# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Address</td>
<td>2</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>2</td>
</tr>
<tr>
<td>Disabilities Act</td>
<td>2</td>
</tr>
<tr>
<td>General Student Guidelines</td>
<td>2-3</td>
</tr>
<tr>
<td>Directory Information</td>
<td>3</td>
</tr>
<tr>
<td>Ticket Discipline Policy</td>
<td>4</td>
</tr>
<tr>
<td>Severe Discipline Infractions and Consequences</td>
<td>5-6</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>7</td>
</tr>
<tr>
<td>Student Recognition and Incentives</td>
<td>8</td>
</tr>
<tr>
<td>Dress and Grooming Standards</td>
<td>8-9</td>
</tr>
<tr>
<td>Candy and Drinks</td>
<td>9</td>
</tr>
<tr>
<td>Hall Passes</td>
<td>9</td>
</tr>
<tr>
<td>Lunch</td>
<td>9</td>
</tr>
<tr>
<td>Medication</td>
<td>9</td>
</tr>
<tr>
<td>Closed Campus</td>
<td>9</td>
</tr>
<tr>
<td>Damage and/or Loss of School Property</td>
<td>10</td>
</tr>
<tr>
<td>Telephone</td>
<td>10</td>
</tr>
<tr>
<td>Contacting Teachers</td>
<td>10</td>
</tr>
<tr>
<td>Visitors</td>
<td>10</td>
</tr>
<tr>
<td>Parking Lots</td>
<td>10</td>
</tr>
<tr>
<td>Student Conduct: Passing Time, Breaks, Assemblies</td>
<td>10</td>
</tr>
<tr>
<td>Snow Policy</td>
<td>10</td>
</tr>
<tr>
<td>Lockers</td>
<td>10</td>
</tr>
<tr>
<td>Building Hours</td>
<td>11</td>
</tr>
<tr>
<td>Bus Regulations</td>
<td>11</td>
</tr>
<tr>
<td>Class Changes</td>
<td>11</td>
</tr>
<tr>
<td>Lagoon Eligibility</td>
<td>11</td>
</tr>
<tr>
<td>Evacuation Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Extracurricular Participation</td>
<td>11</td>
</tr>
<tr>
<td>E-time Violations</td>
<td>12</td>
</tr>
<tr>
<td>Cheating</td>
<td>12</td>
</tr>
<tr>
<td>Citizenship Grades</td>
<td>12</td>
</tr>
<tr>
<td>Pets/Animals</td>
<td>12</td>
</tr>
<tr>
<td>Plagiarism Policy</td>
<td>13-14</td>
</tr>
<tr>
<td>Dress and Grooming Policy</td>
<td>15-16</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>17-22</td>
</tr>
<tr>
<td>Safe School Policy</td>
<td>23-24</td>
</tr>
<tr>
<td>Bullying and Hazing Policy</td>
<td>25-28</td>
</tr>
<tr>
<td>Discrimination and Harassment Policy</td>
<td>29-36</td>
</tr>
<tr>
<td>Tobacco, Alcohol, and Drug Policy</td>
<td>37-42</td>
</tr>
<tr>
<td>Electronics Devices Policy</td>
<td>43-44</td>
</tr>
<tr>
<td>Citizenship Policy</td>
<td>45-47</td>
</tr>
<tr>
<td>Computer Use Agreement</td>
<td>48-49</td>
</tr>
<tr>
<td>Parent Appeal Policy</td>
<td>50-52</td>
</tr>
</tbody>
</table>
CHANGE OF ADDRESS
Parents/guardians please update any address or telephone changes to the SIS system in a timely manner. If you are unfamiliar with how to do this online, please contact the school for assistance. Your help in this area is greatly appreciated.

NEBO SCHOOL DISTRICT NON-DISCRIMINATION POLICY
It is the policy of Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172

AMERICANS WITH DISABILITIES ACT
In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary communication aids and services) should contact the principal of this school or the Nebo School District ADA coordinator, Mr. Dave Gneiting, Tel. 354-7440 or Utah Relay System 1-800-346-4128. Please inform us at least 3 days prior to the activity.

GENERAL STUDENT GUIDELINES
A. Each student is expected to show courtesy and respect by following staff/faculty directions as given.

B. All faculty and staff are to be addressed as Miss, Mrs., Ms. or Mr. followed by their last name.

C. Students are not to misuse, deface, or vandalize school property.

D. Students are not to have possession of any tobacco products, alcohol, or drugs or related paraphernalia while at school as described in the Nebo District Drug, Alcohol, and Tobacco Policy JFCH/JFCI)

E. Students are expected to keep the school grounds, rooms, and halls free from paper and other garbage.

F. No lunches, lunch items, or drinks are allowed in the main halls (east and west) or classrooms. Lunchroom items must stay in the lunchroom.

G. Nuisance items and/or toys (e.g. laser pens, yo yo’s, bouncy balls, electronic devices, large markers/Sharpies, an excessive amount of markers/Sharpies, etc.) distract from the school environment and are to be left home. School faculty/staff may confiscate these items. 1st offense—if applicable, returned to student after school. 2nd offense and thereafter—returned only to a parent/guardian.

H. Skateboards may not be used on school property. Improper use of a skateboard will result in confiscation. 1st offense—if applicable, returned to student after school. 2nd offense and thereafter—returned only to a parent/guardian. 4th offense and thereafter suspension for each violation.
I. Students who are not official students of Diamond Fork Junior High School may not attend as visitors/guests according to district policy.

J. Students are expected to adhere to all Nebo School District policies: Student Dress and Grooming Standards Policy; Closed Campus Policy; Attendance and Citizenship Policy; Safe School Policy; Student Discrimination and Harassment Policy; Bullying Policy, Electronic Devices Policy; Tobacco, Alcohol, and Drug Policy; etc.

K. Cell phones, iPods, etc. may not be used during class time (when students are on a hall pass it is considered class time). Inappropriate/unauthorized use of these items will result in confiscation. 1st offense—if applicable, returned to student after school. 2nd offense and thereafter—returned only to a parent/guardian. 4th offense and thereafter school consequence (e.g. ISS) for each violation.

L. Lost and found items will be in a box in the office. Students should label all valuables to assist in their return. All lost items are donated to a charity if not claimed at mid-year and at the end of the school year.

M. Backpacks/Book bags are welcome at school but must be kept in the student’s locker and not taken to class.

N. Students using the bike area should secure their property with a lock. The school/district is not responsible for stolen items.

O. Students are responsible for the safekeeping of all personal belongings. The school/district shall not be liable for any lost or stolen items at school.

P. Any public display of affection (PDA) between/among students is not permitted on school property. Examples of this include, but are not limited to—hand holding, kissing, necking, caressing, inappropriate touching, etc.

Q. Students may **NOT** sell personal merchandise at school or on school property.

R. This handbook is not intended to be all inclusive but contains information relevant to the safe and orderly operation of the school. The school administration reserves the right to establish any additional rules and/or guidelines at any time for the benefit of its students.

**DIRECTORY INFORMATION**

Directory information may include a student's name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student. Directory information may, at the discretion of the principal or his/her designee, be released to appropriate individuals or organizations that file a written request at the school. The school may release information if it has given public notice of:

1. The types of personally identifiable information that it has designated as directory information.
2. The right of the parent to refuse to permit the school to designate any or all of that information about the students as directory information.
3. The period of time within which the parent must notify the school in writing that he or she does not want any or all of those types of information about the student designated as directory information.

**TICKET DISCIPLINE POLICY**

It is our goal to promote a positive educational experience for all our students. We believe in giving students the freedom to make choices, but the consequences for their choices are determined by school policy. Students who violate school policies outside of the classroom may be issued a ticket. This includes before or after school, during passing time, and at any school function that occurs before, during, or after school whether on school property or not.

**Tickets**

1. Students who receive tickets will have the following consequences:

<table>
<thead>
<tr>
<th># of TICKETS:</th>
<th>CONSEQUENCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Student meets with an administrator (2 tickets for the same offense will be an Administrative “N”).</td>
</tr>
<tr>
<td>3</td>
<td>Parent notification (phone call or letter home) and Administrative “N” (3 tickets for same offense will receive an Administrative “U”).</td>
</tr>
<tr>
<td>4</td>
<td>ISS (in-school suspension)/Student calls home/Administrative “U”/loses Diamond Back card for the current term and the following term.</td>
</tr>
<tr>
<td>5</td>
<td>ISS/OSS (out-of-school suspension)/Administrative “U”/forfeits all school activities for the semester</td>
</tr>
</tbody>
</table>

   Note: When a student receives 5 or more tickets, the administration will consider other appropriate consequences such as, but not limited to additional ISS/OSS, Skill Building, parent/administrative conferences, behavior contracts, Level System, extracurricular probation, forfeiture of activities, and/or alternative placement, etc.

2. Tickets will begin and end each semester.

3. As a reward, we will have drawings at the end of each term for individuals who have received NO tickets.

**Infractions that Warrant a Ticket**

1. **Disruptive Behavior**
2. **Defiance/Insubordination**
3. **Play Fighting/Horse Play**
4. **Bullying/Intimidation**
5. **Inappropriate Language**
6. **Nuisance Items**
7. **Throwing Snowballs**
8. **No Hall Pass**
9. **Lunchtime Hall Violation**
10. **Skate Boarding**
SEVERE DISCIPLINE INFRACTIONS that Warrant Administrative Action

Consequences for infractions will be determined by the school administration and could include any one or combination of the following: warning, parent/guardian contact, administrative conference, class change, administrative “N” or "U", in-school suspension, out-of-school suspension, Level System, contracts, alternative placement, law enforcement notification, district office referral, extracurricular probation/removal, or any other consequences deemed appropriate.

Severe conduct infractions include but are not limited to the following:

1. **Alcohol**: (see page 41 of this handbook)
2. **Arson**: The intentional burning of, or any attempt to burn, any part of any school building or any property of other persons.
3. **Assault**: Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed.
4. **Bullying/Hazing**: (see page 29 of this handbook)
5. **Cheating**: Dishonesty while completing school work, plagiarism, and /or falsifying or altering records.
6. **Computer Misuse**: (see page 52 of this handbook)
7. **Dangerous Weapons**: A firearm, whether loaded or unloaded, any device designed as a weapon and capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.
8. **Discrimination/Harassment**: Any act, verbal or in writing, directed toward a person that promotes negative stereotyping, degrades, or flagrantly demeans any individual. (see page 33 of this handbook)
9. **Disorderly Conduct**: Engaging in violent, abusive, indecent, profane, boisterous, unreasonable loud or other conduct which tends to cause or provoke a disturbance.
10. **Disrespect**: To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
11. **Drugs/Controlled Substances**: (see page 41 of this handbook)
12. **Failure to Serve Detention**: Knowingly and willfully refusing to serve an assigned detention.
13. **False Alarms**: The act of initiating a false alarm or initiating a false report warning of a fire, bomb threat, or other catastrophe.
14. **False Reports**: The act of falsely reporting incidents or making false accusations or giving false information to school personnel which would affect the welfare of others.
15. **Fighting**: Mutual combat in which both parties have contributed to the conflict by provocation or physical action.
16. **Fireworks**: Anything manufactured, processed, or packaged for exploding, emitting sparks or combustion which does not have another common use.
17. **Forgery**: The act of falsely using the name of another person or falsifying time, dates, grades, addresses, or other data.
18. **Gambling**: Making a bet or playing games of chance for material or financial gain.
19. **Harassment**: (see page 33 of this handbook)
20. **Inappropriate Display of Affection/Public Display of Affection (PDA)**: Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate.
21. **Inciting Others to Violence or Disobedience**: Encouraging others by words, acts, or deeds to disrupt the normal educational process of the school.
22. **Insubordination**: The willful failure to respond or carry out a reasonable request by school faculty or staff.
23. **Interference with the Educational Process:** Conduct, behavior, and/or attire which materially and substantially interferes with the educational process, including the use of obscene, suggestive, profane language or gestures advocating disruptive or illegal activity.

24. **Obscenities:** Possession of sexually explicit materials or illustrations, or use of profane and obscene language.

25. **Possession of Stolen Property:** Possession of items that belong to another person, organization, or school system, without the consent of the rightful owner.

26. **School Dress Code:** (see page 11 and 18 of this handbook)

27. **Sexual Harassment:** (see page 33 of this handbook)

28. **Shakedown or Strong Arm:** The act of taking or borrowing or attempting to borrow any money or things of value from a person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

29. **Tardiness:** The act of habitual unexcused lateness to school, class, or any other part of the student’s schedule.

30. **Theft:** The act of taking or concealing the property of another without the owner’s consent.

31. **Threatening or Intimidating Acts:** Threatening the well-being, health, or safety of any person on school property or en route to or from school or while attending any school sponsored function/field trip/sporting event, etc.

32. **Tobacco:** (see page 41 of this handbook)

33. **Truancy:** The act of unauthorized absences for any portion of the school day.

34. **Vandalism/Criminal Damage:** The act of intentionally causing damage to property belonging to another or the misuse of another’s property that results in damage.

**Fighting**

Due to the seriousness of potential physical harm, fighting will not be tolerated. First offense: 3-5 days OSS; Second offense: 10 days OSS; Third offense: alternative placement. Potential police involvement with each offense. Parent and student must meet with a counselor prior to returning to school from suspension. Other consequences may also be added at the administration’s discretion.

Filming a fight on a cell phone or other electronic device and then showing the fight to other students during the school day is prohibited. Such action will receive appropriate consequences depending on the nature of the incident and its impact on the school environment. At a minimum the electronic device will be confiscated, parents notified, and a ticket issued. Other consequences may include one or more of the following: warning, administrative conference, class change, administrative “N”or "U", in-school suspension, out-of-school suspension, Level System contracts, alternative placement, law enforcement notification, district office referral, extra-curricular probation/removal, or any other consequences deemed appropriate.
SCHOOL ATTENDANCE POLICY

Tardies:

- Students will sign the tardy log book when entering class if they are tardy.
- Each student will receive 3 free tardies on their Diamondback Card to be used in any class as long as the card is valid. Students may show their card with unused free tardies to the teacher or detention supervisor to eliminate a detention.
- Students with tardies beyond the 3 free tardies on the Diamondback card will be required to serve a 30 minute detention for each unexcused tardy within a week of the tardy.
- Students who have a parent/guardian note excusing a first period tardy or a late arrival from an excused off-campus lunch will not have detention for being late. It will be treated as an excused tardy; however, the limit for such excuses is “five” per term.

Note: If there are health reasons or extenuating circumstances that make it difficult for a student to attend school on time on a regular basis, please notify the administration.

- Students with 15 tardies in a term will receive an administrative “N” and will not be eligible for Diamondback Day activities.
- Students with 20 or more tardies in a term will receive an administrative “U” and will lose their Diamondback Card for the current term and the following term and will not be eligible for Diamondback Day activities and school dances.

Note: Students who have a habitual tardy problem will be considered insubordinate and will be subject to one or more of the following: ISS/OSS, parent/administration conference, contract, schedule change, Level System, Skill Building, loss of school activity privileges, etc.

Absences:

Parents are to call the school to excuse students when they are absent. They should be specific when stating the reason: illness, doctor, dentist, family emergency, etc. All absences must be cleared within 2 school days from the date of the absence. (See Nebo School District’s attendance policy on page 20)

Truancy/Sluffing:

If a student sluffs a class, he or she will have an hour detention for each period sluffed. Detention time is to be served within a week of the truancy/sluff.

- 1<sup>st</sup> sluff—parent contact, detention
- 2<sup>nd</sup> sluff—parent contact, detention, administrative “N”
- 3<sup>rd</sup> sluff—parent contact, detention, administrative “U”, loss of Diamond Back card for current term and following term.
- Habitual truancy/sluffing will be handled according to district policy (see page 20)

Detention:

Detention is held every day from 2:45 to 3:45 except on early-out Wednesdays when it will be held from 2:00-4:00. Students must attend for a minimum of 30 minutes to get credit towards detentions. Students who serve a one hour block of detention will get credit for 3 tardies (1½ hrs).

Unserved Detentions:

Students with unserved detentions will not be allowed to attend school dances. Students with excessive unserved detentions will receive one or more of the following consequences: administrative “N” or “U,” forfeiture of Diamondback Card for the current term and the following term, ISS/OSS, parent/administration conference, contract, Level System, Skill Building, loss of school activity privileges, etc.
STUDENT RECOGNITION & INCENTIVES

Student of the Day: Each teacher will take turns nominating a student for “student of the day.” Students will receive a certificate, a small prize, and be recognized in the daily announcements.

Diamondback Day Activities: activities/fieldtrips are held each term for those who qualify (no grades below a C-, no citizenship grades of “N” or “U” and no sluffs.

Diamondback Card: students are given a Diamondback Card at the beginning of each term. Students are responsible for the card, and if it is lost, it will not be replaced. Students may use their card for things such as excusing a tardy, taking an early lunch or early out, excusing late work, having a free hall pass, etc. If a student receives an administrative “U” they will lose their Diamondback Card the following term.

Honor Roll: Names of students who receive a 3.5 or higher GPA are published in the local paper.

National Junior Honor Society: qualifying students participate in a variety of activities and fieldtrips throughout the school year. These students are also recognized in an annual ceremony/banquet.

Department Awards: Each department recognizes excellence in its area with special achievement awards.

STUDENT DRESS AND GROOMING STANDARDS

Because certain fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process, all students are expected to conform to the standards of dress and grooming outlined below when attending school or participating in any school activity. The only exceptions shall be for special activity days which will be declared by the school principal.

A. Standards for students:

1. Clothing shall be modest, neat, clean, in good repair, and shall include shoes. Slippers cannot be worn for shoes. Clothing and/or jewelry shall not be worn which displays obscene or suggestive words or pictures or which advertises any substance which a student cannot legally possess or use. Jewelry shall not be worn in any pierced body parts other than the ears. Shorts and skirts must be at least mid-thigh length when the student is sitting. Some clothing, however, may still be inappropriate due to its style or the physical make-up of the student. Pajama pants are not allowed. Extreme clothing, which includes, but is not limited to, sagging clothing; excessively oversized clothing; clothing that is mutilated, torn, ripped, or frayed; and cross-gender dressing or grooming are prohibited. All shirts must have sleeves; no low cut tops that show cleavage; no midriffs; no showing of underwear; no sheer or see through clothing unless the clothing beneath or the clothing attached meets the dress code policy; no slogans on shirts that advertise or represent alcohol, tobacco, drugs, anything of a crude or sexual nature, anything considered gang related, anything representing criminal or illegal activities, and/or anything infringing upon the rights of others.

2. Jewelry shall not be worn in any pierced body parts other than the ears. Jewelry, accessories, piercings, tattoos, chains, etc., which are disfiguring or draw undue attention that distract, disrupt, or interfere with the learning atmosphere at school or at school activities and events, and/or create a health, safety, or welfare issue are prohibited.
3. Hair must be maintained in a clean and well-groomed manner. Hair that is fashioned in odd or extreme styles and/or that is colored with vibrant, unnatural looking colors which draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school or at school activities or events is prohibited.

4. Gang-related clothing, personal items, grooming, hair styles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandannas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hair styles, colors, and paraphernalia.

5. Hats or sunglasses shall not be worn during regular school hours.

B. If a student’s dress or grooming interferes with the normal educational process, he/she will be asked to change whatever is in question in order to return to class. If a student refuses to fix the problem, he or she will be placed in ISS or sent home. Dress code violations do not start over at the beginning of a new term or semester. On the 4th violation and each subsequent violation thereafter ISS will be given. Other consequences also may be necessary at the administration’s discretion.

CANDY & DRINKS
Candy machines are supplied for students’ convenience, but candy, gum, drinks, etc. are not to be eaten in class or in the academic halls. Litter resulting from these machines could cause their controlled use or elimination.

HALL PASSES
If it is necessary for a student to be out of class, they are required to have a hall pass in their possession issued by a teacher. Students who abuse their hall pass privileges will lose them.

LUNCH
Students are encouraged to eat lunch in the cafetorium. Anything purchased from the lunch program needs to be eaten in the cafeteria. Students can only have three charges on their lunch account at any given time. During good weather students may go outside after eating until the warning bell rings for the next class. Students may NOT be on the west side of the building, however, or in the classroom/academic halls during lunch. According to Nebo School District Closed Campus Policy, students are not to leave the school grounds during their lunch period.

MEDICATION - STUDENT
All medications administered to students must follow Nebo School District Policy # JHCD and be disbursed through the school office.

CLOSED CAMPUS POLICY
Diamond Fork Junior High School and Nebo School District have a closed campus policy. It simply means that all students are required to stay on campus during the school day. The boundary for the school is the fence on the North and East sides of the school and the roads in front of the school and on the south side of the building. The policy covers the regular school day from 8:00 a.m. until 2:40 p.m. THIS INCLUDES THE LUNCH PERIOD. Students who must enter or leave campus during the school day must do so through the attendance office. Please do not ignore the closed campus policy as it may
jeopardize your citizenship credit and your eligibility for school activities. All private property around the school is off campus and therefore off limits for students. In extenuating circumstances an Off Campus Pass may be given to a student by a school administrator with parent permission.

**DAMAGE AND/OR LOSS OF SCHOOL PROPERTY**
It is necessary for the school to hold students financially responsible whenever they damage or lose school property, including books. Damage and loss assessments must be paid at the school office. A receipt will be issued upon payment.

**TELEPHONE**
Students may not use the office phone during class time without a hall pass. The office phone is for emergency use only.

**CONTACTING TEACHERS**
Parents are encouraged to confer with teachers concerning academic or citizenship problems. Teachers are available during their preparation periods or immediately before and after school. Parents should call the school to arrange for a conference or email the teacher. The school telephone number is 801-798-4052. Teacher email addresses can be found on the school’s website which can be accessed through Nebo School District’s homepage (www.nebo.edu/dfjhs/).

**VISITORS**
No unauthorized person is to be on school grounds during the school day without first having been cleared with the main office. All visitors must pick up a visitors badge at the office and return it when business is completed. We reserve the right to ask for a picture ID. Students are not allowed to bring a visitor (relative/friend/sibling) to school with them.

**PARKING LOTS**
Parking lots are off limits to students during the school day.

**STUDENT CONDUCT (during passing time, breaks, assemblies, school activities)**
Students should observe right-hand traffic on stairs and in the hallways. Please do not run. Students should walk quickly and quietly to assemblies. They should refrain from taking items to assemblies that would detract from the performance or litter the floor. Unacceptable conduct during assemblies includes but is not limited to whistling, cat calling, uncalled-for or excessive clapping, boisterousness, and talking during a program. At the conclusion of a program, students should remain seated until further instructions are given.

**SNOW POLICY**
Snowball throwing is **NOT** allowed anywhere on school campus. Snowball throwing is in violation of district and school policies. Students should stay away from the building when snow is on the roof. No sliding is allowed on the hills. As a general rule, snow should be left on the ground.

**LOCKERS**
Security of personal property is the individual responsibility of each student. Lockers should be kept locked at all times. Students should not tell their combination to others in order to keep their property safe. Students are responsible for keeping their assigned lockers clean, both inside and outside. Stickers and writing on lockers is not allowed. Any locker malfunction should be reported to the office. Students should not keep money or other valuables in their lockers. Lockers are school property and the
school reserves the right to inspect them when necessary. Students are to use only those lockers assigned to them. There is to be NO decoration of the outside of lockers at anytime. The school will not be liable for any items taken or stolen from lockers.

BUILDING HOURS
School begins at 8:00 a.m. and ends at 2:40. On early out Wednesdays school ends at 1:55 p.m. Students may enter the building at 7:25 a.m. and are requested to be out of the building by 2:55 p.m. unless under the supervision of a teacher or coach.

BUS REGULATIONS
Students who come to school on the bus should return home on the bus. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school. Riding the bus is a privilege and improper conduct on buses will result in that privilege being denied.

CLASS CHANGE PROCEDURES
There is a $5.00 fee for all class changes. This can be paid in the office. Class changes will only be considered where space is available and/or after adequate effort is made to resolve any problem(s) with a teacher(s) or a class. We do not make class changes merely to place friends with friends. After the first five days of each semester, class changes will only be made if there are extenuating circumstances.

LAGOON ELIGIBILITY
Students planning on attending the school sponsored trip to Lagoon at the end of the year must meet the following requirements:
1. Citizenship—No ‘N’s or ‘U’s on mid-term of 4th term (Note: failure to maintain good citizenship after this point will result in ineligibility).
2. Detentions—No unserved detentions for tardies and/or truancies for 3rd and 4th terms.
3. Passing grades – No D or F grades on mid-term of 4th term.

EVACUATION PROCEDURES
Each classroom has an evacuation map hanging by the door. Please become familiar with the exit route from each of your classes. There will be drills periodically involving various types of emergency situations. During these drills and/or real situations, students are to remain calm, quiet, and follow the directions given. Students are to remain in designated areas deemed appropriate by school personnel and/or law enforcement until they are told otherwise. Students are not to be dismissed from school without administrative approval and notification of parent/guardian.

EXTRACURRICULAR PARTICIPATION
Participation in student government, competitive athletics, and other extracurricular activities may confer important educational and lifetime benefits upon students. However, there is no constitutional or legally protected property right to participate in these types of extracurricular activities. Students who participate in extracurricular activities become role models for others in the school and community. These students often play major roles in establishing standards of acceptable behavior in the school and community, and establishing and maintaining the reputation of the school and the level of community confidence and support afforded to the school. Accordingly, students involved in extracurricular activities must comply with school and District policies, team or organization rules, and applicable local, state, and federal laws in regards to their conduct and behavior. Any violations of the foregoing may subject the student to
disciplinary action, including, but not limited to, suspension, probation, or exclusion from participation in the extracurricular activities.

In addition to the above requirements students must have a 2.0 GPA and have no more than one “F” and/or one “U” to be eligible for participation. Failure to maintain these requirements after the season has started will result in suspension from competitive participation until the grade/citizenship is raised. The student may continue to practice though. Depending on the severity of the situation, however, the student may lose all privileges pertaining to extracurricular participation.

**E-TIME VIOLATIONS**
Students who do not go to remediation during E-time when they are supposed to will be sent to a detention room and will receive the following consequences:

1. **1st** Offense: detention during E-time
2. **2nd** Offense: 1 hr detention after school
3. **3rd** Offense: parent contact, administrative “N” and 1 hr detention
4. **4th** Offense: 1 day ISS, administrative “U”
5. **5th** Offense: 2 days ISS
6. **6th** Offense: at the discretion of the administration

Note: If a student sluffs E-time, either on or off campus, they will receive an E-time violation and a ticket for failure to follow school rules. If a student sneaks into an enrichment activity when they are not eligible, they will receive an E-time violation.

After each semester E-time violations will start over.

**Cheating**
Cheating is the willful intent to enhance one’s academic standing through deceitful means. At a minimum students will receive a zero for the assignment/quiz/test/project they cheated on. Whether the assignment/quiz/test/project can be redone is at the discretion of the teacher. Repeat offenses can result in at automatic grade reduction and even loss of credit for the course if the problem continues. Other consequences may include a parent conference with the teacher and an administrator.

**Citizenship Grades**
At a minimum the following behaviors will impact citizenship grades: tardies, unpreparedness, cheating, plagiarism, and use or disturbance of cell phones/electronic devices/nuisance items.

**Pets/Animals**
Students may not bring pets/animals to school for class purposes unless given permission by the teacher. In some cases it may require principal approval as well.
Plagiarism Policy

Definition of plagiarism:

Plagiarism is using the words or ideas of another without giving them credit.

Students are expected to respect the words and ideas of others, especially with regards to the intellectual property of others (see definition below).

Plagiarism concerns the school because it is dishonest and prevents learning. Students must become aware of plagiarism, its several forms, its consequences, and how to avoid it. Although the consequences for plagiarism at this age are not as severe as they would be in high school or college, students are expected to follow these guidelines to insure academic honesty and excellence. All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (Plagiarism.org)

Determination of plagiarism:

In order to determine whether or not a student has plagiarized, the teacher will check sources, then conference with the student and/or with another teacher.

The teacher will also be responsible for determining whether the plagiarism was intentional or unintentional. Intentional plagiarism is more severe than unintentional, but both cases call for remedial action. Intentional plagiarism is passing off someone else’s words and ideas as your own- exactly the same as cheating. Unintentional plagiarism results from poor research habits and requires the student to learn proper research skills.

Consequences of plagiarism:

Students are considered responsible for all actions related to plagiarism, whether the actions were intentional or unintentional. In the event of unintentional plagiarism, students will be required to redo their work properly.

In the case of intentional plagiarism, students will receive a 0 score on the assignment and a reduction in their citizenship grade. The teacher will contact parents/guardians and provide them with evidence of the plagiarism. At the teacher’s discretion, students will redo the assignment for partial credit. Any classmate who helped the student plagiarize may be subject to the same consequences. In cases of severe plagiarism or repeated infractions of plagiarism, students may be subject to school level consequences as well, which may include but are not limited to an administrative citizenship grade of a N or U; detention; in-school suspension, out-of-school suspension, class removal, extra-curricular ineligibility, etc.
**How to avoid plagiarism:**

Students plagiarize for many reasons, not the least of which are time constraints and lack of research skills. To avoid plagiarism, intentional and unintentional, the following guidelines should be used:

1. Take notes in your own words- do not copy all of your notes word for word from the source.
2. When using exact quotes, mark them with quotation marks and a citation. Quotes should be written exactly as they appear in the source, word for word.
3. Keep track of your sources. Know what information came from which source.
4. Cite your sources properly. Use parenthetical citations and attributions within the paper and list all your sources in a bibliography at the end.

**Definition of terms:**

**Attribution:** Including the author’s name in the sentence or phrase before the borrowed information.

As John R. Trimble explains, “Don’t forget to read every sentence aloud. Your ear will catch much that your tired eye has missed.”

**Bibliography:** The list of citations at the end of a paper that shows where you got your information. (See the example at the end of this passage)

**Cite:** To include information about your source (i.e. the title, the author, when it was published, etc).

**Citation:** a record of your source


**Common knowledge:** If a fact can easily be found in numerous sources, and is generally known, it’s common knowledge and does not need a citation. For example, you do not need to cite any source for the information, “George Washington served as America’s first president.”

**Copyright:** A law that protects people’s intellectual property. Copyrighted material is usually marked with this symbol ©, but not always.

**Parenthetical citation:** Including a reference to the source in parentheses next to the borrowed information.

The thing that distinguishes the amateur from the experienced writer is focus; one “rides off in all directions at once,” and the other finds one meaning around which everything revolves (Murray 92).

**Intellectual property:** An original concept, expression of ideas, or information. It is important to remember that people such as authors, musicians, inventors, etc, are paid for their concepts, ideas, and expressions, and so they are considered property.

**Bibliography (All sources cited using MLA style)**


[http://www.plagiarism.org/learning_center/what_is_plagiarism.html](http://www.plagiarism.org/learning_center/what_is_plagiarism.html)
Student Dress and Grooming Standards—Policy JDG

DATED: November 11, 2009

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. GENERAL STANDARDS
3. SPECIFIC STANDARDS
4. ENFORCEMENT AND DISCIPLINE
5. PUBLICATION OF POLICY
6. CONSTITUTIONAL RIGHTS

1. PURPOSE AND PHILOSOPHY
The Board of Education recognizes that student dress and grooming directly impacts the education of students. Experience and research has demonstrated that the learning atmosphere is improved when students’ dress and groom appropriately. Appropriate student dress and grooming promotes an effective learning environment free of unnecessary disruption and distraction. In addition, appropriate student dress and grooming helps increase school and student safety and security. Certain fads and extremes of dress and grooming tend to attract undue attention to an individual, and accordingly, interfere with or disrupt the educational process. The Board of Education emphasizes the importance of cooperation among schools, parents/guardians, and students to ensure appropriate dress and grooming, and further recognizes that parents/guardians are primarily responsible for their students' dress and grooming. The Board of Education delegates to the school administration the responsibility to see that each student adheres to the dress and grooming standards set forth in this policy.

2. GENERAL STANDARDS
2.1 The school administration may determine that certain types of student clothing and grooming are prohibited which:
2.1.1 Draws undue attention, distracts, disrupts, and/or interferes with the educational environment at school or at a school activity or event.
2.1.2 Endangers the health, safety, or welfare of the student or others.
2.1.3 May cause damage to school facilities or equipment.
2.1.4 Does not conform to generally accepted community standards.
2.1.5 Appears as an obvious attempt to challenge this policy or the authority of the school.
2.2 Student dress and grooming must conform to the requirements of a special class or school activity or event which requires special dress or grooming and in which the student expects to participate.

3. SPECIFIC STANDARDS
3.1 Students shall comply with the following dress and grooming standards at school and at school activities or events:
3.1.1 Clothing will be modest, neat, clean, and in good repair. Modesty includes covering shoulders, midriff, back, underwear, and cleavage.
3.1.2 Extreme clothing, which includes, but is not limited to, sagging clothing; excessively oversized clothing; clothing that is mutilated, torn, ripped, or frayed; and cross-gender dressing or grooming are prohibited. In addition, inappropriately short, tight, or revealing shorts, skirts, dresses, tank tops, halter or crop tops, and spaghetti strap tops are prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.
3.1.3 Clothing and personal items, such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which: (a) are crude, vulgar, or profane; (b) are violent or advocate hate; (c) signify gang affiliation; (d) concerns or represents tobacco, alcohol, drugs, or illegal substances; (e) concerns or represents criminal or illegal activities; (f) infringes upon the rights of others; or (g) are sexually suggestive.

3.1.4 Hats and sunglasses are not to be worn in the school building during school hours, except as part of an approved school activity or event, for medical reasons, or for religious purposes.

3.1.5 Appropriate footwear shall be worn at all times in order to insure personal safety and hygiene.

3.1.6 Gang-related clothing, personal items, grooming, hair styles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandannas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hair styles, colors, and paraphernalia.

3.1.7 All students must maintain their hair in a clean and well-groomed manner. Hair that is fashioned in odd or extreme styles and/or that is colored with vibrant, unnatural looking colors which draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school or at school activities or events is prohibited. It is generally preferred that male students are clean shaven; however, a well-trimmed mustache and/or beard is permissible. Any facial hair which is odd or extreme in color or style that draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school or at school activities and events is prohibited.

3.1.8 Jewelry shall not be worn in any pierced body parts other than the ears. Clothing, jewelry, accessories, piercings, tattoos, chains, etc., which are disfiguring or draw undue attention that distract, disrupt, or interfere with the learning atmosphere at school or at school activities and events, and/or create a health, safety, or welfare issue are prohibited.

3.2 Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at school dances, activities, or events outside of the regular school day.

4. ENFORCEMENT AND DISCIPLINE
School administrators are responsible for implementation and enforcement of this policy. The legal concept of "reasonableness" shall be the guiding principle. School administrators may approve exceptions to this policy for special school activities or events. Adherence to these dress and grooming standards will be the responsibility of the student and his/her parent(s)/guardian(s). Any student violating this policy shall be subject to disciplinary action. Disciplinary action may include, but is not limited to, being asked to change, remove, or cover the clothing, personal item, or whatever else is at issue; suspension; expulsion; exclusion or loss of extracurricular activities; probation; alternate educational placement; and/or referral to law enforcement authorities. Disciplinary procedures shall be followed as set forth in Nebo School District Policy No. JD, Student Conduct and Discipline.

5. PUBLICATION OF POLICY
This policy may be posted on the District’s Web site and published in student registration materials, student handbooks, parent information guides, and other appropriate school publications as directed by the District.

6. CONSTITUTIONAL RIGHTS
Nothing contained in this policy is intended to infringe upon the right of students to exercise their First Amendment rights of free speech and free exercise of religion, or their Fourteenth Amendment right to liberty. In the event that constitutional rights are implicated, student dress and grooming may be prohibited or restricted by school administration if it is necessary to avoid material and substantial interference with the school’s operations or intrusion upon the rights of students or others.
Secondary Attendance—Policy JDH

DATED: August 12, 2009

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. PROCEDURES FOR EXCUSING AN ABSENCE
4. VIOLATION OF POLICY
5. ATTENDANCE AND ACADEMIC GRADES
6. ATTENDANCE AND ACTIVITY ELIGIBILITY
7. CHECKING OUT OF SCHOOL
8. SCHOOL AND PARENT RESPONSIBILITIES
9. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES
10. DETENTION
11. DUE PROCESS

1. PURPOSE AND PHILOSOPHY

School attendance has a direct impact on a student’s level of academic achievement. In order to make the most of one’s educational opportunities, a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the secondary student to achieve punctual, daily attendance as set forth in the Utah compulsory education requirements, Utah Code Ann. §53A-11-101, et seq. A parent may contact the school to obtain current attendance information regarding his/her student. A summary of this policy is available at the local school and is mailed out at the beginning of each school year to parents/legal guardians of all students in the Parent Information Guide. A parent may monitor their student’s attendance by accessing the Student Information System (SIS) through the District’s website at www.nebo.edu. Students are required to attend each class, on time, every school day, unless properly excused. Repeated truancy, on or off campus, may result in a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, alternative placement, Board release, or other interventions.

2. DEFINITIONS

2.1 “Approved school activity” means an activity sponsored by the school and approved by the school’s administration. A student may attend an approved school activity as a member of a team, class, club, or group. “Approved school activities” are excused absences, however, students are responsible to complete any missed school work.

2.2 “Absence” or “absent” means failure of a student assigned to a class or class period to attend the entire class or class period.

2.3 “Detention” is a supervised study hall held on Saturday mornings or before or after school. Students must provide their own materials. A Detention program may be incorporated as part of a local school’s attendance and tardy policies and procedures. Participating in a Detention program does not eliminate a student’s unexcused absence or tardy, however, Detention does allow the student to obtain or restore certain school privileges, eligibilities, and/or benefits as specified by the local school’s attendance and tardy policies and procedures. If a student is referred to Juvenile Court, the District will consider Detention attendance codes as an unexcused absence or tardy.

2.4 “Excused absence” means a student is absent from school for any of the following reasons:
2.4.1 an illness;
2.4.2 the death of a family member or close friend;
2.4.3 an approved school activity;
2.4.4 a medical, dental, or orthodontic appointment;
2.4.5 a family emergency;
2.4.6 a family activity; OR
2.4.7 an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

2.5 “Truant” or “truancy” or “truanties” or “unexcused absence” means being absent from school for reasons other than those specifically authorized under this policy, or an absence in which the school is either not notified or not notified in a timely manner as to the reason for the absence.

2.6 “Good attendance” occurs when a habitually truant student attends school for forty-five (45) consecutive school days without an unexcused absence or tardy.

2.7 “Tardy” is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over ten (10) minutes late but arrives before one-half (1/2) of the total class period has expired, the tardy will be considered a “late tardy.” If a student arrives to class after more than one-half (1/2) of the total class period has expired, the tardy will be considered an “absence” for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked tardy and not absent. Each school, with the input and assistance of its School Community Council, may develop additional policies and procedures for dealing with tardiness as per Section 9 of this policy.

2.8 “Habitual truant” or “habitually truant” is when a student who is at least twelve (12) years of age or older:
2.8.1 is truant at least ten (10) times in a particular class period or a total of forty (40) truancies in all class periods during the current school year; OR
2.8.2 fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems as set forth in Utah Code Ann., §53A-11-103.

2.9 “Parent” means the natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.

2.10 “Concern Letter” is a letter mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter inform[s] the parent of their student’s attendance problems, requests help in solving the attendance problems, and informs the parent of possible school action if the truancies continue.

2.11 “Notice of Truancy” is a written notice mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The “Notice of Truancy” shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4).

2.12 “Habitual Truant Citation” means a citation issued by the District’s Attendance Office (Truancy Specialist) or school administrator to a habitually truant student referring the student to Juvenile Court. A “Habitual Truant Citation” is issued when:
2.12.1 the student has been truant an additional five (5) times in a particular class period or a total of twenty (20) additional truancies in all class periods during the current school year after the Notice of Truancy has been issued;
2.12.2 the school has made reasonable efforts described in Utah Code Ann., §53A-11-103 to resolve the student’s attendance problems; AND
2.12.3 the efforts to resolve the student’s attendance problems have not been successful.
2.13 “Nebo Attendance Court” is a court program operated by Nebo School District which may be offered as an option or alternative by the Juvenile Court, the Utah County Attorney’s Office, or by the District to a habitual truant student who has been issued a Habitual Truant Citation.

3. PROCEDURES FOR EXCUSING AN ABSENCE

3.1 Parents must contact the school and provide the appropriate reason for the absence. Failure to provide a reason for the absence will cause the absence to be documented as unexcused. Notification may be by telephone or by signed note. **All validly excused absences may be excused if the school is notified within two (2) school days following the absence (see Section 2.4).** The two (2) school day time limit, however, does not extend beyond the end of the term. All absences must be excused by the last day of each term. Parents wishing to excuse absences after the two (2) school day limit or beyond the last day of the term must follow the due process procedures outlined in Section 11 of this policy.

3.2 Students having excessive excused absences exceeding all or part of five (5) school days due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school.

3.3 School administrators may evaluate requests to approve extended or excessive absences. Such absences may be excused so long as the absences do not negatively impact the academic progress of the student. The decision to mark an absence “excused” is within the discretion of the school administration.

3.4 School administrators have authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

4. VIOLATION OF POLICY
Violation of this policy or a violation of a local school’s attendance and tardy policies and procedures may bring about consequences, including, but not limited to, a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, Notice of Compulsory Education Violation, Compulsory Education Violation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, referral to the Utah County Attorney’s Office, alternative placement, Board release, or other interventions.

5. ATTENDANCE AND ACADEMIC GRADES
Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student’s grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student’s grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

6. ATTENDANCE AND ACTIVITY ELIGIBILITY
Students become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy. Eligibility may be restored through completing an approved detention program.

7. CHECKING OUT OF SCHOOL
Any student who leaves school during the school day is required to check-out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must
contact his/her parent at that time in order to document the reason for the absence. If the student does not check-out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the check-out at the time, pending parental confirmation by telephone or note. When a student checks-out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check-in at the attendance office. Junior High Schools are considered to be closed campuses. Junior High students may not leave the campus during the school day without approval of a school administrator. Those students who need to leave regularly (such as going home for lunch) may obtain an on-going pass from the school administrator.

8. SCHOOL AND PARENT RESPONSIBILITIES

8.1 School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

8.1.1 Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures. Said policies, or a summary thereof, may be included in the school’s student handbook.

8.1.2 School personnel and teachers will monitor and record the daily attendance of students.

8.1.3 Teachers shall update attendance records on SIS on a daily basis.

8.1.4 A representative of the school will make daily phone notice of absences via a computerized or a personal calling system. Parents are expected to keep a current phone number on file at the school.

8.1.5 A Concern Letter shall be mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter is to inform the parent of their student’s attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truancies continue.

8.1.6 A Notice of Truancy shall be mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The Notice of Truancy shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4), including: (a) directing the parent meet with school authorities to discuss the student’s truancies; and (b) requesting the parent to cooperate with the school in securing regular attendance by the student. Parents who fail to respond to a school’s request for assistance and support in resolving attendance concerns may be referred to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of Truancy in accordance with the due process procedures set forth in Section 11 of the policy.

8.1.7 School officials will meet with parents and students, as appropriate, following the issuance of a Notice of Truancy. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

8.1.7.1 providing appropriate counseling services to the student;

8.1.7.2 making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;

8.1.7.3 considering alternatives proposed by the parent;

8.1.7.4 enlisting the assistance of community and law enforcement agencies, as appropriate and reasonably feasible; AND

8.1.7.5 providing, upon request, a list of resources available to assist the parent in resolving the student’s attendance problems. Habitually truant students will also be charged a fine in the amount of thirty dollars ($30.00) and be required to attend and complete a truancy prevention class. Failure or refusal by a student to attend the truancy prevention class may result in school discipline, including, but not limited to, suspension, placement in an alternative educational setting, expulsion, Board release, or other interventions.
8.1.8 The Habitual Truancy Citation shall be issued by the District’s Attendance Officer (Truancy Specialist) or school administrator to a habitually truant student who is twelve (12) years of age or older referring the student to Juvenile Court. A Habitual Truant Citation is issued when:

8.1.8.1 the student has been truant for an additional five (5) times in a particular class period or for a total of twenty (20) additional truancies in all class periods during the current school year after the Notice of Truancy has been issued;

8.1.8.2 the school has made reasonable efforts under in Utah Code Ann., §53A-11-103 to resolve the student’s attendance problems; AND

8.1.8.3 the efforts to resolve the student’s attendance problems have not been successful.

8.1.9 A student who is issued a Habitual Truancy Citation and referred to Juvenile Court may, upon referral by the Juvenile Court, the Utah County Attorney’s Office, or the District, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that students will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. Habitually truant students who participate in the Nebo Attendance Court program shall be required to pay a fine in the amount of fifty dollars ($50.00), which may be refunded by successful completion of all Nebo Attendance Court directives and good attendance. Particularly, the Nebo Attendance Court will refund one-half (1/2) the fine when the student has attended forty-five (45) consecutive school days without an unexcused absence or tardy, and the Nebo Attendance Court will refund the remaining balance of the fine when the student attends another forty-five (45) consecutive school days without an unexcused absence or tardy. It is the responsibility of the parent or student to provide verification of good attendance to the Nebo Attendance Court.

8.1.10 In the event the school administrator determines that the parent’s behavior is primarily causing the secondary student’s attendance problems, and the student is younger than fourteen (14) years of age, the school administrator may, as an alternative to following the truancy procedures in this policy, pursue the procedures for a compulsory education violation as prescribed by Utah law and as set forth in Nebo School District Policy #JDI, Elementary Attendance.

8.2 Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:

8.2.1 Parents must ensure that their student attends school as required by Utah law.

8.2.2 Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. It is recommended that a student, who knows that he/she is going to be absent for two (2) or more days, contact teachers before leaving regarding academic assignments that need to be completed.

8.2.3 Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems.

8.2.4 Parents are also encouraged to monitor their own student’s attendance by accessing the SIS through the District’s website. Each school will provide SIS access information and instructions to the parents.

8.2.5 When applicable and necessary, parents of students who are twelve (12) through fourteen (14) years of age may be referred to the Utah County Attorney’s Office for a Compulsory Education Violation (see Nebo School District Policy #JDI, Elementary Attendance).

9. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES

Each school may establish rewards and consequences related to attendance and tardiness. Reward programs must be planned so as to accommodate all students who qualify. Local school attendance and tardy policies and procedures must be approved in writing by the School Community Council and approved in writing by the Director of Secondary Education. School attendance and tardy policies and procedures must be consistent with, and shall not violate, Utah law, Utah State Board of Education rules and regulations, and Nebo School District policies. Written information concerning approved school attendance and tardy policies and procedures shall be provided annually to the students and parents by the school administration.
10. DETENTION
As part of a local school’s attendance and tardy policies and procedures, as described in Section 9 of this policy, schools may implement a Detention program. Each hour of attendance at Detention will clear unexcused absences, tardies, or other attendance violations as specifically determined by the local school. A Detention program may be used: (a) in conjunction with a rewards program; (b) to restore activity participation eligibility (see Section 6 of this policy); and/or (c) to eliminate the negative impact of an absence or tardy upon the academic grade (see Section 5 of this policy). Unexcused absences or tardies must be cleared in a Detention program before the end of the term in which they are incurred.

11. DUE PROCESS
A parent may, within ten (10) calendar days of the date of notice of such action, appeal a contested unexcused absence or a Notice of Truancy. If the tenth (10th) calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

11.1 Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

11.2 In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.

11.3 In the event the matter is not resolved with the school multi-disciplinary team, the parent may request the matter to be reviewed by the School Community Council. The School Community Council will be provided information concerning the issue but will not be given any information to personally identify the student. The School Community Council will act as an advisory group and offer an opinion to the school administrator. The school administrator will take into consideration the School Community Council’s opinion and will render a decision on the matter.

11.4 In the event the matter is not resolved with the School Community Council and school administrator, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.

For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in Nebo School District Policy #JD, Student Conduct and Discipline.
Safe School Environment—Policy JDA

DATED: November 12, 2008

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. VIOLATION OF STUDENT SAFETY
4. WEAPONS VIOLATION
5. STUDENTS WITH DISABILITIES

1. PURPOSE AND PHILOSOPHY
The Board of Education recognizes their responsibility to provide a safe environment where students and employees are free from unlawful and violent acts. Nebo School District will not tolerate acts of violence, threatened acts of violence, use or possession of a weapon, hazing, assaulting, demeaning behavior, criminal conduct, or gang activity in or about the schools, school grounds, or school activities and events, including transportation.

2. DEFINITIONS
2.1 “Arson” means the willful and malicious burning of any part of a building or its contents.
2.2 “Burglary” means breaking, entering, or remaining in a structure without justification during the hours when premises are closed to the public.
2.3 “Stealing/Larceny” means the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
2.4 “Battery/Fighting” means the unlawful and intentional touching or striking of a district employee, volunteer, or student with the intention of causing bodily harm to that individual. The encouragement of others to do so would also constitute battery.
2.5 “Criminal Mischief” means vandalism, graffiti, or destruction of school property or the property of others. 2.6 “Intimidation” means engaging in behavior that prevents or discourages another student from exercising his/her right to education through threats, coercion or force.
2.7 “Verbal Abuse” means using harassing, vulgar, or derogatory remarks towards another district employee, volunteer, or student.

3. VIOLATION OF STUDENT SAFETY
3.1 A student may be suspended, expelled, or subject to other appropriate disciplinary action when the school administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by:
3.1.1 Causing, attempting, or threatening to cause personal harm, damage to personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to, arson, burglary, stealing/larceny, battery/fighting, criminal mischief, intimidation, and verbal abuse.
3.1.2 Gang signing, wearing of bandannas, headgear, chains, or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia, tattoos, or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership.
3.1.3 Involvement in illegal activities, disrupting normal school proceedings, or inciting other students to disrupt school proceedings.
3.1.4 Inappropriate use of cell phones or other electronic devices during school. See Nebo School District Policy No. JDE, Electronic Devices.
3.1.5 Unless under the direction of an administrator or teacher, using laser lights and laser pointers at school, at school functions or activities, or on any district vehicle being used to transport students.
3.2 For a comprehensive list of school violations, see Nebo School District Policy No. JD, Student Conduct and Discipline.

4. WEAPONS VIOLATION
4.1 Any student who, in a school building, in a school vehicle, on district property, or in conjunction with any school activity: (a) possesses, controls, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) actually uses or threatens to use a facsimile or look-alike weapon with the intent
to intimidate another person or to disrupt normal school activities; shall be suspended or expelled from all district schools, programs, and activities for a period of not less than one (1) year, subject to the following:

4.1.1 Within forty-five (45) days after the suspension or expulsion, the student shall appear before the Coordinator of Student Services or the Multi-disciplinary Team, accompanied by a parent or legal guardian.

4.1.2 The Coordinator of Student Services or the Multi-disciplinary Team shall determine: (a) what conditions must be met by the student and the student’s parent/legal guardian for the student to return to school; (b) whether the student should be placed on probation in a regular or alternative school setting; (c) what conditions must be met by the student in order to ensure the safety of students and district employees at the school in which the student is placed; and (d) if it would be in the best interest of both the district and the student to modify the expulsion term to less than one (1) year giving highest priority to providing a safe school environment for all students. (Utah Code Ann. §53A-11-904 & 907).

4.1.3 The Superintendent or the Superintendent’s designee may modify the suspension or expulsion requirement for a student on a case-by-case basis.

5. STUDENTS WITH DISABILITIES
When disciplining a student with disabilities, see Nebo School District Policy No. JD, Student Conduct and Discipline, Section 15, “Due Process for Students with Disabilities.”
Prohibition of Bullying, Hazing, and Retaliation—Policy JDD

DATED: February 10, 2010

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. PROHIBITION OF BULLYING, HAZING, AND RETALIATION
4. COMPLAINTS
5. INVESTIGATION
6. DISCIPLINE
7. DISSEMINATION OF POLICY
8. EDUCATION AND TRAINING
9. FIRST AMENDMENT RIGHTS

1. PURPOSE AND PHILOSOPHY

The Board of Education is committed to provide all students and District employees with a safe and secure learning and working environment. Bullying, hazing, and retaliation for reporting incidents of bullying or hazing reduce a student’s ability to achieve academically and reduces an employee’s ability to perform their job responsibilities. In addition, bullying, hazing, and retaliation can directly affect a student’s or an employee’s health and well-being, and may contribute to excessive absences, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board encourages educators, employees, students, and parents to develop procedures to stop and prevent bullying, hazing, and retaliation for reporting incidents of bullying or hazing in Nebo School District.

2. DEFINITIONS

2.1 “Bullying” means any behavior that is intended to cause personal harm or distress, exists in situation or a relationship in which there is an imbalance of power or strength, and may be repeated over time. It is intentionally or knowingly committing an act that endangers the wellbeing, health, or safety of a student or employee. Bullying may be physical, verbal/written, or psychological. The conduct described in this policy constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

2.1.1 “Physical Bullying” involves physical activity that endangers the health and safety of a student or employee that includes, but is not limited to, pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, and destroying property. Bullying may involve coerced consumption of any food, liquor, drug, or other substance. Bullying may also involve any forced or coerced act or activity of a sexual nature or with sexual connotations such as asking a person to remove articles of clothing or expose or touch private areas of the body. It may also involve the physical obstruction of a student’s or employee’s freedom to move if done for the purpose of creating fear of physical harm to the student or employee or to the property of the student or employee.

2.1.2 “Verbal/Written Bullying” includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and threatening comments and behavior that is communicated verbally or in writing, including the use of electronic media (i.e., “cyber bullying”).

2.1.2.1 “Cyber Bullying” means using e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging, or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to, sending mean, vulgar, or threatening
messages or images; posting inappropriate pictures of or sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

2.1.3 “Psychological Bullying” includes, but is not limited to, socially isolating an individual, demeaning or sarcastic comments, gestures, and threatening comments and behavior.

2.2 “Hazing” involves physical activity that endangers the health and safety of a student or employee that includes, but is not limited to, pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, and destroying property. Hazing may involve coerced consumption of any food, liquor, drug, or other substance. Hazing may also involve any forced or coerced act or activity of a sexual nature or with sexual connotations such as asking a person to remove articles of clothing or expose or touch private areas of the body. It may involve the physical obstruction of a student’s or employee’s freedom to move if done:

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

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

The conduct described in this policy constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

2.3 “Retaliation” means an act or communication intended as retribution against a person for reporting bullying or hazing; or to improperly influence the investigation of, or the response to, a report of bullying or hazing.

3. PROHIBITION OF BULLYING, HAZING, AND RETALIATION

3.1 Nebo School District prohibits bullying of students or employees by other students or employees at school/work, while on school or District property, at school/work-related activities and events, on a school bus, at a school bus stop, or while the student or employee is traveling to or from a school/work-related activity or event. The District encourages all victims of bullying, and all persons with knowledge of bullying, to report the incident(s) immediately.

3.2 Nebo School District prohibits the hazing of students or employees by other students or employees at any time or in any location. The District encourages all victims of hazing, and all persons with knowledge of hazing, to report the incident(s) immediately.

3.3 No student or employee may engage in retaliation against a student, employee, investigator, or a witness of an alleged incident of bullying, hazing, or retaliation. No student or employee may make a false allegation of bullying, hazing, or retaliation against a student or employee. The District encourages all victims of retaliation, and all persons with knowledge of retaliation, to report the incident(s) immediately.

4. COMPLAINTS

A student victim of bullying, hazing, or retaliation should inform his/her teacher or any of his/her school’s administrators. An employee victim of bullying, hazing, or retaliation should inform his/her supervisor. A parent, teacher, or any other individual who is aware of bullying, hazing, or retaliation at school should inform school administration. A school teacher or administrator to whom a complaint is made shall, as soon as is reasonably possible after receiving the complaint, report it to the principal or his/her designee. If a victim of bullying, hazing, or retaliation so chooses, he/she may be allowed to report such incident(s) anonymously.
5. INVESTIGATION
The principal/supervisor, or his/her designee, to whom a complaint of bullying, hazing, or retaliation is reported shall promptly investigate the complaint. Procedures set forth in Nebo School District Policy No. JDC, Student Discrimination and Harassment regarding the investigation and resolution of complaints should be followed. In the event the principal/supervisor or designee finds that bullying, harassment, or retaliation has occurred, he/she shall take prompt, appropriate action to end the bullying, hazing, or retaliation and address its effects on the victim. The principal/supervisor or designee may refer the victim of bullying, hazing, or retaliation to the school counselor or psychologist or to appropriate counseling services provided by the District, as applicable. All acts of bullying, hazing, or retaliation that constitute criminal activity will be promptly reported to law enforcement. To the extent permitted by federal and state law, District policies, confidentiality and privacy rights, and to assure the integrity of the investigation and corrective action, parents or legal guardians of a student perpetrator or victim will be involved in the process of responding to, and resolving conduct, prohibited by this policy.

6. DISCIPLINE

6.1 Any student who engages in bullying, hazing, or retaliation, as described herein, is in violation of this policy and shall be subject to disciplinary action. Consequences should be firm and fair and correspond to the severity of the infraction. A continuum of consequences should be utilized. Disciplinary action may include, but is not limited to, suspension; expulsion; exclusion or loss of extracurricular activities; dissolution of a team, organization, or other group; probation; alternate educational placement; and/or a referral to law enforcement authorities. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account. Formal disciplinary action may not be based solely on an anonymous report of bullying, hazing or retaliation. Disciplinary due process procedures shall be followed as set forth in Nebo School District Policy No. JD, Student Conduct and Discipline. To the extent permitted by federal and state law, District policies, and confidentiality and privacy rights, the parents or legal guardians of a student who is a victim of bullying or hazing are to be informed of the actions taken against the perpetrators of the bullying or hazing.

6.2 Any employee who engages in bullying, hazing, or retaliation, as described herein, is in violation of this policy and shall be subject to disciplinary action, up to and including employment termination. Consequences should be firm and fair and correspond to the severity of the infraction. Professionally licensed employees may be referred to the Utah Professional Practices Advisory Commission (UPPAC), along with any and all evidence, for investigation and possible disciplinary action against professional licensing. Illegal acts will also result in referral to law enforcement authorities. Disciplinary due process procedures shall be followed as set forth in the Certified Employees Agreement, Classified Employees Agreement, or Memorandum of Understanding, as applicable.

7. DISSEMINATION OF POLICY
This policy shall be posted on the District’s Web site and may also be published in student registration materials, student and employee handbooks, parent information guides, and other appropriate school publications as directed by the District.

8. EDUCATION AND TRAINING

8.1 Nebo School District recognizes the importance of educating its employees and students regarding the prevention of bullying, hazing, and retaliation. To these ends, the District will provide ongoing training and education in this area. Notice of this policy will be distributed and training will be conducted for employees and students of the District. Training shall provide strategies for employees and students on
how to recognize and be aware of Bullying and Hazing, and teach intervention and social skills. Training shall be specific as to the following areas:
8.1.1 Acts of overt aggression, such as physical fighting (i.e., punching, shoving, and kicking) and verbal threatening behavior (i.e., name calling);
8.1.2 Relational aggression or indirect, covert, or social aggression (i.e., rumor spreading, intimidation, enlisting a friend to assault another person, and social isolation);
8.1.3 Bullying or Hazing of a sexual nature or with sexual overtones; and
8.1.4 Cyber Bulling (i.e., e-mail, Web sites, text messaging, instant messaging, three-way calling or messaging, and other electronic means for aggression).

8.2 Prior to any employee, student, or volunteer coach participating in a District sponsored athletic program (curricular or extracurricular) or an extracurricular student club or activity, a student, coach, or advisor shall participate in Bullying and Hazing prevention training. Such training may be in collaboration with the Utah High Schools Activities Association (UHSAA). Student athletes and extracurricular student club members shall be informed of prohibited activities under Utah law and this policy, and notified of potential consequences for violations. The District shall provide annual training to all new students and employees who are involved with such athletic programs and extracurricular student clubs, and shall provide refresher training for all such involved students and employees at least once every three (3) years. Training curriculum outlines, training schedules, and participant lists or signatures shall be maintained by the District or each school, as applicable, and provided to the Utah State Office of Education upon request.

9. FIRST AMENDMENT RIGHTS

Nothing contained in this policy is intended to infringe upon the right of a student or employee to exercise their First Amendment right of free speech.
1. PURPOSE
Discrimination and sexual harassment are prohibited by state and federal law. Nebo School District is committed to maintaining an educational environment in which all students are treated with respect and dignity. This includes ensuring that students are not subject to sexual harassment, or to harassment or discrimination on the basis of race, color, religion, sex, national origin, disability, or any other classification protected by law.

2. POLICY
2.1 The District prohibits discrimination and sexual harassment of students by other students, employees, volunteers, or other persons at school or at school-related activities and events. Sexual harassment may involve conduct between individuals of the same or different genders. The District encourages all victims of discrimination or sexual harassment, and all persons with knowledge of discrimination or sexual harassment, to report the inappropriate conduct immediately. The District also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy or by any administrative directive.

2.2 The District will promptly investigate all verbal and written complaints of discrimination and sexual harassment, and will take prompt corrective action to end the inappropriate behavior.

3. DEFINITIONS
3.1 “Discrimination” includes, but is not limited to, conduct which illegally disadvantages persons based upon race, color, religion, sex, national origin, disability, or any other classification protected by law.
3.2 “Harassment” includes, but is not limited to, any behavior, expression, or activity that stigmatizes or victimizes individuals or groups of people because of their personal attributes, including race, color, religion, sex, national origin, disability, or any other classification protected by law, and that:

3.2.1 Involves an express or implied threat which adversely affects a student’s education or academic status or progress, participation in school or school-related activities and events, or personal safety;
3.2.2 Has the purpose or effect of adversely interfering with a student’s education or academic status or progress, participation in school or school-related activities and events, or personal safety; or
3.2.3 Creates an intimidating, hostile, demeaning, or offensive educational environment.
3.3 “Sexual harassment” includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:
3.3.1 Submission to the conduct is explicitly or implicitly made a term or condition of a student’s education or academic status or progress (including any aspect of the Student’s participation in school activities or events);
3.3.2 Submission to or rejection of the conduct by a student is used as the basis for any decisions affecting the student or the student’s academic performance, participation in school activities or events, or any other aspect of the student’s education; or regarding benefits, services, honors, programs, or activities available at or through any District program or activity; or
3.3.3 The conduct has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3.4 Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute discrimination or harassment based upon race, color, religion, sex, national origin, disability, or other classification protected by law include, but are not limited to:
3.4.1 Threatening or intimidating conduct directed at a student because of the student’s race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
3.4.2 Epithets, slurs, negative stereotypes, name calling, verbal abuse, derogatory comments, degrading descriptions, and hostile acts which are based upon a student’s race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
3.4.3 Verbal, written, or graphic material containing comments or stereotypes aimed at degrading students or members of protected classes;
3.4.4 Aggressive conduct towards a student motivated by race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
3.4.5 Graffiti containing offensive or derogatory language, symbols, or pictures in the context any of the legally protected classifications;
3.4.6 Any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail and text messaging on computers, palm devices, cellular phones, etc.) that is offensive or degrading and motivated by a student’s race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
3.4.7 Jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of offensive or degrading material based upon any of the legally protected classifications;
3.4.8 Displaying words, pictures, or symbols on clothing that are offensive or degrading based upon any of the legally protected classifications; or
3.4.9 Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school.
3.5 Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute sexual harassment under this policy include, but are not limited to:
3.5.1 Unwelcome leering, sexual flirtations or propositions, or any unwelcome sexual invitations or requests for sexual activity;
3.5.2 Sexual slurs, epithets, name calling, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
3.5.3 Graphic verbal comments about an individual’s body, overly personal conversations, or any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail and text...
messaging on computers, palm devices, cellular phones, etc.) that is sexually suggestive, sexually
degrading, or implies sexual motives or intentions;
3.5.4 Sexual jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of
pornographic or other sexually oriented material;
3.5.5 Displaying words, pictures, or symbols on clothing that are sexually explicit or have an underlying
sexual connotation, or wearing clothing in a sexually revealing or suggestive manner;
3.5.6 Spreading sexual rumors;
3.5.7 Teasing or sexual remarks about students enrolled in a predominantly single-gender class;
3.5.8 Massaging, grabbing, fondling, stroking or brushing the body;
3.5.9 Touching oneself or another individual’s body or clothing in a sexual way or any other offensive
physical pranks or hazing;
3.5.10 Purposefully cornering or blocking normal movements or stalking;
3.5.11 Displaying sexually suggestive objects or performing/showing unwelcome and offensive skits,
assemblies, and sexually suggestive productions;
3.5.12 Sexual activities of a criminal nature;
3.5.13 Unwelcome and offensive sexual public display of affection;
3.5.14 Engaging in the improper use of school computers and the Internet, including, but not limited to,
accessing, downloading, or uploading pornography; sharing Internet pornography or e-mails with
students; creating or maintaining web sites with sexual content; participating in sexual discussions with
students by means of e-mail, Internet “chat rooms,” Instant Messaging, or any other form of on-line
communication; or
3.5.15 Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or
outside of school-related activities and events, but which materially disrupt the educational environment
at school.

4. PROHIBITED ADULT-TO-STUDENT CONDUCT
4.1 In addition to the above listed conduct prohibited by this policy, any behavior by a District employee
or volunteer toward a student that would reasonably give the appearance of impropriety and would
reasonably cause the student to feel uncomfortable is prohibited, regardless of whether such behavior is
complained of by the student, regardless of whether the behavior is overtly sexual, and regardless of
whether such behavior would constitute a crime.
4.2 Examples of adult-to-student behavior that may, upon examination of the totality of the circumstances
in relation to discriminatory or harassing behavior, constitute inappropriate sexual harassment under this
policy, and lead to employee discipline, up to and including termination of employment, include, but are
not limited to:
4.2.1 Personal communication with a student via telephone, pager, e-mail, letters, or notes for reasons
unrelated to official school business;
4.2.2 Obstructing access, or the view, into classrooms, closets, or storage areas by locking doors or
covering windows when in a classroom or office alone with a student;
4.2.3 Transporting students in a personal vehicle without permission from parents and/or supervisors,
unless such transportation is necessary in the event of a health or safety emergency, or other legitimate
extenuating circumstances;
4.2.4 Drinking alcohol or taking illicit drugs in the presence of students, providing alcohol or drugs to
students, requesting or allowing students to provide the employee with alcohol or drugs, or permitting
students to drink alcohol or take drugs at school or school-related activities and events, at the employee=s
residence, or in any other context;
4.2.5 Inviting a student to travel or go somewhere alone for non-school related reasons;
4.2.6 Providing a student with gifts, money, cards, privileges, or other personal favors;
4.2.7 Taking students to lunch off-campus in the employee’s/volunteer’s personal vehicle for non-school-
related reasons;
4.2.8 Requesting or encouraging students to “model,” taking or distributing photographs of individual students, or “promoting” students on web pages or through other means, where such activities contain sexual innuendo and/or are undertaken without the parent’s knowledge or consent;
4.2.9 Hot-tubbing or playing inappropriate party games with students;
4.2.10 Providing, paying for, attending, or covering up medical appointments or procedures for a student, such as tests for pregnancy or sexually transmitted diseases (STDs), labor and delivery, or abortion; or
4.2.11 Viewing with a student at a movie theater, on television, on video/DVD, on the Internet, or in magazines or other written media, sexually explicit or inappropriate movies, programs, pictures, or content.

5. COMPLAINT PROCEDURE
5.1 Students subjected to discrimination or sexual harassment are first encouraged, but not required, to confront the discriminator/harasser and tell the discriminator/harasser to stop the conduct because it is unwelcome. Complainants should document the incident(s) of discrimination/harassment using the District’s Student Discrimination and Harassment Report Form. (IMC Form No. 107.2) and deliver it to the school principal or other school administrator.
5.2 If the complainant’s concerns are not resolved satisfactorily through a discussion with the discriminator/harasser, or if the complainant feels he/she cannot discuss the concerns with the discriminator/harasser, the complainant should directly inform his/her teacher or any of his/her school’s administrators. A school teacher or administrator to whom a complaint is made shall, as soon as is reasonably possible after receiving the complaint, report it to the principal or his/her designee.
Complainants who contact school staff with a complaint are encouraged to submit the complaint in writing. However, complaints may be filed verbally, and the principal or the principal’s designee shall document the verbal complaint on the District’s Student Discrimination and Harassment Report Form (IMC Form No. 170.2). Alternate methods of filing complaints shall be made available to younger students or students with disabilities who need accommodation.
5.3 Any school employee who observes any incident of discrimination or sexual harassment involving a student shall report this observation to the principal or his/her designee, whether or not the victim files a complaint. Any school employee who receives a complaint of discrimination or sexual harassment from a student shall inform the student of the employee’s obligation to report the complaint to the principal or his/her designee, and then shall promptly notify the principal or designee.
5.4 In any case of discrimination or sexual harassment involving the principal or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student’s report or who observes the incident shall report to the Director of Human Resources.
5.5 The principal or designee to whom a complaint of discrimination or sexual harassment is reported shall promptly investigate the complaint in accordance with District policy and procedures. In the event the principal or designee finds that discrimination or sexual harassment occurred, he/she shall take prompt, appropriate action to end the discrimination/harassment and address its effects on the victim.
5.6 If the inappropriate conduct concerns an employee, volunteer, or other adult, the principal or designee shall notify the Director of Human Resources. If the inappropriate conduct concerns only students but involves repeated violations, severe infractions such as criminal touching, or acts which would shock the conscience of a reasonable person, the principal or designee shall notify the Coordinator of Student Services. Also, the principal or designee shall refer the matter to law enforcement authorities or the Utah State Division of Child and Family Services, where appropriate or required by law.
5.7 All student violations of this policy shall also be documented by the principal or designee on the District’s Student Information System ("SIS@). The principal or designee shall promptly provide a copy of all Student Discrimination and Harassment Report Forms (IMC Form No. 170.2) to the Director of Human Resources or the Coordinator of Student Services, as applicable.
6. CONFIDENTIALITY
6.1 It is District policy to respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, because an individual’s right to confidentiality must be balanced with the District’s obligations to cooperate with law enforcement, government agency investigations, legal proceedings, or to investigate and take necessary action to resolve a complaint, the District retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances, and for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with one or more of the following persons:
6.1.1 The Superintendent, Director of Human Resources, Coordinator of Student Services, Director of Elementary Education, Director of Secondary Education, Director of Special Education / Federal Programs, Director of Operations, District Legal Counsel, or other applicable District supervisor;
6.1.2 The parent/legal guardian of the student who complained;
6.1.3 The parent/legal guardian of an alleged student discriminator/harasser;
6.1.4 A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth;
6.1.5 Utah State Division of Child and Family Services for purposes of investigating child abuse reports; and
6.1.6 Law enforcement agencies where the principal or designee has reasonable suspicion that the alleged discrimination or harassment involves criminal activity.
6.2 Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities or the Utah State Division of Child and Family Services. The anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by Utah Code Ann. 62A-4a-412.

7. INVESTIGATION OF COMPLAINTS AT SCHOOL (Site Level Grievance Procedure)
7.1 The principal or designee shall immediately notify the Director of Human Resources if the situation involves an employee, volunteer, of any other adult. The principal or designee shall immediately notify the Coordinator of Student Services and the applicable Director of Elementary or Secondary Education if the situation involves a student wherein there have been repeated violations, severe infractions such as criminal touching, or acts which would shock the conscience of a reasonable person.
7.2 In the case of discrimination or harassment that involves an employee, volunteer, or other adult, or that involves a student which meets the criteria listed above, the District administrators will give direction as to whether the initial investigation should be done on-site by the principal or designee or by the District. In the case of discrimination or harassment that involves a student which does not meet the criteria listed above, then the principal or designee shall promptly investigate all complaints of discrimination and sexual harassment.
7.3 With respect to on-site investigations, the principal or designee shall promptly investigate all complaints of discrimination and sexual harassment. In so doing, he/she shall talk individually with the following persons and make a record of their conversations:
7.3.1 The student who is complaining and his/her parent/legal guardian;
7.3.2 The person accused of discrimination/harassment and, if the accused is a student, his/her parent/legal guardian;
7.3.3 Anyone who witnessed the alleged conduct; and
7.3.4 Anyone mentioned as having related information.
7.4 The investigation should commence as soon as possible following receipt of the complaint. If the alleged discriminator/harasser admits all or part of the allegations, the principal or designee should inform the accused that the objectionable conduct must cease immediately and should then take appropriate disciplinary action against the student or employee.
7.5 If the alleged discriminator/harasser denies the allegations, the principal or designee shall promptly conduct a further investigation including interviewing witnesses, if any.
7.6 When the student who complained and the alleged discriminator/harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

7.7 In reaching a decision about the complaint, the principal or designee may take into account:

7.7.1 Statements made by the persons identified above;
7.7.2 The details and consistency of each person’s account;
7.7.3 Evidence of how the complaining student reacted to the incident;
7.7.4 Evidence of any past instances of discrimination/harassment by the accused;
7.7.5 Evidence of any past discrimination/harassment complaints that were found to be untrue; and
7.7.6 Any other pertinent information applicable to the particular situation.

7.8 To judge the severity of the discrimination/harassment, the principal or designee may take into consideration:

7.8.1 How the misconduct affected one or more students’ education;
7.8.2 The type, frequency, and duration of the misconduct;
7.8.3 The number of persons involved;
7.8.4 The age and gender of the person accused of discrimination/harassment;
7.8.5 The subject(s) of discrimination/harassment;
7.8.6 The place and situation where the incident occurred;
7.8.7 Other incidents at the school or school-related activities and events, including incidents of discrimination/harassment; and
7.8.8 Any other pertinent information applicable to the particular situation.

7.9 The principal or designee shall report back to the complainant and his/her parent/legal guardian, notifying them in person or in writing that the school or District will take appropriate action to resolve the complaint. Also, the principal or designee shall instruct the complainant and his/her parent/legal guardian to report immediately if the objectionable behavior occurs again or if the alleged discriminator/harasser retaliates against them.

7.10 In situations involving a student, the principal or designee shall document the discrimination/harassment on SIS. Also, if the situation involves a student wherein there have been repeated violations, severe infractions such as criminal touching, or acts which would shock the conscience of a reasonable person, the principal or designee shall provide a written report of the complaint and investigation to the Coordinator of Student Services. In situations involving an employee, volunteer, or other adult, the principal or designee shall provide a written report of the complaint and investigation to the Director of Human Resources. If the principal or designee verifies that discrimination or sexual harassment occurred, this report shall describe the actions taken to end the discrimination/harassment, address the effects of the discrimination/harassment on the student discriminated against or harassed, and steps taken to prevent retaliation or further discrimination/harassment.

7.11 Within two (2) weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further discriminated against or harassed. If the discrimination/harassment has continued or the discriminator/harasser has retaliated against the complainant, the principal or designee shall take prompt and appropriate disciplinary action. The principal or designee shall keep a record of this information and continue this follow-up as reasonably necessary.

8. DISTRICT LEVEL INVESTIGATION

8.1 In situations where the District determines necessary, an investigation after or in lieu of the School’s on-site investigation may take place.

8.2 The District level investigation should commence as soon as reasonably possible following receipt of the complaint by the District administrator. In conducting this investigation, the District may choose to use an investigative team that has received training in discrimination and sexual harassment investigation.
or that has previous experience investigating discrimination or harassment complaints. District level investigations shall generally follow the same process and procedures set forth in this policy for site level investigations.

9. RETALIATION PROHIBITION
Any act of reprisal against any person who has filed a complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a discrimination or sexual harassment complaint is prohibited, and therefore, subject to disciplinary action.

10. DISCIPLINE
10.1 Any student who engages in discrimination or sexual harassment of anyone at school or at any school-related activity or event is in violation of this policy and shall be subject to disciplinary action. For students, disciplinary action may include, but is not limited to, suspension, expulsion, exclusion or loss of extracurricular activities, probation, or alternate educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

10.2 If school administrators have reasonable suspicion that the harassment involves sexual assault, rape, or any other activity of a criminal nature, the District shall notify appropriate law enforcement authorities and immediately initiate proceedings to remove the accused party from the situation.

10.3 Any employee who engages in discrimination or sexual harassment of any student at school or at a school-related activity or event is in violation of this policy and shall be subject to disciplinary action. For employees, disciplinary action may include, but is not limited to, suspension, termination, verbal or written warnings/reprimands, or alternate employment placement. In imposing such discipline, all facts and circumstances of the incidents(s) shall be taken into account.

11. ENFORCEMENT
11.1 District and school administrators shall take appropriate actions to reinforce the District’s Student Discrimination and Harassment Policy. As needed, these actions may include, but are not limited to, any of the following:

11.1.1 Removing vulgar or offending graffiti;
11.1.2 Providing staff in-service and student instruction or counseling;
11.1.3 Notifying parents/legal guardians of this policy;
11.1.4 Notifying the Utah State Division of Child and Family Services or law enforcement authorities; and
11.1.5 Taking appropriate disciplinary action.

12. FALSE COMPLAINTS
False, malicious, or frivolous complaints of discrimination or sexual harassment shall result in corrective or disciplinary action taken against the complainant.

13. RECORD KEEPING
13.1 The principal shall maintain a confidential record of all discrimination and sexual harassment complaints and investigations. In addition, the Director of Human Resources and the Coordinator of Student Services shall maintain a record of all reported cases of discrimination and sexual harassment to enable the District to monitor, address, and prevent repetitive discriminatory/harassing behavior in its schools.

13.2 All complaints and allegations of discrimination and sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

13.3 Records of site level and District level complaints and investigations shall be retained in accordance with applicable federal and state law.
14. TRAINING
Nebo School District recognizes the importance of educating its employees and students regarding the prevention of discrimination and harassment, the promotion of cultural diversity, and the observance of high ethical standards. To these ends, the District will provide ongoing training and education in this area. Notice of this policy will be distributed and training will be conducted for employees and students of the District.

15. DISSEMINATION OF POLICY
This policy may be posted on the District’s web site and published in student registration materials, student and employee handbooks, parent information guides, and other appropriate school publications as directed by the District.
STATEMENT OF INTENT
The Nebo School District Board of Education recognizes that the use, possession, distribution, or sale of tobacco, alcohol, drugs, and/or other similarly harmful substances, or drug paraphernalia constitutes a hazard to the welfare of students and faculty, and is illegal under the laws of the State of Utah. It is the Board's responsibility to adopt policies and procedures which will minimize the hazard caused by the presence of these substances or devices in the schools or at any school sponsored functions.

The Board believes that tobacco, alcohol and drug primary prevention programs are effective in providing students with the opportunity to build social skills and enhance self-concepts, as well as providing information on the harmful effects of tobacco, alcohol and drugs. Prevention curricula can assist students with the necessary skills needed for decision making toward a more healthy lifestyle, including the prevention of misuse and abuse of tobacco, alcohol and other drugs.

The Board supports programs that coordinate school and parent cooperation in attempting to prevent problems of drug abuse and supports programs that assist parents in seeking outside professional help from public or private educational and rehabilitative programs.

STATEMENT OF ALCOHOL AND DRUG POLICY
Nebo School District prohibits any unauthorized student use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

DEFINITIONS
The words "use," "possession," "sale," "distribution," "alcohol," "drugs," "controlled substances," and "imitation controlled substances," shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act, or any successor acts thereto of the Utah Code. The word "parents" means natural parents, foster parents, or legal guardians. The words "other similarly harmful substances" mean substances such as inhalants and/or inappropriate use of prescription or over-the-counter drugs.

Procedures for Policy Implementation

DISCIPLINARY ACTION FOR VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION

Disciplinary action, independent of any court action, will be taken by the School District in cases involving the illegal use or possession of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or possession of drug paraphernalia. Students will be subject to immediate suspension or possible expulsion for violation of the policy.

Any disciplinary action will follow the Nebo School District’s due process procedures for students.

FIRST VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION
Procedures:
A student shall be suspended from school for up to ten days.

The principal or designee, during the suspension period, shall:

a. notify the parents;
b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information;
c. schedule a parent conference during the suspension period; and
d. refer the student and parent to the Risk Alternative Program.

The student:

a. shall sign a non-use contract with the parent and principal designee;
b. shall reveal source of material associated with this violation;
c. complete the district Risk Alternative Program; and
d. shall not participate in school-sponsored activities until any suspension has been removed.

Failure of the student to comply with any of the above will result in referral to the Board for expulsion as outlined under procedures for those involved in a second violation.

SECOND VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION

Procedures:

A student will be suspended from school and referred to the Board for expulsion for 90 school days.

The principal or designee:

a. shall notify the parents;
b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
c. follow the District suspension guidelines and refer the student and parent to a second Risk Alternative Program.

The student:

a. shall meet with the school counselor and explore educational options available during the expulsion period; and
b. shall not participate in school sponsored activities until he/she has been reinstated by the Board; or
c. shall complete, along with the parent, the Risk Alternative Program a second time.

Reinstatement:

If the student desires to return to school before the 90 day suspension is completed, the only option is to complete the Risk Alternative Program a second time in a satisfactory manner.

If a student desires to return to school after 90 days, he/she must petition the Board and show evidence that he/she has done the following:

a. the student shall participate in a formal alcohol and/or drug assessment with the cost of the assessment assumed by the parent. (For no-cost options, check with the school counselor);
b. the student will show evidence of having completed a treatment program with a licensed individual or agency with the cost of the alternative treatment program assumed by the parent. (For no-cost options, check with the school counselor); and  
c. the student shall show evidence that he/she has revealed source of material associated with the violation.

THIRD VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION  
Procedure:  
The student shall be referred to the Board for permanent expulsion from school.  
The principal or designee:  
   a. shall notify the parents; and  
   b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information.

FIRST VIOLATION OF ALCOHOL AND DRUG POLICY: SALE OR DISTRIBUTION  
Procedures:  
A student will be suspended from school and referred to the Board for expulsion for 90 school days.  
The principal or designee:  
   a. shall notify the parents; and  
   b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information.  

The student:  
   a. shall meet with the school counselor and explore educational options available during the expulsion period; and  
   b. shall not participate in school sponsored activities until he/she has been reinstated by the Board.  

Reinstatement:  
If a student desires to return to school after 90 school days, he/she must petition the Board and show evidence that he/she has done the following:  
   a. the student shall participate in a formal alcohol and/or drug assessment with the cost of the assessment assumed by the parent. (For no-cost options, check with the school counselor);  
   b. the student shall show evidence of having completed a treatment program with a licensed individual or agency with the cost of the alternative treatment program assumed by the parent. (For no-cost options, check with the school counselor); and  
   c. the student shall show evidence that he/she has revealed the source of materials associated with the violation.

SECOND VIOLATION OF ALCOHOL AND DRUG POLICY: SALE OR DISTRIBUTION  
Procedure:  
The student shall be referred to the Board for permanent expulsion from school.  
The principal or designee:
a. shall notify the parents; and  
b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information.

RECORDS OF VIOLATIONS  
Policy violations are cumulative grades K-12. The records of clearly substantiated violations of this policy noting date, type of violation, and disciplinary action taken will be kept at the local school in the student's record. Previous record of violations concerning tobacco, alcohol and/or drug policies from previous schools will be taken into account before transferring student is officially enrolled in Nebo School District.

STATEMENT OF TOBACCO POLICY  
Nebo School District prohibits any unauthorized student use, possession, sale or distribution of tobacco/tobacco products. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

Definitions  
The word "tobacco" shall include cigarettes, cigars, pipes, smokeless, or other tobacco products in any form. The word "parents" means natural parents, foster parents or legal guardians.

Procedures for Policy Implementation  

DISCIPLINARY ACTION FOR VIOLATION OF TOBACCO POLICY:  
Disciplinary action, independent of any court action, will be taken by the School District in cases involving the use, possession, sale or distribution of tobacco/tobacco products. Students will be subject to suspension, or possible expulsion for violation of this policy.

FIRST VIOLATION OF THE TOBACCO POLICY  
Procedures:  
The principal or designee shall:

a. notify the parents;  
b. submit a court referral; and  
c. schedule a parent conference

The student shall sign a non-use contract with the parent and principal or designee. Failure of the student to sign the non-use contract will result in suspension as outlined under procedures for "Second Violation of the Tobacco Policy."

SECOND VIOLATION OF THE TOBACCO POLICY  
Procedures:  
A student shall be suspended from school for up to ten days. The principal or designee, during the suspension, shall:

a. notify the parents;  
b. submit a court referral;
c. schedule a parent conference during the suspension period; and 

d. refer the student to the Tobacco Cessation Program.

The student shall:

a. sign a non-use contract with the parent and principal or designee; and 
b. not participate in school sponsored activities until the suspension has been removed; 
c. successfully complete the Tobacco Cessation Program.

Failure of the student to comply with any of the above will result in referral to the Board for expulsion as outlined under procedures for those involved in a third violation.

THIRD VIOLATION OF THE TOBACCO POLICY
Procedure:

A student shall be suspended from school and referred to the Board for expulsion for 90 school days. The principal or designee shall:

a. notify the parents; 
b. submit a court referral; and 
c. refer student to the Tobacco Cessation Program a second time; Parent involvement mandatory.

The student shall:

a. meet with the school counselor and explore educational options available during the expulsion period; and 
b. not participate in school sponsored activities until he/she has been reinstated by the Board; 
c. successfully complete the Tobacco Cessation Program a second time.

Reinstatement:
If the student desires to return to school before the 90 day suspension is completed, the only option is to complete the Tobacco Cessation Program a second time in a satisfactory manner.

If a student desires to return to school after 90 school days, he/she must petition the Board and show evidence of having completed a tobacco cessation program with the cost of the program assumed by the parent. (For no-cost options, see addendum.)

FOURTH VIOLATION OF TOBACCO POLICY
Procedure: 
The student shall be referred to the Board for permanent expulsion from school. 
The principal or designee shall:

a. notify the parents; and 
b. submit a court referral.

RECORDS OF VIOLATIONS
Policy violations are cumulative grades K-12. The records of clearly substantiated violations of this policy noting date, type of violation, and disciplinary action taken will be kept at the local school in the student's record. Previous record of violations concerning tobacco, alcohol and/or drug policies from previous schools will be taken into account before transferring student is officially enrolled in Nebo.
STUDENT SELF-REFERRAL
If a student is self-referred concerning a tobacco, alcohol or drug problem, the District will provide a conference with the school Designated Educator and/or the school intervention team staff to discuss possible resources for assistance.

ADDENDUM
For chemical dependent assessment evaluations, outpatient counseling, inpatient/residential treatment and other therapeutic services, please talk to the counselor at the school. The counselor will have a complete list of places where services are offered along with the cost for those services. Any disciplinary action will follow the District's due process procedures for students. (Approved 6-16-94)
Electronic Devices—Policy JDE

DATED: March 10, 2010

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. ELECTRONIC DEVICE USE
4. VIOLATIONS

1. PURPOSE AND PHILOSOPHY
Nebo School District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

2. DEFINITIONS
2.1 “Electronic device(s)” means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
2.2 “Sexting” means the taking, disseminating, sending, receiving, sharing, or possession of sexually explicit messages, photographs, or images by electronic devices.

3. ELECTRONIC DEVICE USE
3.1 Except as otherwise provided by this policy, student use of electronic devices during any class period is strictly prohibited.
3.1.1 Individual schools have the discretion to further prohibit student use of electronic devices during class breaks, lunch periods, or other times during school. Schools also have the discretion to designate certain times and/or areas on the school campus for student use of electronic devices during school hours.
3.1.2 Electronic devices may be used during a class period or school activity when specifically approved by the teacher or a school administrator in conjunction with educationally appropriate objectives.
3.1.3 Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.
3.1.4 The use of electronic devices are expressly prohibited by students during all state and federally mandated tests and assessments, including, but not limited to, the Utah Performance Assessment System for Students (U-PASS) test, unless specifically allowed by law, an IEP, a Section 504 Accommodation Plan, a Health Care Plan, or testing/assessment directions.

4. VIOLATIONS
4.1 Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities, including, but not limited to, sexting; (e) activities which threaten, humiliate, harass, or intimidate others; (f) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (g) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

4.2 Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent / guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

4.3 First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

4.4 Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

4.5 Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

4.6 Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school. 4.7 Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.
SECONDARY CITIZENSHIP—Policy IGAA

Goals of Education
A primary goal of education for the students of the State of Utah is the development of individuals who possess the knowledge, skills and human characteristics necessary to enable them to live meaningful lives and to contribute positively to society. Utah State Law is very specific in its expectations for citizenship education:
"Honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work."
Citizenship performance is a significant aspect of public education. The laws of the State of Utah and the decisions rendered by the Supreme Court of the United States set the standard for citizenship education.

Positive Incentives
The purpose of the Citizenship Policy is to reinforce appropriate behavior and change inappropriate behavior. Each school is expected to initiate a plan for giving students positive incentives for being good citizens.

Citizenship Grades
Students are expected to be good citizens inside and outside the classroom and are subject to evaluation by the administration and staff. Citizenship grades will be earned in each class in which the student is enrolled. Each student will also receive one citizenship grade from the administration for each grading period.

Student citizenship will be assessed as follows:
1. "Satisfactory" (S), "Needs Improvement" (N) or "Unsatisfactory" (U).
2. Students begin each term with an "S" citizenship grade in each class. The grade is adjusted as student behavior merits.

In addition to the assigning of citizenship grades, schools may also utilize other interventions in order to help students make needed behavioral changes. The focus should always be on helping students develop self-discipline and productive behavior patterns.

Responsibilities of Students
Student behavior should have a positive influence on the learning environment in the school. Students may earn "Unsatisfactory" grades for any of the following infractions:
1. Defiant behavior or conduct that seriously undermines the learning environment of a class or of the school.
2. Willful destruction, vandalism or theft of school or individual property while at school or at a school activity.
3. Irresponsible or disrespectful behavior on campus, in a bus, or while attending a school activity.
4. Physical or verbal abuse directed toward other students or toward school personnel.
5. Any act of dishonesty related to school work or to participation in school sponsored classes, activities or events.

Responsibilities of Teachers
Teachers are expected to maintain a positive climate of teacher/student interaction and communications. They will:
1. Establish and discuss specific student expectations and class rules used in determining citizenship grades.
2. Counsel and work with students with problems as situations develop.
3. Contact parent/guardian and discuss situations and possible solutions when problems develop.
4. Confer with administrators when efforts to correct problems have not been successful.
5. Assess the citizenship of each student at the end of each grading period by giving a citizenship grade and at least one related comment.
6. Notify in writing and within five (5) working days the parent/guardian at their address in the District records of the assessment of an unsatisfactory "U" citizenship rating for a student, on a form provided by the District.

Responsibilities of Parents/Guardians
The involvement and support of parents/guardians is critical in the process of promoting and developing productive student behavior. Parents/guardians are expected to:

1. Make a reasonable effort to be aware of behavioral expectations for their students at school through reviewing materials that are sent home and through conferences with teachers and administrators as becomes necessary.
2. Cooperate with the school in helping their students develop and maintain behavioral habits that will foster school success.

Responsibilities of Administrators
School level administrators will be expected to do the following:
1. Publish the Citizenship Policy for students and distribute a copy to parent/guardian at least once per year.
2. Contact parent/guardian when inappropriate behavior occurs in a setting that is outside a teacher's jurisdiction or when referred by a teacher.
3. Conference, as needed, with parent/guardian, student, and/or teacher in an effort to improve student behavior and negotiate makeup.
4. Utilize appropriate interventions in an effort to help students improve their behavior.

Citizenship Grades and Eligibility
Activity eligibility requires that students have no "U" unsatisfactory citizenship grades in the current year. Students become accountable for "U" grades on the day that report cards are issued. Eligibility may be reinstated as soon as satisfactory citizenship grades have been made up at teachers/administrators discretion.

Citizenship Grades and Academic Grades
The citizenship grade and the academic grade are separate and one grade will not be used to affect the other. Academic grades reflect the mastery of subject matter content. Citizenship grades reflect behavior.

Consequences of Repeated Unsatisfactory Behavior
Students who accumulate four (4) "U" grades during an academic year will be placed on citizenship probation. An administrator, parent/guardian, student conference will be held to discuss the behavior problems and the possible interventions. A written record of the conference and/or a behavioral contract will be made and will be signed by all parties involved.

Students who are placed on probation will remain on probation for the balance of the current school year. However, non-senior students who are placed on probation at the beginning of, or during the last grading period of the year, will remain on probation until the end of the first grading period of the next school year.
Further infractions will result in additional consequences which may include referral to Youth Court or Juvenile Court, mandated attendance at a behavior modification class, suspension, referral to an alternate placement, or referral to the Board of Education for release from school attendance.

Appeals
A student can, within fifteen (15) calendar days of the date of such action, appeal a suspension, referral, release or assessment of a "U". If the 15th calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. A written appeal shall be made to the person from whom the notice came. If no appeal is made, the action described in the notice is final. Any appeal must be in writing.

The appeal hearings are as follows:
1. Within ten (10) calendar days a student, parent/guardian, teacher, administrator conference shall be held. If the issue is not resolved at the conference, the matter shall be referred to the Appeals Committee.
2. Within the ten (10) calendar days of the Step 1 Conference, the Appeals Committee shall meet to consider the appeal (consisting of the written appeal from the student to the committee; and the written position of the teacher).
3. If the issue is not resolved by the committee, appeals beyond this will follow the Nebo School District Grievance Procedure for Student's Rights and Responsibilities.

The Appeals Committee will consist of two students (one male and one female) to be selected by the student council, one PTA representative to be selected by the PTA president, one teacher to be selected by the principal, one administrator or his/her designated representative.

Compliance Statement
No student classified as having a disability under the provisions of the Education of Handicapped Children Act (EAHCA) et. seq. or Section 504 of the Rehabilitation Act of 1973 shall be affected by this policy for reasons relating to that student's disability.

(Approved 12-13-95)
STUDENT COMPUTER USE AGREEMENT

Each school year, every student and his/her parent/legal guardian will be required to sign this "Student Computer Use Agreement." This Agreement is for the _____ - _____ school year.

Computer use is a valuable resource for a student's education. Student use of the School District's computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although student use of the School District's computer system at school will be supervised by school staff, the School District cannot guarantee that students will not gain access to inappropriate material. The School District encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the School District's computers, networks, e-mail services, and Internet access. Use of the School District's computers, networks, e-mail services, and Internet access is subject to the terms and conditions of Policy #CG - Computer, E-Mail, and Internet Use Policy, and Administrative Procedure #CG-P - Student and Employee Violations and Disciplinary Action, which includes, but is not limited to, the following:

1. **Student Personal Safety:**
   a. When using the school's e-mail services and Internet access, students should not disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.
   b. Students may use school e-mail services and Internet access only for teacher-directed educational activities.
   c. Students may use school e-mail services and Internet access only when authorized.
   d. Student may use school e-mail services and Internet access only when supervised.

2. **Prohibited Activities:**
   a. Students shall not use the School District's computer system to engage in any illegal activities, such as: harassment; discrimination; defamation; threatening or violent communications and behavior; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
   b. Students shall not damage or disrupt the School District's computer system.
   c. Students shall not gain, or attempt to gain, unauthorized access to other computers or the School District's computer system.
   d. Students shall not plagiarize works or violate copyright or trademark laws.

3. **Inappropriate Conduct:**
   The following are prohibited in public, private, or posted messages or files:
   a. Any inappropriate communications with other students or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
   b. Potentially damaging, dangerous, or disruptive material.
   c. Personal or generalized attacks or harassment.
   d. False or defamatory information.

4. **Inappropriate Access to Material:**
   a. The School District's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
   b. Inadvertent inappropriate access should be reported promptly reported to the student's teacher or principal.
5. No Expectation of Privacy:
Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the School District's computer system.

6. Violations and Discipline:

   a. In the event there is an allegation that a student has violated Policy #CG, the student will receive notice of the alleged violation and an opportunity to present an explanation.
   b. In the event of a violation of Policy #CG, appropriate disciplinary action may be taken in accordance with established Board policies and administrative procedures, including losing computer use privileges, suspension, and expulsion.

I acknowledge that I have read and understood the terms and conditions of this Agreement, Policy #CG - Computer, E-Mail, and Internet Use Policy, and Administrative Procedure #CG -P - Student and Employee Violations and Disciplinary Action, and hereby agree to abide by and comply with all of the said terms and conditions.

__________________________________  __________________
Student Signature                      Date

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this Agreement, Policy #CG - Computer, E-Mail, and Internet Use Policy, and Administrative Procedure #CG -P - Student and Employee Violations and Disciplinary Action, and hereby grant my permission for this student to use the School District's computers, networks, e-mail services, and Internet access.

___________________________________  _______________
PARENT’S/LEGAL GUARDIAN’S               DATE
SIGNATURE
Parent/Patron Dispute Resolution—Policy KLD

DATED: June 9, 2010

TABLE OF CONTENTS
1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. PARENT/PATRON DISPUTE RESOLUTION PROCEDURES

Note: This policy applies only to dispute resolutions which are not covered by other policies. Policies containing specific dispute resolution procedures include, but are not limited to, the following:
#GBEB – Employee Discrimination and Harassment
#IGAA – Secondary Citizenship
#IKFB – Secondary Academic Credit and Grading
#JD - Student Conduct and Discipline
#JDA - Safe School Environment
#JDC – Student Discrimination and Harassment
#JDD/#GBEA – Prohibition of Bullying
#JDE – Electronic Devices
#JD – Student Dress and Grooming
#JDH – Secondary Attendance
#JDI – Elementary Attendance
#JECB – Student Enrollment and School Transfer
#JECBA – Student Eligibility for Participation in Extracurricular Activities and Athletic Transfers
#JECC – Students in Homeless Situations
#JFBB – Student Clubs
#JECH/#JECI – Alcohol and Drugs
#JO – Student Records
#JR – Section 504
#JS – Special Education
Please refer to these policies for specific dispute resolution procedures in these areas.

1. PURPOSE AND PHILOSOPHY
The purpose of this policy is to provide a means for parents and patrons to be heard, at the lowest appropriate level, on various disagreements or significant concerns in an effort to seek equitable solutions. This policy establishes procedures wherein such disagreements or concerns are heard at the appropriate administrative levels in order to facilitate resolution. To the extent that grievances, complaints, or other issues are specifically governed by hearing, due process, appeal, or dispute resolution procedures set forth by: (a) federal or state laws, regulations, or rules; or (b) other district policies, procedures, or agreements, those applicable procedures shall be followed. The dispute resolution procedures set forth in this policy only apply in the absence of such other specific hearing, due process, appeal, or dispute resolution procedures.

2. DEFINITIONS 2.1 “Dispute Resolution” means a process designed to allow a parent/patron to be heard, at the lowest appropriate level, on disagreements or significant concerns regarding a student, employee, school, or district in an effort to seek equitable solutions, such as when it is perceived there has been a violation or a misinterpretation of a policy, or when the parent/patron desires a review of a school level decision.
2.2 “Parent” means either: (a) the natural or adoptive father and/or mother who has legal custody rights over a minor student enrolled in Nebo School District; or (b) a person who has been appointed by the
court and vested with legal custody rights and responsibilities to manage the affairs of a minor student enrolled in Nebo School District.

2.3 “Patron” means an individual who resides within the geographical boundaries of Nebo School District.

2.4 A “protected liberty or property right” of an individual within the school environment may include, but is not limited to, the following:

2.4.1 Freedom of Speech/Expression -- May involve situations with school clubs, school newspapers, Internet, student speech, dress codes, school uniforms, etc.

2.4.2 Freedom of Religion – May involve situations with school prayer, teaching religion in school, religious clothing and accessories, holiday celebrations, etc.

2.4.3 Equal Protection – May involve situations of discrimination, harassment, sexual harassment, students with disabilities, etc.

2.4.4 Student Privacy – May involve situations with searches and seizures, police officers, drug testing, etc.

2.4.5 Student Records – May involve situations with academic grades, graduation credits, etc.

2.4.6 Student Discipline – May involve situations with long-term suspensions, expulsions, etc.

In cases that involve a protected liberty or property right of an individual in the school environment, there will most likely be a specific district policy or applicable federal or state laws which would govern the specific hearing, due process, appeal, or dispute resolution procedures. It will only be in rare occasions that the dispute resolution procedures of this policy would be used in cases involving the protected liberty or property rights of individuals.

3. PARENT/PATRON DISPUTE RESOLUTION GUIDELINES

The following dispute resolution procedures only apply in the absence of other specific hearing, due process, appeal, or dispute resolutions procedures governed by: (a) federal or state laws, regulations, or rules; or (b) other district policies, procedures, or agreements. The dispute resolution procedures are set forth as follows:

3.1 The parent/patron should first visit with the appropriate school educator or employee to discuss the perceived problem or concern in an effort to seek a satisfactory resolution.

3.2 If a satisfactory resolution cannot be reached, or if, for significant reasons, the parent/patron feels they cannot meet with the appropriate school educator or employee, the parent/patron can seek resolution through the school administrator or department supervisor.

3.3 If the dispute or concern cannot be resolved satisfactorily at the school administrator/department supervisor level, the parent/patron may appeal to the applicable coordinator or director who has supervision responsibility over the school/department.

3.4 The decision of the coordinator/director regarding the dispute or concern is final, provided that the dispute or concern does not involve matters related to an individual’s protected liberty or property rights.

3.5 In the event the dispute or concern involves an individual’s protected liberty or property rights and has not been resolved at the coordinator/director level, the coordinator/director will inform the parent/patron of their right to appeal to the superintendent.

3.6 In such cases, the parent/patron may then schedule a time to meet with the superintendent, or his/her designee, in an effort to resolve the matter. The superintendent, or his/her designee, shall issue a written decision. The written decision shall also include a statement of the parent’s/patron’s right to request in writing an appeal before the Board of Education within ten (10) calendar days from the date of the written decision.

3.7 If no request for an appeal is received within the ten (10) calendar days, the superintendent’s decision is final. If a request for an appeal is received within the time period, the Board of Education shall schedule and conduct a hearing with the parent/patron. Following which, the Board of Education shall issue a written decision to the parent/patron concerning the matter. The Board of Education’s decision is the final decision of the district.
NEBO SCHOOL DISTRICT POLICY NO. KLD
PARENT/PATRON DISPUTE RESOLUTION
FLOWCHART

Parent/Patron
Dispute should be resolved with educator/employee with whom the issue initially began.
If, for significant reasons, parent/patron cannot approach educator/employee directly, contact principal/supervisor.

Educator/Employee
If dispute is not resolved, parent/patron may contact principal/supervisor to seek resolution.

Principal/Supervisor
If dispute is not resolved, parent/patron may appeal decision to coordinator/director.

Coordinator/Director

Superintendent or Designee
If dispute is not resolved, parent/patron may appeal to the Board of Education.

Board of Education
Board’s decision is FINAL.

PROTECTED LIBERTY OR PROPERTY RIGHTS
- Freedom of Speech/Expression
- Freedom of Religion
- Equal Protection
- Student Privacy
- Student Records
- Student Discipline