An Open Door Policy is defined as a parent's ability to come to the school during school hours at any time to check on the well-being of that parent's child. Please be cognizant of any disruption that you may cause to your child's school day.

### *Communication*

At the Spectrum Academy we recognize the importance of communication. The teachers, administration, and the Board are available by appointment to address issues, concerns, or anything that you need. Your classroom teacher will devise a method of best communicating with you (email, notebook, or phone call). Communication is a two way street, please let your classroom teacher know of situations at home that may be causing special circumstances in the child's performance (lack of sleep, dad out-of-town, change in routine, Medication Changes, etc.).

If you have an issue with your child's classroom teacher it is essential that you first communicate directly with that teacher. Please schedule an appointment outside of class time- during school is not an appropriate time to discuss issues with teachers.

## ***Volunteering***

The Spectrum Academy's mission statement mandates active parental involvement in all aspects of their child's education. Excellence in education requires extraordinary commitment on the part of the family, school, and community. The academy requests that parents or extended family members sign up for at least one volunteer committee and be active throughout the year in this committee. Note that only family members that have passed state background checks will be allowed to work in the building or with students as volunteers. It is important that you do not bring your other children if you volunteer in the classrooms, to limit disruption. Volunteer hours can be participation in the classrooms, making materials for classrooms, fundraising, and much more. When volunteering at Spectrum Academy, we ask that you please adhere to the following guidelines:

1. **While volunteering in the school or classrooms it is essential that the confidentiality of all students is respected. All volunteers will sign a confidentiality agreement (enrollment packet).** Confidentiality includes the names of children in the school, and any information specific about that child that is not your own. Confidentiality also covers the business, data, or other records that would violate any student, staff or community member's right to privacy. Breaches in confidentiality will not be tolerated.
2. First you must have a criminal Background Check done see attached Directions in enrollment packet.
  - Our parent volunteers are an essential component of the Spectrum Academy. Without the long hours and dedication of parents the Spectrum Academy would have never existed.
  - Parent can choose to volunteer in the classrooms.
  - The classrooms at the Spectrum Academy are staffed with one highly qualified teacher and at least one aide. Everyone hired to work at the Spectrum Academy has had significant prior experience with children with autism and is dedicated to the progress of our students.
3. Follow the lead of the teacher or aide. They are in charge of that classroom. They need your help getting the students to follow through on directions, safely transitioning from place to place, and completing academic work.

4. When there is a emergency in the classroom you may be asked to step out to let us handle it. This is for your safety.
5. Help all the children, not just your own. During academic work help any student that needs it.
6. Teachers often need an extra hand taking children to the bathrooms, drinking fountain, etc. This is a way you can help.
7. The Spectrum Academy has a complex system for picking up and dropping off kids. You can help your classroom by coming to the front of the building to help with this process.
8. Please remember the time you spend in the classroom is a snapshot of the entire day of the classroom. Do not jump to conclusions based on a single experience. Especially in the first week. We are still working out the detail in many classrooms.
9. Remember anything and everything going on in the classrooms is confidential information, you cannot share information regarding the students. This includes diagnosis, behavior, medications, etc.
10. Remember our vision, of a community of educations and parents coming together to create a safe learning environment for our children. IF you see a teachers or aide is overwhelmed, then please, help them, or ask them how you can help them.
11. Consider the classroom in which you are volunteering. All of our classrooms have a different “feel” to them, and possibly, you may be better able to help in another classroom.

### ***Weather Related School Closures***

When a storm warning or watch is reported in the school area, listen to the TV or Radio for school closures in the Davis School District. If Davis county schools are closed Spectrum Academy will also be closed. Many children are being transported far distances to the school each day, if there is foul weather in your home area and you deem it unsafe to drive your child to school, please do not do so. Call the school to excuse your child for the day.

#### *Storm Watches or Warning throughout the Day*

If a storm warning or watch is announced in the middle of a school day, in either Davis County or your home county, you may decide to pick your child up form school early that day. Be Safe!