

Parent/Student Handbook Grades K - 8



Ronald Reagan Academy
1143 West Center Street
Springville, UT 84663
(801)-489-7828
www.reaganacademy.org

2017-2018 School Year

Summary of Days That Students Are Not in School

Labor Day	Sept. 4
Fall Break	Oct. 18-20
Thanksgiving Break	Nov. 22-24
Christmas Break	Dec. 23-Jan.2
MLK Day	Jan. 15
President's Day	Feb. 19
No School	March 16
Spring Break	Apr. 2-6

Daily Schedule

AM Kindergarten: 8:15-11:00	Friday 8:15-10:15
PM Kindergarten: 12:00-2:45	Friday 11:00-1:00
Grades 1-8: 8:15-2:45	Friday 8:15-1:00

School Mascot:

Ace the Falcon



Last Modified: October 5, 2017

**Parent and Student Handbook
Table of Contents**

I. General Information

- A. Introduction to the School
- B. Mission Statement
- C. Daily Schedule
- D. 2017-2018 Calendar
- E. Student Drop Off and Pick Up Policy
- F. Personnel Guide and Directory
- G. Non-Discrimination Policy

II. Curriculum and Instructional Design

- A. Instruction
- B. Core Knowledge Sequence
- C. My Math
- D. Homework
- E. Missing and Late Work
- F. Report Cards
- G. Grade Change Policy
- H. Textbooks

III. Parent Involvement and Communications

- A. Parents and Visitors at Reagan Academy
- B. Volunteering
- C. Communication from the School
- D. SEP's (Parent Conferences)
- E. Field Trips
- F. Lockers
- G. Grievance Procedures
- H. Fees/Waivers

IV. Dress Code Policy and Standards

- A. General Information
- B. Dress Guidelines
- C. Specific Uniform Options

V. Attendance

- A. Attendance
- B. Tardiness
- C. Early Dismissal
- D. Snow Days or Emergency School Closures

VI. Admission, Re-enrollment, Transfers

- A. General Enrollment Information
- B. Priority Enrollment
- C. Open Enrollment and Lottery
- D. Notification of Admission
- E. Required Forms
- F. Withdrawal From the School
- G. Student Confidentiality

VII. Lunch Program

VIII. Health and Safety

- A. Medication
- B. Student Illness
- C. Accidents/Injury
- D. Visitor Identification
- E. Fire Drills and Evacuations
- F. Student Arrival and Departure
- G. Money and Other Valuable Property

- H. Candy, Gum, and Toys
- I. Birthday and Holiday Treats

IX. School-wide Culture Plan

X. Additional Policy Categories

- A. Media Use
- B. Dress Code Check

Parent & Student Handbook

I. General Information

A. Introduction to the School

Reagan Academy is a public school chartered by the Utah State Board of Education that opened its doors for the first time during the 2005-2006 school year. The school welcomes a maximum of 675 students in grades K through 8. School-wide assemblies and activities promote awareness of the cultural arts and the rights and responsibilities of citizenship. After-school clubs and activities provide additional extracurricular enrichment. The governing board is comprised of parents of students currently attending the school. The school's motto, "Partnership in Education," echoes former President Ronald Reagan's call for more community wide involvement in the education of our children.

Reagan Academy seeks "to provide a safe, disciplined, and nurturing environment in which students may reach academic and personal goals. This is achieved through limited class sizes, a challenging classical core curriculum, ability-level grouping together with active remediation and advancement, and a wide range of enriching electives and after-school activities. Students learn to love learning and excel as parents, teachers, administrators, and fellow students become true partners in education."

B. Mission Statement

Reagan Academy exists in order that its graduates possess an excellent academic foundation, demonstrate personal responsibility and moral integrity, and value the founding principles of American society

The key points of Reagan Academy's mission are to:
BUILD an excellent academic foundation for all students
ENSURE that each child is challenged and progressing
INSPIRE integrity and a spirit of citizenship

C. Daily Schedule

Except as noted on the school calendar, instruction at Reagan Academy takes place each week from Monday through Friday, according to the following daily schedule:

AM Kindergarten: 8:15-11:00
PM Kindergarten: 12:00 -2:45
Grades 1-8: 8:15-2:45

Friday AM: 8:15 – 10:15
Friday PM: 11:00 – 1:00
Friday 8:15 – 1:00

D. 2017-2018 Calendar

To keep up to date on our school activities, please refer to our school calendar on our website at www.reaganacademy.org. You can also view the school breakfast and lunch calendar on our website.

E. Student Drop off and Pick-up Policy

Morning Drop-Off Policy

Students are dropped off in the front of the school. Vehicles enter the pull through from the West entrance and pull forward as close to the recycling bin as possible, exiting through the east exit. Passing vehicles in the outer lane is not allowed during morning drop off. Parents wishing to park and unload or enter with their child must park in the parking lot area. Students must exit their vehicle in a quick manner. Reagan Academy doors open for breakfast at 7:45 a.m.

Pick-up Procedures

There are four pick-up areas called zones, two in the back (orange and green) and two in the front (blue and yellow). Each family is assigned a zone based on where they live. There will be markings on the curb to designate the area of each zone.

All cars picking up in the front zones must enter through the west entrance and exit through the east exit that are clearly marked with exit and enter signs. All cars picking up in the back zones, must enter 100 South from 1100 West and follow in a east to west direction. The orange zone, which is the first zone, picks up and exits on 1125 West. The green zone is further west, and exits on 1200 West. When you enter the pick-up loop, please follow the attendant's directions while proceeding to your designated zone. Please pull up to the furthest point of your zone and wait for your passengers. **Double parking is not allowed.** This creates a traffic backup and prevents the pick-up from running smoothly. If cars in the pick-up areas are backed up to the west entrance, you must wait until an opening occurs. Please remember to be courteous and use common sense when entering the pick-up zones. We request that you do not pick up students in any other area than the ones listed above. This includes the church parking lot, the school parking lot, or anywhere on 1100 West.

Parents that enter the building must park in a parking stall. Our first responsibility is for the safety of the children. Any parent who chooses to park in the parking lot and pick up their children must cross in the designated crosswalk and enter the school through the main entrance. Children are only allowed to cross in the crosswalk and enter into the parking lot when escorted by an adult. Please do not ask your child to go against these rules by asking them to meet you in the parking lot. Remember to always enter the parking lot through the west entrance and exit through the east entrance.

Please be responsible and drive appropriately and cautiously. It is expected that parents will follow the signals and directions given them by the parking lot attendants. Reagan Academy assumes no responsibility for any accidents that are caused by drivers.

Students who walk home from school will be supervised in the school auditorium for the first 15 minutes of pick up, until the traffic subsides, and then will be dismissed.

If parents follow these rules, the entire pick-up process should last no longer than 15 minutes.

What if parents are running late? (After 3:05 pm or 1:20 pm on Friday)

It is extremely important for parents to pick up students in a timely manner at the end of the school day. Reagan Academy's responsibility of supervision of students ends at 3:05 PM Mon-Thurs, at 1:20 PM on Friday, This means that all students not participating in afterschool activities will be out of the building with the doors locked and no school staff supervising. Student's will be allowed to use the phone, if necessary, just before this time.

If you know that you are running late one day, please call the school to advise us of your situation. Exceptions can be arranged for extenuating circumstances. Parents who do not pick up their students by 4:00 PM Mon-Thurs, 2:00 PM on Fri, or those who habitually leave their students for long periods of time may be reported to the Department of Child and Family Services as is required of us by law.

F. Personnel Guide and Directory

Director: Mr. Riggs	
Assistant Director: Mr. Adamson	School Secretary: Mrs. Richardson
Financial Administrator: Mrs. Nelson	Custodian: Mr. Nichols
Administrative Assistant: Mrs. Shade	Lunch Director: Mrs. Johnson

Teaching Faculty

Grade	Teacher 1	Teacher 2	Teacher 3
K	Mrs. Westerman	Mrs. Eastman	-----
1st	Mrs. Winston	Mrs. Smith	Miss Davis
2nd	Mrs. Fox	Mrs. Lau	Mrs. Parker
3rd	Mrs. Fellows	Mrs. Lewis	Miss Russon
4th	Mrs. Olligschlager	Mrs. Ireland	Mrs. Griffiths
5th	Mrs. Jarrett	Mr. Jones	Mr. Fox
Middle School	Mrs. Benson - STEM/ Science	Mrs. Vera- Math/Social Studies	Ms. Rich – Language Arts/Social Studies
	Mrs. Griffin - Social Studies	Mr. Lakes – Language Arts	Miss Plant – Math Mr. Hoole - Science
Specialty	Mr. Pratt - Art Mr. Mower - MS PE	Mr. Bridges – CTE	Mrs. Harris - PE
	Mrs. Randall – Choir, Band, Percussion, Theatre Mrs. Ahlborn – Music, Guitar, Orchestra	Mrs. Talbot - Special Ed. Mrs. O'Reilly - Special Ed. Mrs. Moss - Special Ed. Mrs. Hillman- Special Ed.	Mrs. Warren - K-1 LA Support Mrs. Palmer – 2-3 LA Support Mrs. Young – 4-5 LA Support

G. Non-Discrimination Policy

Abiding by State and Federal Law, as well as common courtesy, Reagan Academy does not discriminate based on disability, race, color, national origin, sex, age, or religion in any of its programs or practices.

II. CURRICULUM AND INSTRUCTIONAL DESIGN

A. Instruction

At the heart of the Reagan Academy Charter School is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. To ensure that all students are succeeding, every child is assessed prior to beginning instruction in reading and math. Instructional groupings are created based on students' demonstrated competency in these areas. Students who are performing below target receive instruction that ensures that they fill any learning gaps. Likewise, students who are advanced in a subject receive instruction at a level that provides an optimal challenge. Parents/Guardians who are concerned about their child's level of challenge should speak with their classroom teacher. If the concern is not resolved, a Student Success Meeting may be requested from the teacher.

B. Core Knowledge Sequence in Science, History, Music, and Art

In each grade, students are exposed to a broad range of historical, scientific, and cultural topics that will build on one another to prepare them for educational success.

- Organized to develop cumulatively through the class levels, becoming more sophisticated and detailed in each successive grade.
- Helps ensure that children enter each new grade ready to learn.
- Helps prevent repetition and eliminate gaps in education.
- Exceeds State Standards.
- Will be used to enhance reading skills, grammar and writing, science, social studies, music and art.

C. My Math

My Math provides the rigor, personalization, and student engagement your students need to be successful with the Common Core State Standards. This re-imagined approach to elementary math is fully aligned with the Common Core State Standards and Mathematical Practices, allowing you to focus on inspiring a love of learning.

D. Homework

Your child will be given homework assignments regularly. Parents and students should expect approximately 10 minutes times the grade level. EXAMPLE: Grade 5 = 50 minutes on average of homework, plus reading time each night. Each student is responsible for completing his or her assignments and for turning them in on time. In addition to regular classroom assignments, we would like each student to read, or be read to, at least three times a week, and preferably every day. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading in front of your children, you model good habits and reinforce your expectations.

It is suggested that parents/guardians support their children in this endeavor by providing a quiet place, free of distractions, for study and homework completion. For

poor or incomplete work, teachers may require students to redo an assignment. Whether such work will be given credit, is left to the discretion of the teacher.

Please contact your child's classroom teacher if you have questions about homework.

E. Missing & Late Work

One of the things that Reagan Academy feels is important in preparing students for higher education is teaching them responsibility. Teachers will be glad to consider student work for full credit as long as it is turned in by the due date given.

It is the student's responsibility to manage and track due dates as well as missing work.

Some grade levels and/or teachers may decide to have a preset limited time period after the deadline during which late work will be considered for half credit. Be sure to check with your child's individual teachers to see if they have set something up or not.

F. Report Cards

Report cards are available 4 times per year at the end of each term through Aspire.

G. Grade Change Policy

If a student/parent/guardian believes that a grade was entered in error, they should first address the issue with the teacher who issued the grade. If a satisfactory resolution is not achieved, they should then bring the issue to the attention of the director to discuss the reason they believe that the grade is incorrect.

H. Textbooks

Textbooks will be issued by the teachers. Students are responsible for the care of each text assigned to him or her. **Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents.** *It is strongly recommended that students keep all textbooks covered.* Heavy wrapping paper or any commercial cover is adequate. Teachers will check periodically on textbooks, their ownership and condition. *A student must turn in the same textbook that was issued to him/her.*

III. PARENT INVOLVEMENT AND COMMUNICATIONS

A. Parents and Visitors at Reagan Academy

We strongly encourage parents to be active stakeholders in the education of their children. Thus, classroom visits are encouraged. However, classroom visits are considered a privilege and should be non-disruptive to the education process. The Director reserves the right to limit the scope and duration of classroom visits. All visitors **must** check into the main office to receive approval and a visitor's badge. Visitors must wear the badge and have it visible at all times. Reagan Academy reserves the right for approval and denial of all visitors.

Messages, Balloons, and Flower Deliveries:

1. Deliveries of balloons and flowers, **are not encouraged.**
2. Messages from parents will be delivered when necessary. You may also leave a message for a teacher by dialing their direct extension.
3. Lunches or lunch money will be delivered when necessary.
4. Forgotten homework, books, binders, etc. may be delivered to the office. Please do not deliver them directly to the classroom.

B. Volunteering

Every person volunteering at the school must be an approved volunteer. You can accomplish this task easily at the front desk. Reagan Academy expects 40 hours of family volunteer service per year. Tracking for volunteer time for the school year begins the first day of summer break through the last day of school. Parents are encouraged to participate in school related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. In addition, parents/guardians are encouraged to contribute their time and talents to organizing extracurricular activities and community outreach projects. Teacher Requests are contingent upon the completion of 40 hours of volunteerism. For clarity, student placement is determined by school personnel. Reagan Academy is proud to have a Parent Volunteer Organization (PVO) that oversees the school's activities (e.g. Ribbon Week). The PVO consists of a president, president elect, secretary, and secretary-elect, which are elected each year by the parent body. Every year, parents are encouraged to sign-up to volunteer for school activities. Every person volunteering at the school must be an approved volunteer. Please see the office for more information.

If families are unable to donate their time, a monetary donation of \$200 will be accepted in lieu of donating time. Volunteer opportunities are numerous. If you are unsure of volunteer opportunities, please speak with your student's teacher or the PVO. Any volunteer hours in excess of forty (40) are not carried over to the next school year, but are greatly appreciated and helpful for obtaining grants, etc.

Guidelines for volunteering/coaches in the classroom include:

- Always sign in at the office and receive a visitor pass.
- Conservative dress; i.e.: no hats, no tank tops, no short shorts or mini-skirts, etc.
- No siblings in the classroom, unless prior arrangements have been made with the teacher.
- Receive instructions from the teacher before performing tasks.
- Keep student information confidential.
- Expected to abide by school rules and policies including R277-575 of the Utah Educator Professional Standards.***
- All volunteers who will be given significant unsupervised access to a student in connection with their volunteer assignment are required to undergo a criminal background check as a condition of appointment.
- The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Volunteers performing volunteer services under the general supervision of a school employee shall be immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken during the course of those services, unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

What volunteer duties can be counted towards the 40 hours?

- Helping in a classroom, lunchroom, library, or office.
- Driving for or chaperoning a field trip
- Working at home on projects as directed by a teacher, leadership teams, or board member.

- Attendance at a committee meeting (i.e. planning meeting for school events, etc.).
- Planning and working special events such as Book Fairs, Spelling Bee, Science Fair, etc.
- Babysitting while another parent (not your spouse) performs qualified volunteer duties.
- Helping with school sponsored after school activities or electives.
- Sharing school produced videos or posts on social media.

What does not qualify as volunteer time?

- Attending Parent/Teacher conferences.
- Attending school programs, performances or other school sponsored events.
- Performing duties that you receive monetary compensation for (i.e. classroom instructors, crossing guards, etc.).
- Carpooling
- Helping students with homework.

Expectations of Volunteers:

- Sign in and out at the office and wear a visitor badge when on school property.
- Set an example of respect and good citizenship for the students.
- Maintain a positive attitude with the students.
- Be dependable by being on time and communicate any schedule changes to the teacher or person you report with.
- Dress appropriately for the classroom or activity. Students follow a dress code and you should too.
- We respect your time commitment. Please offer any comments or suggestion on how to better use your time.
- **Leave non-school aged children at home.** This ensures safety, minimizes classroom interruption and promotes full concentration for the volunteer.
- Maintain confidentiality of students, teachers, staff and other parents.

C. Communication from the School

It is important for parents to stay informed about their child's progress as well as ongoing school events. The school website is a great resource for staying up to date on activities and other items on the calendar. You can find both the school calendar and the breakfast/lunch calendar there. Teachers will be posting grades and other important classroom information on their classroom pages. The links to these pages are on the homepage of the school website. Reagan Academy is also on Facebook/Instagram. You can link to both of those from our home page.

Student work will be sent home, but you will want to check Aspire on a frequent basis to be sure that they are doing well. Parents will also need to keep their contact information current on SIS. To access SIS, parents must create a Parent Account. Please contact the office for more information on how to do this.

The majority of communication is sent home through e-mail. If you do not have the capability to receive electronic information, please notify the office and written copies will be provided.

The school will also send out periodic communication through the use of our Parent Alert system. This is mass distribution of a pre-recorded message by phone and text. If you would like to change the settings that we have for you in the system, please visit the front desk.

D. Parent Teacher Conferences

Parents and students are expected to attend formal parent/teacher conferences that are scheduled two times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates. In order to avoid long lines and extensive waiting for the parents, teachers are encouraged to keep visits with each parent to the requested time available. If the parent requires a lengthier discussion, teachers will need to set up a meeting with that parent later. Informal conferences or conversations may also be scheduled with teachers or school leaders at any time throughout the year.

To contact a teacher for an appointment or for any other reason, parents may call the teacher and leave a message on their voicemail or e-mail the teacher.

E. Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission and emergency medical form must be completed for field trips. These forms will be sent home prior to the scheduled trip to be completed and returned to the school before a student may participate. Phone permission is not sufficient and will not be accepted. Students without signed permission slips will remain at the school in another class. Participating students should bring a sack lunch from home or purchase a sack lunch from the school.

*Field Trip Transportation

In some cases, parents may be needed to serve as chaperones and drivers on class field trips. Parents will be required to view a short training film, complete a short quiz, as well as participate in a background check and provide proof of insurance and driver's license. The video and quiz can be found on our website. This must be repeated every new school year. No students may be transported using 12 or 15 passenger vans. It is also against insurance policy for parents transporting students to make additional stops that are not on the field trip agenda. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible.

The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. For this reason, it is not appropriate to bring additional children while chaperoning a field trip. All students are required to follow school behavioral expectations while on field trips. Failure to do so may result in the inability to attend future field trips.

Chaperones are not permitted to make additional stops or to vary from the designated itinerary at all.

G. Lockers

Reagan Academy allows students in the 6th, 7th, and 8th grades to use a locker for the year. The lockers are school property and do not belong to individual students. Students will be held responsible for any excessive damage to their lockers. All non-school locks will be cut off. **Locker combinations are not to be given to anyone else.** *Students that knowingly or willingly exchange locker combinations can lose their locker privilege.* Reagan Academy has the authority to search lockers when deemed necessary even if it requires removal of the lock. Reagan Academy is **not responsible** for lost or stolen items. Valuables should not be kept in the locker.

Problems with lockers should be reported to the office.

-Students are not allowed to decorate the inside of lockers with posters, pictures or anything else which is negative or derogatory as determined by Reagan Academy staff. No marking or writing on lockers of any kind is allowed.

-Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items outside lockers or on the floor may be removed and disposed of.

-It is the student's responsibility to keep lockers secured. Reagan Academy cannot be held responsible for valuables that are taken from lockers.

H. Grievance Procedures

All concerns should be handled between the parties involved. If a parent has a concern with a teacher, that parent should go to the teacher. If discussion between the parent and teacher does not lead to a solution, the parent may then schedule an appointment with the director.

If the problem is still not resolved, the parent may submit in writing the concern to the governing board at board@reaganacademy.org. If the concern is of a legal nature, the parent should contact an administrator directly.

I. Fees/Waivers

Reagan Academy does not require parents to provide materials or fees for the education of their children in grade K-5. However, some field trips and extra-curricular activities may include a nominal fee as approved by the school board at the beginning of each school year. In grades 6-8, there is a nominal fee for classes. A schedule of fees for the school year, as well as a copy of our fee waiver application may be obtained at the front office at any time.

IV. Dress Code Policy and Standards

A. General Information

1. Purpose

Reagan Academy has adopted a policy of uniform dress with which all students are expected to comply. The school uniform and dress standards play an important role in the educational mission of the school by:

1. Helping to create an atmosphere conducive to serious academic study and educational partnership.
2. Minimizing the distractions and disruptions often caused in schools by clothing fads and fashions (including gang wear), and the social divisions resulting there from.
3. Aiding members of the school community in identifying intruders who might pose a threat to school safety.
4. Unifying students of different ages who may be grouped together in ability-level classes, Friday electives, and extracurricular activities.

Students may also benefit from the school spirit engendered by uniform dress standards and the self-respect inherent in responsibly maintaining one's appearance and properly caring for one's wardrobe. In addition, students and parents benefit from potentially reduced costs for school clothes; from day to day and from year to year, students will likely require fewer changes of clothing with a uniform than without. A

uniform dress code is also likely to save time, as students and parents spend less time deciding daily attire.

In accordance with the letter and spirit of the laws regarding public school uniforms, the Reagan Academy uniform is intended to be strict enough to affect the educational goals sought by the policy, yet not so prescriptive that families will find it difficult to abide by. Students and families may choose from a variety of colors and styles and are not required to purchase any specific item. Students may wear any acceptable combination of uniform items on any day. Plaid jumpers and skirts may be made of any navy-based pattern with red and white as the primary accents. Uniform items may be purchased at any vendor.

2. Enforcement

Reagan Academy is a school of choice. Students and parents have chosen to enroll in the charter school instead of in their district schools that do not require uniforms. It is therefore expected that all students and their families have embraced Reagan Academy's uniform policy and will comply therewith. The policy will be monitored and enforced by the school administrator and staff.

It is not anticipated that an environment of constant policing and suspicion will arise with regard to the uniform and dress standards; instead, students will generally be trusted to be doing their best to comply with the letter and spirit of the policy. Obvious infractions (whether intended or not), and those which cause disruption, will be addressed. All decisions regarding items or issues not addressed or clarified in this policy will be left to the judgment of the administration (Utah Code Section 53A-15-602(8), 1953, as amended in 2003).

3. Purchasing Uniforms

Students should have a sufficient number of uniform items to provide for their needs, but are not required to purchase every item on the uniform list or any single item. As long as they meet the general guidelines given below and the specific guidelines for girls and boys, uniform items may be purchased from any vendor. To make shopping easier, many on-line vendors offer traditional uniform items under a special "School Uniforms" category. In addition, Reagan Academy may hold uniform sales at which parents may buy used uniforms.

4. Non-Uniform Days

Throughout the year, but generally not more than once per month, the director may designate certain days as a Non-uniform Days. On these days, students may wear non-uniform clothing that conforms to the school's general standards of dress (see below) and/or any specific guidelines set forth by the principal for that day. Some non-uniform days may be theme days, on which students may be authorized to wear certain special clothing or costumes.

B. Dress Guidelines

1. General Guidelines

Reagan Academy's general standards of dress are listed here. Specific guidelines for girls and boys uniforms are found in Section C. Please carefully review both sections with your student(s) to ensure compliance.

- (a) *General* Except on scheduled Non-uniform Days, or if they are involved in rehearsals, performances, or other activities (including gym) which require different costuming or dress, students are expected to wear school uniform apparel whenever on school grounds, whether before, during, or after school,

and (unless announced to the contrary) when on school-sponsored field trips and activities elsewhere.

(b) *Appearance.* Students should maintain a clean, neat, and modest appearance at all times. Clothing should fit properly (not be too tight or baggy), be worn correctly, and be clean, wrinkle-free, and lacking visible holes, tears, and stains. Pants/skirts/skorts/shorts should be worn at the waist (not in a “low-riding” fashion). Shirts must have true sleeves, and shirts with buttons should be buttoned (top button excepted). Shirts with prominent shirrtails and those clearly designed to be tucked in must be tucked in; those with straight or gently rounded hemlines may be tucked or un-tucked, as long as they fit properly (e.g. not too long or too short) and cover the body at all times. Other than an authorized school logo on authorized items, logos and other emblems should not be visible on any uniform items.

(c) *Hemlines.* Skirts should be no shorter (in front and back) than 2 inches above the kneecap; skorts and shorts no shorter (in front and back) than 2 inches above the kneecap. No mini-skirts, short shorts, or short skorts allowed. The wearing of leggings does not modify this requirement.

(d) *Fabrics.* All uniform tops and bottoms should be made of simple fabrics/yarns appropriate for school uniforms (e.g. cotton, cotton blends, polyester, wool, etc). Inappropriate fabrics include denim, velour, velvet, corduroy, leather, wind-suit materials, and others with a shimmery, flashy, or rough/ribbed appearance (unless on a cable-knit cardigan or sweater/vest).

(e) *Undergarments.* Proper underclothing should be worn at all times. No underwear should be visible at any time except for a plain white t-shirt/undershirt, which may be worn **under** any uniform top (if desired). Private parts of the body should NOT be visible at any time, including the midriff. Girls may wear solid navy, tan khaki, white, red or black shorts or leggings underneath skirts and jumpers. No lace should be visible at any time. Proper underclothing includes plain white shirts having long or short sleeves that CAN be visible. For example, a long sleeved white shirt may be worn under uniforms. Girls may have white undershirts extending no more than 2 inches under any approved top. **NO lace may be visible at any time, and undershirts must be white. Colored undershirts are not permitted.**

(f) *Footwear.* Proper shoes and socks must be worn at all times. Shoes should have closed toes, closed heels, and soles no higher than two inches. Laces (if any) must be kept tied. Shoes should not include distractions such as, lights, charms, characters, sounds, wheels, etc.

(g) *Outerwear.* Coats and other items worn for warmth outside the school are not considered uniform items and may be of the student’s choice, so long as they do not contain vulgar, sexual, or profane words, phrases, images, or other representations. It is expected that all outerwear will be taken off and stored in the designated location as soon as possible after entering the school or classroom. Outerwear may not be worn inside during the school day.

(h) *Jewelry.* Jewelry should be kept to a minimum and should be conservative in style to not distract from the learning environment. Girls may wear one pair of small earrings. Boys may not wear earrings. Pierced jewelry in other body parts

(e.g. nose, belly, lip, tongue) is unacceptable. Other jewelry may include a watch, medical alert jewelry, and up to three other tasteful items.

(i) *Hair/Hats*. Hair should be kept neat, combed, and in conservative styles that will not distract from the educational mission of the school. Radical or outlandish hairstyles and irregular hair coloring are inappropriate. Such judgments are left to the administration of the school. Hats may not be worn inside the school unless for religious or medical reasons, or for required costuming during electives and after-school activities.

(j) *Cosmetics/Tattoos*. Any cosmetics/make-up used should be natural and conservative in nature and appropriate for school, and should not draw attention to itself or its wearer (unless so required for a play or other school-sponsored activity). No tattoos allowed.

(k) *Club uniforms*. Students may wear authorized club uniforms (e.g. boy scouts, girl scouts) on the day of their weekly club meeting instead of the Reagan Academy uniform.

(l) *Religious dress*. Students will be permitted to wear non-uniform items that are required by their religious beliefs (e.g. yarmulke, hijab, etc.).

(m) *School logo*. To promote school unity, the authorized school logo may be embroidered on any uniform top (shirt, sweater/cardigan/vest, or jacket), but is not required.

(n) *School shirts*. Reagan Academy may sell school t-shirts and/or sweatshirts to students and families who wish to purchase them. They may be worn on Friday's and other designated Non-Uniform Days.

2. General guidelines for Non-Uniform Days

(a) On Non-Uniform Days, the above general guidelines (a)-(n) still apply, though students are not required to wear designated uniform items. Appropriate clothing will be announced in advance.

(b) Students may wear clothes and accessories of their own choosing as long as they meet the guidelines given above and those provided for the specific day.

(c) Tank tops, tube tops, spaghetti straps and midriff shirts are never acceptable.

(d) Clothes may not contain vulgar, sexual, or profane words, phrases, images, or other representations.

(e) On the day of games, student athletes may at the direction of the coach be able to replace a uniform top with the team jersey. All other uniform guidelines must be followed.

3. Additional Options for Middle School Students

Middle School students have additional clothing options available to them. Sixth, seventh and eighth grade students may wear uniform appropriate pants & skirts, etc. that are black. In addition, students may purchase shirts in optional colors from approved vendors.

C. Specific Uniform Options

GIRL'S UNIFORM

TOPS

Item	Color	Details
Collared Shirt or Blouse	Solid Red, White, or Navy (6-8 grade additional colors include light pink, light blue, and light grey)	Long, 3/4, or short sleeved, must button up, must have collar (peter pan, triangle, etc.), must be plain or adorned in <i>white only</i> on collar and/or cuffs, may not have logos, labels, etc, may have chest pocket(s)
Polo Shirt	Solid Red, White or Navy (6-8 grade additional colors include light pink, light blue, and light grey)	Long, 3/4, or short sleeved, may have chest pocket, no adornments except embroidery or trim on the collar in the <i>same color as shirt</i> or the authorized school logo on chest
Turtleneck	Solid Red, White or Navy	Long sleeved, no embellishments, no mock turtlenecks (only true rolled turtleneck collars), preferably worn under a jumper, sweater, or other uniform layer.
Sweater Vest or Sweater	Solid Red, White, or Navy	Crew or V-Neck, flat- or cable-knit, no adornments (except authorized school logo), must be worn with a coordinating uniform top underneath.
Knit Cardigan	Solid Red, White, or Navy	Crew or V-Neck, long sleeved, button- or zipper-front, no emblems (except authorized school logo), flat- or cable-knit, may have pockets, must be worn with a coordinating uniform top underneath. Hoods on sweaters are acceptable as long as the hood is not worn inside.
Fleece Jersey or Sweatshirt	Solid Red, White, or Navy	Fleece or Sweatshirt type jackets/pullovers with hoods are acceptable as long as the hood is not worn inside. No emblems (except authorized school logo). MUST be worn with a uniform top underneath.

BOTTOMS

Item	Color	Details
-------------	--------------	----------------

Jumper/Dresses	Tan Khaki, Solid Navy, or Navy-based Plaid with Red and White as the primary accents	Any style, no cargo pockets, should be worn with coordinating uniform shirt/blouse/turtleneck, no shorter (in front and back) than 2 inches above the kneecap. Some example plaids: #36/37 Navy/Red (= "Navy/Red" plaid on frenchtoast.com), #56 (as shown on hallclosetuniforms.com). No corduroy.
Long Skirt	Tan Khaki, Solid Navy, Navy-based Plaid with Red and White as the primary accents (6-8 grade additional colors include black)	Mid-calf length straight, A-line skirt, or pleated, no cargo pockets or logos. No corduroy.
Skirt	Tan Khaki, Solid Navy, Navy-based Plaid with Red and White as the primary accents (6-8 grade additional colors include black)	Pleated, straight or A-line, hemline within 2 inches of kneecap, no cargo pockets, logos, etc. No corduroy. Girls may wear solid navy, tan khaki, or black shorts or leggings underneath skirts and jumpers. No lace should be visible at any time.
Skort	Tan Khaki, Solid, Navy-based Plaid with Red and White as the primary accents (6-8 grade additional colors include black)	Pleated, straight, or A-line, no shorter (in front and back) than 2 inches above the kneecap, may not be embellished with logos, emblems, extra zippers, ruffles, cargo pockets, etc., in addition to skirt-like front flap the skort may have back flap as well (some vendors call these "culottes," but no culottes without extra skirt-like flaps are allowed; an example of acceptable "culottes" is found at hallclosetuniforms.com.). No corduroy.
Pants or Shorts	Tan Khaki, Solid Navy (6-8 grade additional colors include black)	Flat front or pleated, may be cuffed, may not be embellished with emblems, labels, extra zippers, ruffles, cargo pockets, flared legs, etc., no sweat pants, no drawstring closures. Shorts must be no shorter than 2 inches above the kneecap. No corduroy.

SHOES, SOCKS, AND ACCESSORIES

Item	Color	Details
Socks	Solid Red, White, Navy, Tan Khaki, or Black	Crew, knee, or ankle socks that coordinate with outfit. No-show socks are also allowed.
Tights/Leggings	Solid Red, White, Navy, Tan Khaki, Black	Tights/Leggings should coordinate and be in good repair with no holes or runs.
Belt	Black or Brown	Belt may be leather or simulated, flat, braided or stretch, but must be all black or all brown; belt must be worn with all belt loops.

Shoes	Shoes should not include distractions such as, lights, charms, characters, sounds, wheels, etc.	Closed toes and closed heel; sole no thicker than 2 inches; no embellishments such as lights, charms, characters, sounds, wheels, etc.
Jewelry		Should be conservative in style. Girls may wear one pair of small earrings. No pierced jewelry in other body parts. Other jewelry may include a watch, medical alert jewelry, and up to three other tasteful items.
Tie or Cross tie (optional)	Solid Red or Navy, Striped or Plaid in Navy, with Red and White accents.	Ties are not required. May be worn with white collared shirt. Must be conservative and may not display logos or characters.
Hair Accessories	If larger than a simple hair elastic (e.g. barrettes, scrunches, headbands, large clips), limit colors to solid Red, White, Navy, Khaki, Brown, Black, Gold, Silver, or other metal color.	Simple, solid-color accessories that compliment the uniform and get the job done are preferred (e.g. elastics, barrettes, scrunches, headbands, clips, and, if desired, small bows).

BOY'S UNIFORM

TOPS

Item	Color	Details
Collared Shirt	Solid White, Red, or Navy (6-8 grade additional colors include light pink, light blue, and light grey)	Long or short sleeved, must button up, must have collar, may not have logos, labels, etc, may have chest pocket(s).
Polo Shirt	Solid Red, White or Navy (6-8 grade additional colors include light pink, light blue, and light grey)	Long or short sleeved, may have chest pocket, may have (only) the authorized school logo on the chest.
Turtleneck	Solid Red, White or Navy	Long sleeved, no embellishments, no mock turtlenecks (only true rolled turtleneck collars), preferably worn under a sweater, vest, etc.
Sweater Vest or Sweater	Solid Red or Navy	Crew or V-Neck, flat- or cable-knit, no adornments (except authorized school logo), must be worn with a coordinating uniform top underneath.
Knit Cardigan	Solid Red or Navy	Crew or V-Neck, long sleeved, button- or zipper-front, no emblems (except authorized school logo), flat- or cable-knit, may have pockets, must be worn with a coordinating uniform top underneath.

Fleece Jersey or Sweatshirt	Solid Red, White, or Navy	Fleece or Sweatshirt type jackets/pullovers with hoods are acceptable as long as the hood is not worn inside. No emblems (except authorized school logo). MUST be worn with a uniform top underneath.
-----------------------------	---------------------------	---

BOTTOMS

Item	Color	Details
Pants or Shorts	Tan Khaki or Solid Navy (6-8 grade additional colors include black)	Flat front or pleated, may be cuffed, no embellishments such as logos, extra zippers, extra pockets (e.g. cargo), etc., no drawstring closures, no sweat pants, shorts should be no shorter (in front and back) than 2 inches above the kneecap. No corduroy.

SHOES, SOCKS, AND ACCESSORIES

Item	Color	Details
Socks	Solid White, Navy, Black, Tan Khaki	Socks should coordinate with outfit.
Belt	Black or Brown	Belt may be leather or simulated, flat, braided or stretch but must be all black or all brown; must be worn with all belt loops.
Shoes	Shoes should not have a bright or distracting color scheme (except athletic shoes used for gym or recess, which may be of any color(s))	Closed toes and heels; soles no thicker than two inches. No distractions such as lights, charms, characters, sounds, wheels, etc. Boots allowed only with pants.
Jewelry		Limited to a watch, medical alert jewelry, and up to three other tasteful items. No earrings or pierced jewelry in other body parts.
Tie (optional)	Solid Navy or Red, Striped or Plaid in Navy, with Red and White accents.	May be worn with white collared shirt but is not required, must be conservative and may not display logos or characters.

V. ATTENDANCE

A. Attendance

1. General procedures

In accordance with state law, Reagan Academy expects students to attend school every instructional day unless they have an excused absence (e.g. sickness, family emergencies, court appearance). Much research has shown the correlation between school attendance and achievement.

The state's requirement for all students is to exceed 95% attendance (9 or less missed school days for the year) and it will encourage such attendance.

If a student is to be absent, a parent/guardian should call the school to excuse the student from school by 9:00 a.m. All excused absences due to extenuating circumstances, must be excused within 48 hours following the absence. The 48 hour time limit does not extend beyond the term. Examples of excused absences are as follows:

- Illness
- Death of a family member or close friend
- Medical appointment
- Family emergency
- Other absences must be approved and pre-arranged with school administration

In determining whether extended absences shall be excused, the school administration will consider whether the absences will or are adversely impacting the student's education. If such a determination is made, further absences not due to illness, death, or family emergency may be deemed unexcused.

2. Absence due to illness

See VIII, section B for detailed information. Extended illnesses of 3+ days require a doctor's note.

3. Extended absences

Extended elective absences of 3+ days, including extended family travel or extracurricular experiences, require prior approval by the director. It is the responsibility of the parents to notify the teacher in writing at least one week ahead so that, if mutually agreeable to teacher and student, work can be provided in advance for the student to complete during his or her time away from school. Teachers and/or families may find it easier to assign make-up work upon the student's return. In either case, students must complete all missed work within the time frame specified in the school's make-up work policy (see below, #6). Once the student submits the work required by the teacher, his or her absences will be excused.

4. Unexcused absences/Truancy

A student absent from school without a legitimate or valid excuse and/or without the permission of his or her parent/guardian will be considered truant by Utah Law. Truancies will be handled as follows under the guidance of state law.

-Students who are truant will receive a "**Notice of Truancy**" from the school. This notice will serve as an attempt by the school to maintain cooperation with parents/guardians of the student in securing regular attendance.

-A student who is truant 5 times during the school year is considered to be in violation of the Compulsory Education Act under Utah Law, which is a Class B misdemeanor. In cases where such a violation occurs, a "**Notice of Compulsory Education Violation**" is sent home and the school is required to notify the appropriate city, county, or district attorney of the accumulated violations. *Utah Code Ann. 53A-11-101.5*

5. Excessive Absences

A student who is absent from school for 10 days whether excused or not will receive a "**Notice of Excessive Absence**" and must meet with the school Director.

Additional absences equaling 15 total will result in a **"Notice of Compulsory Education Violation"**.

6. Make-up work

A student absent from school for any reason will be required to make up all work. Individual decisions are left to the judgment of the involved teacher who may, for extenuating circumstances, grant an extension.

7. Activity Eligibility

Students become ineligible to participate in any school activities requiring eligibility on the day following the letter of concern.

B. Tardiness

Instruction at Reagan Academy begins promptly at 8:15 a.m., and it is critical that all students be prepared to begin at that time. ***A "warning bell" will sound at 8:10 a.m. A student is deemed tardy if he/she enters the classroom after the tardy bell at 8:15 a.m.*** A student that is late misses valuable instructional time, and conveys an unacceptable lack of regard for the school.

Any student who arrives after 8:15 a.m. must report to the school office before proceeding to the classroom and have a parent or responsible adult sign them in.

C. Early Dismissal

If you need to pick up your child before the official school day ends, please write a note to let your child's teacher know in advance. Reagan Academy encourages parents to limit early pick up by scheduling doctor, dentist, or other appointments for after school hours. Students miss vital educational time when picked up early. For early dismissal, a parent or authorized adult must come to the office to sign the student out. The office staff will then call the student to the office at that time. Students will not be dismissed to unauthorized persons (i.e. any person whose full name is not on their contact cards as authorized to pick them up). If someone else is to pick up your child for any reason, please call the office to have him or her added to your card.

Identification will need to be shown to the office staff before pick up is permitted.

E. Snow Days or Emergency School Closures

School closings due to inclement weather or emergencies will be communicated to parents by phone, email, and text message using an automated notification system. If you have questions or would like to update your information in this system, please contact the front office.

Should an exceptional situation occur during school hours (e.g. extreme weather, lockdown or school maintenance breakdown), it might become necessary to close the school before the normal dismissal time. For that reason, it is requested that parents provide the office with an up-to-date contact card containing the following information:

- 1) Current home, cell, & work phone numbers
- 2) Names and current phone numbers of two persons to call in an emergency

If the family moves or changes phone numbers during the school year, the school should be notified immediately. Please keep in mind that we may not be able to reach you in an emergency if contact information is not current.

VI. ADMISSION, RE-ENROLLMENT, TRANSFERS

A. General Enrollment Information

Reagan Academy is chartered to enroll up to 675 students in kindergarten through eighth grade. In accordance with state law, entering students must have turned five years old on or before September 1st of the year in which they are starting school. Except for a limited number of priority slots (see below), enrollment in Reagan Academy is open to any interested student in the state of Utah. If the number of applicants exceeds the number of available spaces in a given grade level, a public lottery will be held to determine who will be admitted. In policy and procedure, Reagan Academy does not discriminate based on race, creed, color, religion, income, national origin or ability/disability status. Once enrolled in Reagan Academy, students retain their enrollment until they graduate or officially withdraw.

B. Priority Enrollment

Utah Code Section **53A-1a-506** gives charter schools the right to offer preference in enrollment to certain parties. In accordance with its charter and with state law, Reagan Academy will, each January, offer preferential enrollment for the next school year to the following parties, in this order and subject to available openings:

1. Children of the Board of Trustees and the Founding Council (parents who actively participated in the development of the school)
2. Children of employees of Reagan Academy.
3. Siblings of students currently enrolled at Reagan Academy.
4. Siblings of former students of Reagan Academy

Each family who qualifies for preferential enrollment must fill out an enrollment application, indicating the category of preference for which they qualify. Per the school's charter, the number of students admitted based on preferential status may not exceed 10 % of the total student population. All slots not filled during the preferential enrollment period in January will be filled by Open Enrollment applicants according to the procedures outlined below. In addition, should the numbers of preferential applicants for any of the above categories exceed the number of available slots in a given grade level, enrollment for that grade will be determined by public lottery (see below).

C. Open Enrollment and Lottery

Each year, Reagan Academy will accept applications for the following school year from families of prospective students.

After this period of open enrollment, a public lottery (random drawing) will take place, if necessary. A lottery is legally necessary when the number of applicants for a given grade level exceeds the grade's capacity (based on numbers of returning students and students granted priority admission).

The lotteries for each grade will take place at the school at a date and time, duly announced to the public. They will proceed in descending order, beginning with that for eighth grade, so that siblings of randomly drawn students may be given priority in the succeeding grade-level lotteries, in accordance with the school's charter. Beyond such priority (and if the number of siblings exceeds the number of available slots) names will be chosen randomly and assigned numbers corresponding to the order of selection. For each grade level, those whose names are picked after all available slots have been filled will be entered on the wait-list for that grade in the order in which they were picked. Applications received after the open enrollment period will be added to the existing wait-list for each grade level in the order the applications are received.

D. Notification of Admission

Reagan Academy will notify parents/guardians of lottery results by sending a letter of acceptance via email. Interested parents may also call the school office or check online to find out results.

Parents/guardians will need to claim the space(s) for their student(s) by notifying the school. If parents/guardians fail to claim the space(s), the acceptance letter will be void and their student(s) will lose their allotted space(s). If these parents thereafter desire to enroll their student(s) at Reagan Academy, their application will be placed at the end of the appropriate wait-list(s).

Within a reasonable amount of time, as determined and publicized by the school, parents who have claimed a spot or spots for their child(ren) will need to officially enroll them by submitting certain required forms, including the School Records Transfer Form.

E. Required Forms

Per state law, upon notification of student's acceptance to Reagan Academy and prior to the first day of school, parents must:

1. Complete and submit the Registration Form.
2. Provide a complete immunization record copy or a signed Immunization Waiver Form. Proof of immunization or a signed Immunization Waiver must be filed with the school prior the start of school. If the form is not filed in the allotted time, the student will not be allowed to return to school until said form has been provided. After 10 ten days of school absence, the student will be un-enrolled from the school. Provide a copy of the student's birth certificate.
3. Provide proof of a vision screening for incoming Kindergarten students.

F. Withdrawal from the School

Parents who wish to withdraw their student(s) from Reagan Academy must submit a withdrawal form (available at the office) and return it to the office at the address above. Students who have been absent from school for more than 10 days without notifying the school will be considered withdrawn. Please ensure that library books and all school textbooks and materials are returned on or before the student's last day at the school. If school materials have not been returned within two weeks of a student's withdrawal, the family will be billed at replacement cost.

G. Student Confidentiality

The school complies with all provisions of the Federal Education Right to Privacy Act.

VII. LUNCH & BREAKFAST PROGRAM

Reagan Academy's commitment to offering children a superior education extends to the meals that we provide for students. The school aspires to the highest possible quality in its lunch program, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

A Free and Reduced Priced Meals Application may be submitted so that payment status may be established. While these forms are being processed, all students who desire meals provided through the school will receive them. Parents are asked to make lunch payments by check, made payable to the Reagan Academy and delivered to the school office. When it is necessary for a student to pay in cash, parents are encouraged to seal the money in an envelope with the student's name printed on the outside. The envelope should be delivered to the teacher at the beginning of the school

day to reduce the risk of loss or theft. Parents may check their student's lunch balance, and deposit money into their lunch account by visiting www.mynutrikids.com.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

Reagan Academy operates a universal breakfast program contingent upon funding. This means that all students may eat breakfast free of charge as long as the funding which supports this program remains consistent.

Breakfast will be served from 7:45 to 8:05am. The students that come to the school at this time will need to report immediately to the lunchroom. Students will have to stay in the lunchroom until 8:00am. At this time, they will be released into the hallways. If a student is in the hallways before this, the school's discipline policy will be followed.

VIII. HEALTH AND SAFETY

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform their classroom teacher so that appropriate accommodations can be made.

A. Medication

Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school. No student should be given or be allowed to take any medication that is not prescribed for their use by a doctor's order and prescription. Prescription and over the counter medications should be stored in a locked cabinet in the school with the doctor's prescription, and issued to the student by designated personnel in the exact dose and time frame listed on the prescription. A record of the amount, time and person administering the drug must be kept for each student and medication. Sharing of medications, even over-the counter types, is not allowed at the school.

Parents/Guardians must inform Reagan Academy of any allergies or medical conditions that their children might have. Also, please notify Reagan Academy in writing if your child has a chronic illness that may affect his or her performance at school.

B. Student Illness

Students are not allowed to remain in school when presenting signs of illness. A parent or guardian is to be called as soon as possible and is to assume responsibility for home care.

Signs of Illness:

- Temperature 101° or above
- Diarrhea
- Vomiting
- Rash
- Drainage or crusting of eyes
- Any contagious disease or infection
- Cold symptoms with fever
- Inability to follow normal daily routine due to signs of illness

Students may return to school after illness when:

- Temperature has returned to normal (98.6°) for an extended period of time.
- Diarrhea has stopped and stools are formed.
- Vomiting has stopped and normal eating has returned.
- A rash has been diagnosed by physician and is not contagious.
- Eye drainage or crusting has been treated with an antibiotic.
- Antibiotic treatment for strep throat has been in place for at least 24 hours.

C. Accidents/Injury/Concussion

A trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. **In such cases, it is especially crucial that the school has working phone numbers for students' parents/guardians and for alternate contacts in the event that a parent/guardian is unavailable.** Please be vigilant in keeping the school's records for your child up-to-date.

Injury Release

If your child has an injury that limits participation in school and/or after school activities or an injury that has occurred but is not limited to restrictions, school administration may ask for documentation from the treating physician **in order to release the student back into normal activity.** This allows for proper expectations from all parties including the physician, parent, student and staff.

D. Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors including parents to Reagan Academy are required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

E. Fire Drills/Evacuations

The school will conduct fire drills within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

F. Student Arrival and Departure

Parents/guardians should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

Reagan Academy will work in conjunction with the Springville Police Department concerning parking lot infractions.

Certain faculty and staff members will greet students in the morning and dismiss them in the afternoon, ensuring that each student is picked up in a safe and orderly fashion. (See Student Pick-up Section)

G. Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home. The school assumes no responsibility for the loss or theft of such articles.

H. Candy, Gum, and Toys

Students may not bring candy, gum, toys, or other non-school related items to school unless approved by the teacher. The student assumes responsibility for any items brought from home. **Toy weapons, or any other item resembling a weapon are strictly prohibited and will result in a mandatory suspension. All electronic devices are not allowed. Students bringing such items will be subject to the steps in the Discipline Plan section.**

I. Birthday and Holiday Treats

Utah State Department of Health regulations (R392-100-2 food care) prohibit the serving of homemade treats to children at school. The regulation states: "Food shall be obtained from sources that comply with all laws relating to food and food labeling. **Home-prepared foods are prohibited.** If treats are brought to school for activities such as birthdays, class parties, special rewards, etc., they should be commercially prepared items preferably individually wrapped in cellophane paper, a box, etc. Please consult with the classroom teacher to determine dietary needs of children in the class before bringing any treats to school. It is certainly not required or expected that you send treats to school. However, if you choose to do so, we would greatly appreciate your following these guidelines so that we will comply with Utah State Department of Health regulations. Please refer to the Reagan Academy Wellness Policy for further guidance in this area.

IX. School-Wide Culture Plan

The school-wide culture plan is a two dimensional program focusing on establishing a culture where the goals of the school can be accomplished. The two parts are a teaching character traits and consistent, school-wide enforcement of expectations.

School-Wide Enforcement of Expectations

Building integrity and character are important parts of what Reagan Academy strives to accomplish for each student.

Reagan Academy Discipline and Behavior Policy

Purpose

The Reagan Academy Discipline Policy recognizes that discipline primarily concerns itself with learning, whether that learning be intellectual, social, interpersonal, emotional, or physical. The school and classroom settings provide a unique forum for opportunities and challenges to students.

Reagan Academy seeks to create an environment in which students are willing to test intellectual, physical, and other boundaries in the process of discovery. Such an environment requires that all students be physically safe and free from harassment. The school anticipates that students will, at times, make mistakes and poor decisions during their educational experiences. Reagan Academy recognizes that these mistakes are opportunities for learning and that the discipline measures of the school can act to support the correction of these behaviors. Reagan Academy also recognizes that some

behaviors require the school to dismiss a student permanently from the school community.

This policy represents the Reagan Academy approach to discipline for all students. Except in the case of special circumstances involving weapons, drugs, or serious bodily injury, students with disabilities have additional protections after ten (10) cumulative and/or consecutive days of removal (including partial days). When a student with disabilities is removed for more than ten (10) days, Reagan Academy will follow the steps outlined in the Special Education Policies, Procedures, and Practices manual.

Objectives and Assumptions

The discipline policy has four main objectives:

- The creation and maintenance of a safe, healthy, and nurturing environment.
- The support of productive teaching and learning.
- The teaching and reinforcement of appropriate conduct.
- The development of students' self-discipline and self-management.

The discipline policy and procedures aim to support students in their efforts to become productive, innovative, cooperative, and high-achieving students. The discipline policy makes the following assumptions about student behavior:

- Each student has the responsibility to manage his/her own academic and social behavior.
- Each student must acknowledge his/her personal responsibility for his/her words and deeds.
- Each student has the responsibility to develop the motivation to learn and to realize goals through effort and reflection.
- Each student has the responsibility to develop and utilize organizational, interpersonal, and intellectual skills to solve, resolve or manage academic, social, and personal problems.
- Each student has the responsibility to contribute positively to the safety and ethos of the school community.
- Each student must respect others by acknowledging his/her own and others' dignity.
- The Administration, teachers, and staff at Reagan Academy have a responsibility to give significant support to help students achieve their academic and behavioral goals, and to cultivate the safety and ethos of the Reagan Academy community.
- The Administration has the responsibility to provide training for its teachers, staff, and volunteers specific to the disciplinary policies and procedures of Reagan Academy.
- The Administration has the responsibility to provide training for its teachers, staff, and volunteers related to overtly aggressive student behavior, bullying, hazing, harassment, the development of students' social skills, and constructive interventions and strategies.
- The Administration has the responsibility to instruct teachers, staff, and volunteers on the reporting and documentation of disciplinary incidents and on the discipline or actions that may result if teachers, staff, and volunteers fail to do so.
- Parents have a responsibility to teach students appropriate conduct and to support the disciplinary measures of the school.

Authority to Suspend, Rusticate, Expel or Change Placement

- The Administration has the authority to suspend a regular education student for

- up to ten (10) school days per incident, to rusticate students for up to one school year, and to expel students for an indeterminate period or permanently according to the Discipline Policy.
- The Administration has the authority to suspend a student with disabilities for not more than ten (10) consecutive school days for any violation of school rules, and additional to impose additional removals of not more than ten (10) cumulative school days in that same school year for separate incidents of misconduct, as long as these removals do not constitute a pattern resulting in a change of placement. Reagan Academy is not required to provide services during these periods of removal if services are not provided to a student without disabilities who has been similarly removed.
 - The Administration has the authority to take long-term disciplinary actions or to change the placement of students receiving special education services or accommodations on the basis of disability under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (504), or the Americans with Disabilities Act (ADA) but only after prior written notice to parents/guardians regarding their procedural due process rights (as outlined in the Utah State Board of Education Special Education Rules).

Discipline Policy Compliance

The Reagan Academy Discipline Policy complies with state and federal laws requiring suspension or expulsion of students for specific infractions.

Reagan Academy desires each student to receive a high quality education free from all manner of discrimination, which can take the form of bullying, based on disability, religion, race, ethnicity, gender, sexual orientation, and gender identity. Complaints of discrimination or unfair application of this discipline policy should be filed promptly with the Administration.

Definitions

- **Suspension:** Suspension is a temporary interruption of school services and activities (10 or fewer consecutive school days).
- **Suspended Student Status:** A suspended student may, at the discretion of the Administration, have access to homework, tests, and other schoolwork through a home study program, but will not be allowed to attend classes or participate in any school activities during the period of suspension.
- **Rustication:** Rustication is the temporary removal of a student from the school of attendance for a period of longer than ten (10) consecutive school days, including a removal of an indeterminate period. Rustication is a form of expulsion.
- **Rusticated Student Status:** During the period of rustication, the school will work with parents to provide alternative educational placement and programs for the student when such support is appropriate and feasible. However, the Administration retains the authority to exclude the students from all programs or activities for the period of rustication.
- **Expulsion:** Expulsion is a long-term or permanent removal of a student from the school and/or the denial of meaningful services to a student.
- **Expelled Student Status:** In cases of a student's expulsion from Reagan Academy, the legal obligation of complying with state compulsory education laws becomes the sole responsibility of the student's parents or legal guardians.
- **Change of Placement for Students with Disabilities** (under IDEA and 504): A change of placement for a student with a disability is defined as a removal of more than ten (10) consecutive school days, or an accumulated pattern of

removal of more than ten (10) school days in a school year constituting a pattern of removal as defined by the Administration. Note: Any "Change of Placement" requires compliance with the procedures governing "Change of Placement for Students with Disabilities."

- **Firearm, Explosive, Noxious or Flammable Material:** The terms "firearm," "explosive," and "noxious or flammable material" include but are not limited to guns, starter pistols, cap guns, bombs, bullets and ammunition, gasoline or other flammable liquids, mace, pepper spray, matches, and lighters.
- **Gangs:** A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, which has a unique name or identifiable signs, symbols, of marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption to a class, activity, program, or other function of a school.
- **Gang Activity:** Gang activities include, but are not limited to, any of the following:
 - Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other things that are evidence of membership in or affiliation with any gang;
 - Committing any act or omission or using any speech, either verbal or nonverbal (flashing signs, gestures, handshakes, etc.) that demonstrates membership in or an affiliation with a gang;
 - Soliciting others for membership in a gang;
 - Requesting any person to pay for "protection," the claiming of "turf," or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person;
 - Possessing a weapon, controlled substances, drug paraphernalia, or other contraband;
 - Committing any illegal act;
 - Encouraging or inciting another person to act with physical violence upon any other person;
 - The causing of damage to property.
- **Bullying:** Bullying is defined as, but not limited to, endangerment to the physical health or safety of a student or school employee, any brutality of a physical nature, any forced or unwilling consumption, any forced or coerced activity of a sexual nature, physically obstructing the freedom of movement of a student or school employee, hazing, or cyber-bullying (hazing and cyber bullying as defined by the Utah Administrative Code, R277-613). Reagan Academy considers bullying a major infraction, in most cases, subject to the discretion of the Administration.
- **Minor Infractions:** Minor infractions can include disrespectful behavior, non-compliance, minor altercations between students, dress code violations, infrequent tardiness, and the like. The Administration will determine whether an action constitutes a minor or major infraction when the action does not fall neatly into defined categories or when no specific legal or policy definition seems applicable. *See page 32.*
- **Serious Bodily Injury:** Bodily injury that involves—
 1. A substantial risk of death;
 2. Extreme physical pain;
 3. Protracted and obvious disfigurement; or
 4. Protracted loss or impairment of the function of a bodily member, organ, or mental faculty. (18 U.S.C. 1365(h)(3))

Suspension, Rustication, Expulsion, or Change of Placement:

- Suspension, Rustication, or Expulsion: A student may be suspended, rusticated, or expelled from school for any of the following reasons that are considered major violations or infractions of school rules:
 - Frequent, flagrant, or willful disobedience;
 - Frequent, flagrant, or willful defiance of proper authority;
 - Disruptive behavior, including, but not limited to fighting, gang activity, noncompliance with school dress code, harassment, including sexual, racial, or religious harassment, the use of foul, profane, vulgar or abusive language, or other unreasonable and substantial disruption of a class, activity, or other function of the school;
 - Willful destruction or defacing of school property;
 - Behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
 - Physical, verbal, or sexual harassment that is intended to physically harm a student or to create an intimidating or threatening educational environment;
 - Any sexually aggressive action or the coercion of any student to engage in sexual activity;
 - Possession, distribution, control, use, sale or arranging for the sale of an alcoholic beverage as defined in Utah Code Ann. 32A-1-105;
 - Bullying or a pattern of bullying;
 - Possession, distribution, control use, sale, or arranging the sale of cigars, cigarettes, or tobacco, as defined by Utah Code Ann. 76-10-101;
 - Possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs, and controlled substances, drug paraphernalia, or any other material or item that has caused or may cause substantial disruption to school operations;
 - Inappropriate use of an electronic device to access pornographic, obscene, or inappropriate sites or to access any site that interrupts and/or disrupts the educational environment—whether or not such devices have been provided by Reagan Academy or are a student’s own device (appropriate use of electronic devices, cellular phones, etc., is defined each year by the Administration and subject to the discretion of the Administration);
 - Retaliation or reprisal aimed toward a student who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing conducted by the school;
 - Criminal activity or other serious violation involving weapons, drugs, or the use of force that threatens harm or causes harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where or when it occurs.
 - The repetition of minor infractions over a period of time.

Expulsion:

- A student may be expelled (or rusticated) for any violations or major infractions for which a student may be suspended;
- A student is likelier to be expelled or rusticated for violations or major infractions that are repeated or persistent;
- A single, egregious act or major infraction may result in expulsion or rustication

- regardless of a student's prior record of appropriate behavior;
- A student who possesses, controls, uses, or threatens use of a real weapon, explosive, noxious or flammable material, or a student who uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities will be expelled or rusticated from all school programs and activities for a period of not less than one year, subject to the following: (Utah Code Ann. 53a-11-904(2)(b))
 - Within forty-five (45) days after the expulsion or rustication for a weapons violation, the student will appear before the Administration, accompanied by a parent or legal guardian;
 - The Administration will determine what conditions must be met by the student and the student's parents for the student to return to school, if the student should be placed on probation in a regular school setting consistent with Utah Code Ann. 53A-11-907, and what conditions must be met by the student to ensure the safety of students at faculty at the school;
 - The Administration will determine if it would be in the best interest of both the school and the student to modify the expulsion or rustication to a term less than a year. The Administration will give the highest priority to providing a safe school environment for all students.
 - Students with disabilities under IDEA and 504 who have carried a weapon to school or to a school function will be governed by the procedures outlined in the "Change of Placement for Students with Disabilities" Section.

Additional Grounds for Suspension, Rustication, or Expulsion:

- A student will be suspended or expelled from the Reagan Academy for the following reasons: (Utah Code Ann. 53A-11-904(2)(a))
 - Use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (including alcohol), an imitation of a controlled substance, drug paraphernalia in a school building, in a school vehicle, on school property, or in conjunction with any school activity;
 - Misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function;
 - Misuse or abuse of over-the-counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies (a student may possess and use over-the-counter remedies at school only in amounts and not to exceed the recommended daily dose including, but not limited to, aspirin, ibuprofen, Tylenol/acetaminophen, cough drops, allergy medication, cough syrup, and mouthwash);
 - Students with disabilities under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act that engage in the illegal use of drugs or alcohol will be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on school property or in conjunction with any school activity.
 - Students receiving special education and related services under IDEA, 504, or ADA who knowingly possess or use illegal drugs or that sell or solicit the sale of a controlled substance while at school or a school function will be governed by the procedures outlined in the "Change of Placement for Students with Disabilities" Section.

Note: Any student that is reasonably suspected of violating the above controlled substance code may be subject to a drug test for cause, arranged and paid for by the school as well as independent or district-related drug counseling and education programs, paid for by the parents, as a condition of readmission to the school. Students who refuse to submit to required drug testing and counseling or education programs, or who refuse to cooperate with the Administration with respect to the sharing of appropriate information, may be expelled from the school.

Note: Any student who is suspended or expelled for violating the above controlled substance code may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive, he/she may be expelled from all school programs or activities at the discretion of the Administration.

- Students that engage in any form of gang activity on or about school property, or at any school activity may be suspended, rusticated, or expelled under the terms of this policy.

Minor Infractions

Below are some examples of behaviors that will be considered minor offenses. The list is not meant to be rules but simply to give some examples of poor choices and behaviors normally found in school that cause problems.

- Disruption of a class, breaking of classroom rules set forth by the individual teachers (usually anything that infringes on the teacher or other students in creating a positive class culture and learning environment). Could be but not limited to talking out, chronic talking or out of seat.
- Crude, offensive, inappropriate speech or gestures
- Rough housing, horse play, tripping or inappropriate behavior
- Inappropriate displays of affection
- Bringing “toys” to school (Pokémon cards, army men, rubber toys or “homemade toys” for example)
- Chewing gum
- Disrespect of other students, staff or adults that are in the building
- Throwing items, like snowballs, spit balls or other items
- Violent behavior in action, word or representation
- Misuse of playground equipment
- Violation of rules in the lunchroom, playground and outside pick-up or drop-off areas
- Minor damage of property
- Noncompliance

Consequences for Minor Infractions:

- Reagan Academy Administration may impose any number of consequences for minor infractions or repeated minor infractions as defined by the Administration.
- Consequences for minor infractions may include but are not limited to admonishment, work projects, classroom or administrative detentions, temporary removal from the classroom, in-school half or full-day suspensions, community enrichment, etc.
- Consequences for minor infractions or repeated minor infractions may also include mandatory meetings between students and Administrators, mandatory

meetings between students, parents, and Administrators, as well as the establishment of a contract of behavior whose content will be that deemed appropriate by the Administration.

Discretionary Privilege of the Administrators and Faculty of the Reagan Academy:

In the interest of their students' development and growth, the Administration and Faculty of the Reagan Academy retain the privilege and acknowledge the obligation to determine disciplinary consequences based on the following factors related to student infractions:

- The age of the child or children involved;
- The degree of harm inflicted;
- The surrounding circumstances;
- The nature and severity of the behavior/s/
- The relationship between the parties involved;
- The context in which the alleged incident/s occurred;
- The pattern of behavior demonstrated by an individual student.

Disciplinary Procedures

General Procedures

- Reagan Academy seeks first to address academic and behavioral issues with a student and to invite him/her into any discussion of academic or behavioral struggles.
- Reagan Academy will implement reasonable supports and strategies to help students whose behavior in school falls short of expectations and rules prior to any suspension, rustication, or expulsion unless the behavior is extreme, violent, or constitutes a major infraction (Utah Code Ann. 53A-11-906).
- A remedial discipline plan may include, but not be limited to, any of the following actions:
 - Meetings and discussions between Administrators and students;
 - Meetings and discussions between Administrators, teachers, and students;
 - Meetings and discussions between Administrators and parents;
 - Meetings and discussions between Administrators, parents, and students;
 - Phone conversations with parents or legal guardians;
 - Evaluation of behavior by qualified individuals;
 - Behavioral contracts;
 - After-school or in-school detention;
 - In-school suspensions (ISS);
 - Suspensions out of school;
 - Rustication (temporary expulsion);
 - Relevant education programs;
 - Counseling;
 - Home study;
 - Alternative programs (ex: Tier 2 Behavior Support);
 - Law enforcement or state assistance as appropriate.
- Administrators and teachers contact parents at scheduled and formal times throughout the year (Parent-Teacher-Student Conferences, Report Cards), but do not contact parents about each minor infraction or failure.
- Parents are contacted about any serious infraction of the disciplinary code or when a student's progress shows sign of stagnation.
- Administrators and teachers implement specific and appropriate supports for

- students experiencing unique difficulties.
- Administrators and teachers use a combination of discussion and consequences to help a student understand the type of community we seek to become, and to help students understand how they can contribute to the making of that community.
- Administrators and teachers measure a student's progress regularly and by a consideration of a student's overall progress during the school year along with the student's own evaluation of his/her progress.
- Parents may contact Administrators or teachers with any concerns, questions, needs, or recommendations.
- Parents are solely responsible for the alternative education of a student due to a student's suspension, rustication, or expulsion beyond education services that the school can reasonably provide.
- The Administration shall contact the parent/guardian of students who have been rusticated or temporarily expelled monthly to determine the student's progress.
- The parent/guardian and designated officials may enlist the cooperation of the Division of Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the education needs of a student.
- Where the student is receiving special education services or accommodations based on disability under IDEA, 504, or ADA, procedures outlined in the State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement occurs.
- Students who demonstrate behavior that interferes with their own or other students learning can be referred for Tier 2 behavior support as determined by Administration and Staff. Parents will be notified before the next school day. Students will be removed from the classroom for an undetermined amount of time to receive instruction and strategies to be reintroduced to the classroom. During this time, students will have access and support to the core curriculum.

Specific Procedures

- Students are subject to search and seizure provisions of this policy: The Administration and its designees may search for and confiscate gang paraphernalia, apparel, weapons, contraband, illegal substances, etc. at any time that they judge such searches and seizures to be reasonable and required to maintain a safe school environment.
- The Administration and its designees will not perform unreasonable or excessive searches and seizures.
- School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding illicit activity on campus.
- The Reagan Academy Board of Trustees has delegated to the Principal/Director the authority to suspend a student at Reagan Academy for up to ten (10) school days (in accordance with Utah Code 53A-11-905).
- The Reagan Academy Board of Trustees has delegated to the Principal/Director the authority to suspend a student from Reagan Academy for up to one year (in accordance with Utah Code 53A-11-905).
- The Board may expel a student for a fixed period or indefinitely at the recommendation of the Reagan Academy Principal/Director. The Reagan Academy Principal /Director will report to the Board of Trustees at least yearly concerning expulsions, rustications, and suspensions (in accordance with Utah Code 53A-11-905).
- The Administration will notify the custodial parent or guardian of any student facing suspension of ten (10) school days or less without delay regarding the

- suspension, the grounds for the suspension, the duration of the suspension, and the time and place for a meeting between the Administration and the parent/guardian to review the suspension.
- The Administration may also notify the non-custodial parent, if requested in writing, of the suspension of his/her student unless the release of such information is prohibited by a court order (in such cases, the custodial parent must provide a certified copy of such an order to the school).
 - The Administration will notify the custodial parent or guardian of any student facing rustication or expulsion regarding the charges against the student and the proposed discipline.
 - The Administration may also notify the non-custodial parent of potential rustication or expulsion of his/her student, if requested in writing, unless the release of such information is prohibited by a court order (in such cases, the custodial parent must provide a certified copy of such an order to the school).
 - The Administration shall document the charges, evidence, and action taken relative to any suspension, rustication, or expulsion of a student.
 - In any meeting between the Administration and a student from which disciplinary action may reasonably follow, a designated advocate (teacher, advisor) for the student will attend and ensure that the student has been provided an explanation of the evidence and an opportunity to respond, rebut, or to explain the evidence.
 - In the case of the rustication or expulsion of a student, the Administration will attempt in good faith to hold a meeting with a parent/guardian of the student in which written statements, evidence produced in informal and formal meetings, decisions of the Administration, and parental recommendations and concerns are produced and discussed.
 - When the Administration decides to rusticate or expel a student, the Administration will send a written notice by certified mail, return receipt requested, to the student's parent/guardian that includes the following:
 - A description of the alleged violations or reasons for disciplinary action, the penalty imposed;
 - A notice that a due process hearing may be requested in writing within ten (10) working days of the receipt of the notice;
 - A statement that describes the Board's authority to appoint an impartial Hearing Officer or Officers, who may be employees of the school, to review the situation;
 - A statement that the expulsion will take effect immediately and will continue for the stated period unless a hearing is requested in a timely manner and the unless the Hearing Officer determines otherwise;
 - The mailing date of the notice;
 - A statement explaining that, in the absence of a written request for a hearing, Reagan Academy's decision will be final and the parent's right for an additional hearing waived.
 - The Board shall determine hearing procedures that will include but not be limited to a written notice of the Hearing Officer chosen, the date, place, and time of the hearing, the issues and evidence to be discussed at the hearing, and the rights of all parties to examine relevant records. (Note: Formal rules of evidence do not apply to the hearing, no discovery is permitted, and hearings shall be closed to the press and public; the Hearing Officer may also suspend or terminate a hearing if persons involved are abusive or disorderly). Any decision of the Hearing Officer is subject to the final approval of the Board President. Such approval constitutes a final decision.

Change of Placement for Students with Disabilities

- A functional behavioral assessment (FBA) and behavioral intervention plan (BIP) will precede any disciplinary actions for students with disabilities. Such plans are subject to review and modifications in the face of inappropriate behavior and to address specific behavioral issues.
- The Administration will follow procedures outlined in the Utah State Board of Education Special Education Rules when a student who is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA is facing a long-term disciplinary action or a change of placement. These include a prior written notice to a parent/guardian regarding his/her procedural due process rights.
- When the conduct of a 504 or ADA student has been determined not to be a manifestation of the student's disability, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from school without educational services.
- A school need not provide services during periods of removal to a student with a disability under IDEA who has been removed from his/her current placement for ten (10) school days or less in that school year if services are not provided to a student without disabilities who has been similarly removed.
- If a student with a disability under IDEA has been removed from his/her current placement for more than ten (10) school days in the same school year, the school will provide services to the extent necessary for the remainder of the removals for the student to progress in the general curriculum and achieve goals set out in the student's Individualized Education Program (IEP).
- Under the above circumstances of removal, school personnel, in consultation with the student's special education teacher, determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to achieve goals set out in the student's IEP.
- The Administration, in consultation with a student's teacher, may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days under the following circumstances:
 - The student carries a weapon to school or to a school function;
 - The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function;
 - The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of Reagan Academy.
 - The interim alternative educational setting recommended by school officials has been selected to enable a student to continue to progress in the general curriculum, although in another setting, and to receive services and modifications as described in the student's current IEP that enable the student to meet the goals set out in that IEP, as long as services and modifications designed to address the behavior issues have been put in place so that such behavior does not recur.
- The Administration must notify parents of students with a disability as soon as possible about a decision to remove a student with a disability from his/her current placement for more than ten (10) school days according to all procedural safeguards outlined by law and Reagan Academy Policy.
- The Administration must review with qualified personnel and within ten (10) school days the relationship between the student's disability and the behavior subject to disciplinary action; the Administration and qualified personnel must use all available and relevant information in reviewing this relationship.
- If the result of the manifestation review is a determination that the behavior of a

student with a disability was not a manifestation of the student's disability, disciplinary procedures applicable to students without disabilities may be applied to the student in the same way they would be applied to students without disabilities.

- In the above case, a free and appropriate public education must still be made available to the student with a disability even if the student is suspended or expelled from school.
- Parents may request a due process hearing to challenge the interim alternative education setting or the manifestation determination. The student will remain in the alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day period, whichever occurs first, unless the parent and school officials agree otherwise.
- If a student is placed in an interim alternative educational setting, and school personnel propose to change the student's placement after expiration of the interim alternative placement, and while a challenge to the proposed change in placement is pending, the student must remain in the current placement (the interim alternative educational setting), unless the school officials succeed in getting an order through an expedited hearing (34 CFR § 300.533).

Safe School Measures

- A school employee may, when acting within the scope of employment, use and apply physical restraint or force as may be reasonable and necessary under the following circumstances: (see Seclusion and Restraint guidelines below)
 - To protect any person from physical injury;
 - To take possession of a weapon, other dangerous objects, and/or controlled substances in the possession of a student;
 - To restrain or remove a student from a situation in which that student is violent or disruptive, or is a danger to himself/herself or others;
- Any employee exercising physical restraint on a student will notify administrators and parents in accordance with Seclusion and Restraint guidelines below.
- School employees may not inflict or cause the infliction of corporal punishment upon a student.
- The Administration and teachers will make reasonable attempts to notify a parent/guardian before detaining a student after school. If such detention is necessary for the student's health or safety, the school will make an exception to the requirement of notice.
- A student may be denied admission to Reagan Academy if he/she has been previously rusticated or expelled from Reagan Academy or another school during the preceding twelve (12) months (U.C.A. 53A-11-904.3).
- The Administration has the authority to conduct reasonable searches of students and student property to preserve a safe environment for all students and staff. Such searches may include, but are not limited to, lockers, contents within the locker, and personal property.
- Under no conditions may school officials require students to remove any items of clothing other than a hat, coat, shoes and socks. Officials may request that pockets be turned inside out or that sleeves be rolled up. Students may not be touched during searches. Note: Law enforcement may be summoned to conduct further searches when a reasonable suspicion of hidden contraband or weapons exists.
- The Administration shall document all searches conducted of a student's property or person. Such documentation shall include the time, date, and place of the search, the reasonable suspicion giving rise to the search, the name/s and title/s of those conducting the search, any evidence found or not found as a result of the search, the official who took possession of any contraband, and notification

- or attempts to notify parents about the search.
- The Administration will proceed with investigations whenever school rules or policies have been broken. Whenever the Administration believes that laws have been broken or that child abuse has occurred, however, the Administration shall request the appropriate authorities to conduct the investigation.
 - The Administration may invite law enforcement officials and other state officials to the school to conduct investigations of alleged criminal conduct on the school premises or during a school-sponsored activity or to investigate other criminal activity.
 - School officials shall cooperate with law enforcement authorities managing official duties.
 - School officials may not release students to law enforcement authorities unless the student has been placed under arrest or unless the parent or legal guardian and the student agree to the release.
 - Reagan Academy will make every reasonable effort to contact a student's parent/guardian immediately when a student has been removed from school for any reason by law enforcement authorities except for cases of child abuse and neglect.
 - The Administration, teachers, and other employees of Reagan Academy will immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Family Services should any administrator, teacher, or employee have reason to believe that a child has been subject to incest, molestation, sexual exploitation, sexual abuse, physical abuse, neglect, or conditions or circumstances that would reasonably result in such abuse or neglect.
 - The Administration will document all activity by law enforcement authorities and other state officials on the Reagan Academy Campus. All such activity will be reported to the Board.
 - The Board will review annually the Safe School Measures, make recommendations as needed based on school data and school actions, and ensure the training of school personnel on safe school measures.

Discipline Records

- The Administration may include appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that poses a significant risk to the safety or well-being of that student, other students, or the school community.
- The Administration may disclose student discipline information as described above to teachers and other school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.
- The Administration shall not release personal and identifiable discipline records to other government agencies, including law enforcement agencies, unless the agency produces a subpoena or court order, or unless the student's parent/guardian has authorized such disclosure.

Seclusion and Restraint

Reagan Academy recognizes that every student should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. At times, student behavior may present an immediate danger requiring emergency safety interventions. Behavioral interventions for students should promote and facilitate their safety and dignity. This section of the policy outlines restrictions on, and allowable uses of, emergency safety interventions for all students.

Definitions for Seclusion and Restraint

- **Discipline** includes imposed discipline and self-discipline.
- **Disruptive Student Behavior** includes the grounds for suspension or expulsion described in Utah Code Ann., Section 53A- 11-904 and the conduct described in Utah Code Ann., Subsection 53A-11-908(2)(b).
- **Emergency Safety Intervention** means the use of seclusion or physical restraint when a student presents an immediate danger to self or others, and the intervention is not for disciplinary purposes.
- **Immediate Danger** means the imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm.
- **Mechanical Restraint** means the use of a device as a means of restricting a student's freedom of movement.
- **Physical Restraint** means personal restriction that immobilizes or reduces the ability of an individual to move the individual's arms, legs, body, or head freely.
- **School** means the Reagan Academy.
- **School Employee** means a School teacher, a School staff member, School administrators, or any other person employed, directly or indirectly, by Reagan Academy.
- **Seclusion** means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion is not timeout as that term is defined in this policy.
- In addition to the foregoing, and consistent with Utah Administrative Code R277-609, **Seclusion** means the following:
 - that a student is placed in a safe enclosed area by School personnel and in accordance with the requirements of Utah Administrative Code R392-200, which provides requirements for the design, construction, operation, sanitation, and safety of schools, and in accordance with R710-4-3, which provides fire safety requirements;
 - that a student is purposefully isolated from adults and peers and prevented from leaving, or reasonably considered to be prevented from leaving the enclosed area.
- **Timeout** means a behavior management technique that may be part of an approved treatment plan involving the separation of the student from the group, in a non-locked setting, for the purpose of calming. Timeout is not seclusion.

Training for Emergency Safety Intervention (ESI)

Appropriate School personnel will receive ongoing training in the following:

- Crisis intervention
- Professional development for Emergency Safety Intervention
- Policies related to emergency safety interventions consistent with evidence based practices.

Prohibited Practices

Emergency Safety Interventions should not include the following:

- Physical restraint, except when a student presents a danger of serious physical harm to self or others or is destroying property of significant value, whether monetary, sentimental, or other;
- Physical restraint that obstructs the airway of a student, or any physical restraint that adversely affects a student's primary mode of communication;
- Prone, or face-down, physical restraint;
- Supine, or face-up, physical restraint;
- Mechanical restraint, except those protective, stabilizing or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, seatbelts, car seats, or any other safety equipment when used to secure students

during transportation, including bus harnesses. Note: Use of a bus harness should be approved by the Director of Special Education and written into a student's BIP.

- Chemical restraint, except as prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under State law, for the standard treatment of a student's medical or psychiatric condition, and administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under state law;
- Seclusion, except when a student presents an immediate danger of serious physical harm to self or others.

Prohibited and Allowed Practices for Students with Disabilities

- For a student with a disability, emergency safety interventions written into a student's IEP, as a planned intervention, **are prohibited unless** School personnel, the family, and the IEP team agree less restrictive means which meet circumstances described in R277-608-4 have been attempted, a Functional Behavior Assessment has been conducted, and a Behavior Improvement Plan based on data analysis has been written into the plan and implemented.
- **Use of Emergency Safety Interventions as a planned intervention under this paragraph requires approval** from the Director of Special Education/Behavioral Specialist after consultation with Reagan Academy's Administration.

Physical Restraint and Seclusion

If an employee physically restrains a student or puts a student in seclusion:

- Reagan Academy or the employee shall notify Reagan Academy's administration and the student's parent or guardian consistent with Reagan Academy's *Parent Notification Policy* and State law.
- The employee must immediately terminate physical restraint or seclusion when the student is no longer an immediate danger or if the student is in severe distress.
- The use of restraint should be for the minimum time necessary and never for more than 30 minutes.
- Reagan Academy shall use a release criteria.
- Reagan Academy shall ensure that any door remains unlocked.
- Reagan Academy shall maintain the student within line of sight of the employee.
- Reagan Academy will not use physical restraint or seclusion as a means of discipline or punishment.

Emergency Safety Intervention (ESI) Committee

Reagan Academy shall establish and maintain an Emergency Safety Intervention (ESI) Committee. The ESI Committee shall include at least one administrator, at least one parent or guardian of a student enrolled in Reagan Academy, and at least one certified educational professional with behavior training and knowledge in both state rules and Reagan Academy's discipline policy. Reagan Academy's ESI Committee shall meet often enough to monitor the use of emergency safety intervention in Reagan Academy and determine and recommend professional development needs.

Parent/Guardian Notification for ESI

- When ESI is used, Reagan Academy shall notify the student's parent or guardian immediately or demonstrate every effort to do so.
- The notice shall be documented within Reagan Academy's student information

- systems records.
- Reagan Academy shall provide a parent or guardian with a copy of notes and documentation taken during the use of ESI upon request of the parent or guardian.
 - Within 24 hours of the use of ESI, Reagan Academy shall notify a parent or guardian that the parent or guardian may request a copy of notes and documentation taken during the use of ESI.
 - A parent or guardian may request a time to meet with Reagan Academy staff and administration to discuss the incident that required use of ESI.
 - In addition, Reagan Academy shall provide notice to parents and information about resources available to assist a parent in resolving the student's disruptive behavior, provide for notices of disruptive behavior to be issued by Reagan Academy to qualifying minor(s) and parent(s) consistent with the following:
 - Numbers of disruptions and timelines in accordance with Utah Administrative Code Section 53A-11-910;
 - School resources available; and,
 - Cooperation from the appropriate juvenile court in accessing student school records, including attendance, grades, behavioral reports and other available student school data.

Allowable Use

Consistent with Utah Code Ann. Section 53A-11-802, nothing in this policy shall prohibit an employee from using reasonable and necessary physical restraint or force in self-defense or otherwise appropriate for the following:

- To obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
- To protect a student or another person from physical injury;
- To remove from a situation a student who is violent or threatening
- To protect property from being damaged.

***Additional Policy Categories**

Media Category

Possession and or use of cell phones or electronic device IS NOT ALLOWED on the student or in the classroom in pockets, backpacks or purses between the hours of 8:15 AM and 2:45 PM. Some classroom teachers may allow for the use of these devices during the instructional process. In such cases, specified devices may be used under the strict guidelines provided by those teachers. **Cell phones ONLY may be kept in a student's backpack or purse but must be turned off completely. They may ONLY be turned on after 2:45.**

Media Step # 1- The item is confiscated by the staff and the item is brought to the office. The student may pick up the item after school.

Parents will be notified and offense is recorded in the behavior log.

Media Step # 2- The item is confiscated by the staff and the item is brought to the office. The parent is notified and the item must be picked up by the parent.

Offense is recorded in the behavior log.

Media Step # 3- The item is confiscated by the staff and the item is brought to the office. The parent is notified. Parent and student must meet with administration to pick up item.

Continued student problems in the media category place the student in the Removal Phase of the School-Wide Culture Plan.

Dress Code Check Category

In an effort to promote and encourage the dress code standards at Reagan Academy the following policy is being implemented. (Please refer to the dress code policy for questions). Each day staff will conduct a dress code visual check in conjunction with attendance and lunch count. Teachers will notify the parents and discuss the offense in question. The offense will be recorded in the behavior log each time the student is not in compliance.

Multiple infractions of the Dress Code will result in a parent conference at the school with the administration and teacher.

It is our hope that this policy helps to avoid the potential of embarrassing the student for not being in compliance. We are aware that in some cases it is not the fault of our students. Parents please refer to the Dress Code Policy when purchasing clothes to avoid these situations. Please avoid putting your students in a situation where they are feeling accountable or embarrassed because you are providing clothes not in compliance. Reagan Academy is ALWAYS willing to work with individual families that may struggle to keep their students in compliance whatever the circumstances may be. We want to use this policy to support the student's development and not hinder their development.

We hope that through this Discipline Plan and Policy that students will begin to know for themselves what constitutes good choices and behaviors. They will begin to correct their own behavior as they become a part of the process.