

NUAMES Student Handbook 2009-2010

Accident/Injuries During School

Students must report accidents or injuries to the classroom teacher or the main office immediately so that necessary treatment can be given to the victim and parents can be notified.

Activity /I. D. /Student Body Cards

Students will receive their Activity/I. D. card at the beginning of the year. This card must be in the students' possession at all times and preferably worn with the accompanying lanyard during the school day. NUAMES students will be with students from other programs at various times and officials must be able to distinguish to what program each student belongs. There is no cost for the first card; however, replacement cards will be \$5.00.

Attendance

Parents/guardians are required by state law to see that their student attends school regularly. Students are expected to attend classes on time each day and to stay in class unless excused by a staff member. In addition to academics, students will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives.

Checking In Late: Students who arrive to school after the tardy bell, must check-in at the office to pick up a late admit. Parents should call the school or send a note explaining the reason for the tardy; otherwise the tardy will be considered unexcused. Students who fail to check in and pick up an admit to class will be considered truant. Students who establish a pattern of arriving to school late will have a parent/administrator meeting scheduled.

Check Out and Release from School: For the safety and protection of students, checkout or release from school will require the parent/guardian to come to the school in person unless the parent/guardian has designated others on the student's emergency card. The administration cannot authorize the dismissal of a student to an adult or older brother/sister who is not listed on the emergency card. A person checking a student out of school must show identification and be matched to the emergency card. Students will not be permitted to leave unless properly checked out. Students who leave campus without checking out will be marked truant.

Excusing Absences: Please clear all absences immediately. This must be done within three (3) days following the student's return to school. After three days, absences will remain unexcused.

Pre-Arranged Absence: Students should only miss school in the case of family emergencies, illnesses, or extreme extenuating circumstances. Students who miss school for hospitalization, family trips, etc. that cannot be scheduled at more appropriate times should pick up a Pre-Arranged Absence Form in the office. When students arrange unavoidable absences in advance, they stand a better chance of maintaining academic standing. The form lets teachers and administrators know that the student will be absent and details assignments that the student should have ready upon return.

Tardies: Part of the school's responsibility is to prepare students for real-world routines and expectations. For this reason, the school does not excuse tardiness. Parents will be notified by the teacher when a student receives their third tardy to a class. If the tardiness continues, then the administration will intervene and the student faces disciplinary action.

Truancies: Students are considered truant when they are out of class or school without an official excuse. Students will not be allowed to make up work or assignments missed for truancy. Parents will be notified by the school of all truancies. Repeated truancies may be cause for removal from the program.

Advertisements

No literature, flyers, or advertisements can be posted or distributed in the school building or on school campus without first being approved by student government and/or the school administration. Violators will be handled using established procedures including but not limited to parent conferences, suspension, or removal from the program. Commercial advertising is prohibited.

Building Hours

The School office will be open to students from 7:30 AM till 3:00 PM. Students may make individual arrangements with staff to be in the buildings on times other than posted. However, each student must be under the direct supervision of a staff member. It is important to remember that we are guests in buildings owned by Weber State University.

Bus Conduct

NUAMES provides limited bus transportation. It is very important that students remember at all times that riding is a privilege and not a right. To insure safety, students must demonstrate responsible behavior when riding the school bus. All students being transported are under the authority of the bus driver and must obey his/her requests. The school bus is regulated by the following rules:

- Stay off the pavement as the bus approaches.
- Enter the bus in an orderly manner.
- Be seated; stay seated while the bus is in motion.
- Obey bus driver's directions immediately.
- Do not place objects or body parts out windows.
- Do not eat or drink on the bus.
- Do not litter or vandalize.
- Do not open the emergency door or window, except in cases of any actual emergency.
- Do not carry any item which could pose a hazard to passengers.

School Administrators will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers. All school policies including a prohibition of smoking, drinking, drug use, swearing, harassment, and any other inappropriate behavior apply to conduct on the buses. Failure to follow such rules may result in suspension from school and/or the suspension of bus privileges.

Campus Open/Closed

NUAMES will be an open campus for lunch. Students will be able to leave campus during lunch time but must be back from lunch and in class on time. Students who are repeatedly late from lunch will lose the privilege of leaving campus. Students leaving campus at any time other than lunch must check out in the office.

Cell Phones

Cell phones are not to be used in the classroom, during assemblies, or special activities. Phones must be turned off during school activities including the classroom and will not be answered during these times. Students will demonstrate good manners by not allowing phones to disrupt the educational process. Phones used to play games or text messaging during class time is also a disruption and not allowed. Cell phones may be used before and after school, between classes, and during lunch time. Abuse of this policy will result in the phone being taken from the student and returned to the student at the end of the day. The student's parent will be notified. Continued abuse of the policy will result in the student losing the privilege of having a cell phone in school. Emergencies need to be handled through the office where a student can receive immediate help.

Code of Conduct

NUAMES students will be guests on university campuses, industrial facilities, businesses, and other schools. It is expected that they will behave in a mature and professional manner at all times. They will show respect, kindness, and consideration to all adults and students with which they come in contact.

Computer Use

Every student and their parent/guardian must sign a computer compliance form that outlines expectations of computer use on school property. Intentional misuse of a computer will result in the student losing the privilege of using NUAMES computers for the remainder of the school year. Any accidental misuse of a computer must be reported to a teacher immediately. Student programming (unless approved by a staff member) will not be allowed on the school curriculum server - this includes games. Gaming has become a serious distraction to a student's education and must be done in appropriate places and times.

Dress Code

Dress and grooming standards apply at NUAMES as a means of promoting a positive, productive and safe academic environment. Students will come to school well groomed and appropriately dressed in clean clothing.

Clothing and appearance may not draw undue attention, disrupt, distract or interfere with the learning atmosphere at school. Disruptive hair styles are not permitted.

Clothing must be modest. Pants that expose buttocks, expose underwear or sag below the hip bone are not allowed. Low backs, deep scooped or exposed cleavage are not allowed.

Blouses and tops must have sleeves. Pajamas, warm ups, spandex or tight fitting clothing is not appropriate. No clothing is acceptable that reveals under garments. Tank tops, sleeveless shirts, bare midriffs, short shorts, mini skirts and spaghetti straps are not permitted.

Bare feet are not allowed. House slippers are inappropriate and should not come to school. Blankets should not be brought to school.

Clothing that is offensive to students or staff is not permitted. Clothing displaying vulgar words, profane or obscene slogans or illustrations is not acceptable. Clothing promoting tobacco, alcohol and illegal substances is not permitted.

Gang related attire is not permitted on campus. This includes but is not limited to, web belts, extremely baggy pants, chains, or any other item identified by law enforcement as gang related. No gang affiliation or activity is allowed at school.

Hats are not to be worn at Northridge High School during lunch. Students must comply with each teachers classroom policy regarding hats.

Students may wear pierced earrings. No other visible piercings are allowed. Clear stoppers must be used for piercings other than earrings.

The administration has the final decision in the determination of the appropriateness of any student clothing or appearance. Dress code violations will be reported to parents. Repeat offenders are subject to suspension.

Due Process

Due Process is a guarantee that students' rights will be protected. Should a student be disciplined for offenses, he/she has the right to the following procedure at some level depending on the nature of the offense or the times the student has been disciplined.

- Teacher warning to student
- Teacher contact to parent/guardian
- Student referral to counselor or administrator
- Counselor or administrator contact to parent/guardian
- Counselor or administrator meeting with parent/guardian
- Referral to law enforcement agency

Electronic Device

Recreation electronic devices are very disruptive to the educational process and will not be tolerated in the classroom during instruction or study time. Students are asked to not use these devices unless given permission by their instructor. Repeated violations will result in the student having the device taken away and returned to a parent/guardian.

Fighting

Students who fight, threaten to fight, force other students to fight, intimidate, or threaten the safety of another student during school and/or any school sponsored activity – on or off – campus will be suspended for a minimum of two days and suffer appropriate legal consequences. Students who violate the “no fighting” policy repeatedly will be referred back to their neighborhood school.

Gangs and Gang Paraphernalia

A gang is defined as a group of three or more individuals with a unique name or identifiable marks or symbols who may claim a territory or turf, who associate on a regular basis, and who engage in criminal, violent, or anti-social behavior, or who encourage or create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

- The wearing of gang paraphernalia or apparel that identifies a student as a gang member is prohibited in school and at extra-curricular or school-related activities.
- Any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute denotes membership in a group that advocates drug/alcohol use or exhibits behavior that interferes with the normal or orderly operation of a school is prohibited.
- Use of names, symbols, badges, sign, signing, or other things which evidence membership in a gang is prohibited.
- Students aligning themselves with gangs or involving themselves in gang activities will be suspended from school.
- Gang paraphernalia or apparel may be confiscated by school officials and will be turned over to local law enforcement.
- Tagging or gang writing (graffiti) on books, school supplies, equipment or facilities is prohibited.

- NUAMES receives constant updates on gang membership and activities from the Ogden/Weber and Davis Gang Taskforces.

Hall Passes

Students who need to be out of class during class time must carry an official NUAMES hall pass that is properly filled out and signed by their teacher. Only one student may use the hall pass at a time. Students who are out of class without a hall pass will be considered truant from the class that they missed.

Harassment (Sexual Harassment, Hazing, Bullying or Assault)

Unwanted verbal, social, emotional, or physical advances exchanged among students are inappropriate behaviors and are in violation of the Civil Rights Act. Unwelcome comments, behavior, gestures or advances can have a negative impact on both sexes. It must be acknowledged that harassment of any kind in our schools creates a hostile environment that compromises students' educational, emotional, and behavioral lives. Harassment shows disrespect for its victims, whether they are male or female. It sends victims the message that they are second-class citizens. The difference between good-natured, harmless fun and harassment is how it makes the other person feel. Bullying in any form (physical, verbal, relational, and cyber) is not tolerated. In regards to sexual harassment, student hazing, bullying or assault, a student shall not do bodily injury to another student or commit any act that degrades or disgraces any person

- a.) on school grounds during school hours or immediately before or after school hours;
- b.) on school ground during use by a school sponsored group;
- c.) off school grounds at any school sponsored activity, function, or event; and,
- d.) during school provided transportation.

Students in violation of this policy are subject to disciplinary action that could include immediate suspension, alternative school placement, and/or referral to a law enforcement agency if circumstances warrant.

Non-Discrimination Statement

NUAMES does not discriminate on the basis of race, color, sex, national origin, age, or disability in its programs and activities. Title IX Coordinator: Deb Hefner, (801) 402-5920, 2750 University Park Boulevard, Layton, UT 84041. For discrimination questions regarding disability, section 504 coordinator is Wendy Marsell, (801) 402-5920, 2750 University Park Boulevard, Layton, UT 84041. For assistance related to civil rights, you may contact the enforcement office serving our state. The OCR office for Utah is located at: Office for Civil Right-Denver Office, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Phone: (303) 844-5695. Fax: (303) 844-4304. Email: OCR.Denver@ed.gov

Parking

Students who drive personal vehicles will be responsible for purchasing a "W" parking pass from Weber State University for \$64. The can be purchased at the WSU Bookstore on the 2nd floor of the WSU-Davis building.

Plagiarism

NUAMES does not accept plagiarism. Students plagiarizing another's work and turning it in to a teacher as their own will receive no credit for the work and face administrative disciplinary action. Using another's ideas from any source including the internet without giving credit is still plagiarism.

All NUAMES teachers will work with their students to teach proper writing techniques and how to properly cite sources so that plagiarism does not occur.

The University of Indiana Student Code of Rights, Responsibilities and Conduct handbook gives these guidelines on how to avoid plagiarism. You must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words, or
- paraphrasing another person's spoken or written words.

There are two acceptable styles of citing sources – APA Style and MLA Style.

APA Style (American Psychological Association)

This style is commonly used in courses in the social and natural science areas and is used in research papers where you often need to refer to the work of other people. The University of Indiana Writing Tutorial Services guidelines states that: "Whenever you refer to, paraphrase, or quote the theories or research of other people, you need to indicate in your paper the source of your information. Thoroughly documenting your sources has a number of advantages; for example, you help your

reader to check the accuracy of your description of the source, and the credibility of the source itself. In addition, you demonstrate your knowledge of the literature in your area. Finally, you enable your reader to learn more about particular theories or findings mentioned in your paper”.

MLA Style (Modern Language Association)

This set of guidelines for source citing is commonly used in English and humanities courses such as art and history. It is primarily for citing sources from books, articles in newspapers and periodicals, and, on-line sources.

Public Display of Affection

Good manners dictate that public displays of affection such as kissing, embracing, etc. is not acceptable on school grounds or at any school function.

Schedule Changes

We have tried to give all students the schedule of classes they requested. Classes are limited and changes may be difficult to accommodate. We cannot change schedules so students can have all classes with friends. All schedule changes will be \$10.

Search and Seizure

School officials have the authority to search a student’s person, personal property, or vehicle while located on school property or at a school-sponsored activity, when they have reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Skate Boarding/Roller Blades

WSU Police consider skate boarding and roller blading as vehicles and vehicles must stay on roads or parking lots. Vehicles are not allowed on sidewalks or hallways. Skateboards, roller blades, or roller shoes are not allowed in the school building or any school activity at any time.

Substance Abuse (Drug, Alcohol and Tobacco)

In order to comply with NUAMES School Board Policy and Utah State Law, this statement provides procedures to follow relative to student possession, selling, using, distributing and associated activities related to drugs and alcohol. No student or staff member will give another student any form of prescription or over-the-counter product at any time. Any violation of Utah Law relative to drug/alcohol abuse would result in automatic law enforcement referral.

A. Definition of Drug/Alcohol/Tobacco Policy Violation

1. Illegal use, possession, distribution, or being under the influence of controlled substances or intoxicants, including alcohol, on school property or while engaged in or attending a school activity. This includes resorting with an offender.
2. Use of any substance including inhalants, over-the-counter medications or other products which are used for unintended purposes or in excess of recommended amounts and which may be mood altering and could physically endanger the student or others in the school.
3. Being present upon school grounds within a reasonable time after having abused a non-controlled substance or illegally consumed or used a controlled substance. This includes alcohol.
4. Possession or distribution of “imitation controlled substance”, which has dosage unit appearance, including color, shape, size, and markings, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
5. The illegal use, possession, distribution or sale of drug paraphernalia on school property or while engaged in or attending a school activity. Drug paraphernalia means all equipment, products, and materials of any kind, including the constituent parts thereof that are either designed for use or which are intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or other controlled substances.

B. Self Referral

For any student who is self-referred, NUAMES will pay for an assessment and recommendation at Weber County Department of Substance Abuse. Parents/guardians may choose assessment and recommendation at another substance abuse treatment center *at their own expense*. Parent/guardian will sign a release of information form so the school can receive a copy of the assessment and recommendation.

1. Parent/guardian/student will fill out a non-use contract.
2. If the parent/guardian/student agrees to follow the recommendation of the professional assessment, the student may continue in school at NUAMES.

C. Violations of Student Use or Possession of Alcohol or Controlled Substances

Abuse of a Non-Controlled Substance; Drug Paraphernalia; Imitation Controlled substances or being presence Resorting where drugs are being Used or possessed

1. First Violation of NUAMES Drug/Alcohol/Tobacco Policy
 - a. Law enforcement referral.
 - b. One to three day suspension.
 - c. Parent/guardian/student conference will be required
 - d. Referral to Davis/Weber County Department of Substance Abuse for professional assessment (parent/guardian may choose assessment and recommendation at another substance abuse treatment center at their own expense).
2. Second Violation

If any student is involved in a second violation the NUAMES Drug/Alcohol Policy, the student will be referred to court and placed on homebound or returned to their neighborhood school for the remainder of that school year or until the student shows written evidence that he/she has entered in and successfully completed an appropriate drug/alcohol rehabilitation program. NUAMES will not be held financially responsible

D. Violation for Selling or Distributing Drugs/Alcohol

Students who are caught and/or convicted of selling or distributing controlled substances on the school grounds or off campus during school time or any school activity will be automatically suspended and a parent/guardian/student and administrator meeting will be held to determine placement for the student.

E. Student Participation in School Activities

Any student on suspension or home school for a drug/alcohol policy infraction can not be on campus or participate in any school function including being a spectator at a school function.

Telephones

Students will not be allowed to use the phones in the office without a hall pass. Phones are available in most classrooms and may be used by students with teacher permission. No long distant calls may be placed on any school phone without permission of the administration. See Cell Phones for additional information.

Theft

Students must respect other people's property. Theft will not be tolerated. Theft includes extortion, receiving stolen property, failure to return stolen property, etc. A student who becomes aware of a theft of their own or others' property should contact the office immediately and fill out a witness statement. Students finding anything not belonging to them are to deliver it to the office. Please know that while we work to help students keep their property safe, we cannot guarantee the safety of items brought to school. We sincerely recommend that you leave toys and electronic devices, such as headphones, electronic games, ipods, mp3 players, cameras, palm pilots, etc. home.

Tobacco

Possession of any tobacco product on campus or any school activity is prohibited. Section 76-10-105 of the Utah Criminal Code prohibits anyone under the age of 19 from being in possession of any tobacco product. Section 53A-3-402 Utah Code Annotated 1953, is enacted to read: "Compliance officers shall report all cited violations of Section 76-10-105 committed on school property to the appropriate juvenile court." School officials are designated as compliance officers and will write a citation if the student is using or in possession of tobacco in or immediately adjacent to the school building or on school grounds.

UTA Bus Pass

Students will be given a UTA bus pass at no charge. If the 1st bus pass is lost, they must purchase another bus pass for \$65.00 from the office. A new bus pass will not be issued each year, the pass will be valid the entire time you are enrolled at NUAMES. All early college students will get their UTA bus pass from Weber State.

Weapons and Explosives (Automatic One-Year Expulsion)

Any student in a school building, in a school vehicle, or in conjunction with any school activity that possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from NUAMES programs and activities for a period of not less than one calendar year; unless the Administration determines on a case-by-case basis, that a lesser penalty would be more appropriate. At the minimum, a student will be suspended, referred to the police, and a parent/student/administrator conference will be held to determine the student's future. The terms "weapon," "explosive," and "noxious or flammable material" include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

In implementing this policy, NUAMES's philosophy is one of "Zero Tolerance" coupled with "Zero Expulsion." "Zero Tolerance" ...any safe school violation will not be tolerated in school settings and should a violation occur, appropriate action will be taken. "Zero Expulsion" ...in determining what action is appropriate, each incident is considered on a case-by-

case basis to determine how to best prevent any future incidents while providing support and continued educational services to the student.

Vandalism

All NUAMES students are guests in the buildings in which we use for classrooms, lunch, etc. As guests with good manners, it is our responsibility to take excellent care of all facilities, especially since we will be in facilities owned and operated by the Davis School District, and Weber State University. We will frequently be in facilities owned by other universities, local industry and business people, therefore, it is critical that we be on our best behavior and take care not to cause damage or harm. Students who vandalize will be suspended from school and will be responsible to pay for damages. One offense of vandalism may result in removal from the program.

Visitors Passes

All visitors must report to the office. Visitors approved by the office will be given a visitors pass to wear at all times while on campus. Visitors must check out of the office and return the pass before they leave campus. Visitor's passes will not be given to students from other schools for attendance in classes at NUAMES. Special requests may be directed to the school administration.