

# **Utah Military Academy Hill Field**

## **UMA Cadet Code of Conduct**

**Updated June 2018**

# Utah Military Academy - Hill Field

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# UMA Bell Schedules

Updated August 2017

MONDAY-THURSDAY A/B SCHEDULE					
<i>Middle School</i>			<i>High School</i>		
Period 1	0800 - 0905	65 Minutes	Period 1	0800 - 0905	65 Minutes
Formation	0910 - 0925	15 Minutes	Formation	0910 - 0925	15 Minutes
Reading Period	0925 - 0950	25 Minutes	Reading Period	0925 - 0950	25 Minutes
Period 2	0955 - 1100	65 Minutes	Period 2	0955 - 1100	65 Minutes
Lunch	1100 - 1130	30 Minutes	Period 3	1105 - 1210	65 Minutes
Period 3	1135 - 1240	65 Minutes	Lunch	1210 - 1240	30 Minutes
Period 4	1245 - 1350	65 Minutes	Period 4	1245 - 1350	65 Minutes
Period 5	1355 - 1500	65 Minutes	Period 5	1355 - 1500	65 Minutes
Team Time (T-Th)	1515 - 1630	75 Minutes	Team Time (T-Th)	1515 - 1630	75 Minutes
Teacher Meetings (M)	1515 - 1630	75 Minutes	Teacher Meetings (M)	1515 - 1630	75 Minutes
Teacher Contract Hours: 0745 - 1630			Teacher Contract Hours: 0745 - 1630		

FLEX SCHEDULE (FRIDAY)					
<i>Middle School</i>			<i>High School</i>		
Flight Time	0800 - 0820	20 Minutes	Flight Time	0800 - 0820	20 Minutes
Formation	0820 - 0835	15 Minutes	Formation	0820 - 0835	15 Minutes
Period 1	0840 - 0925	45 Minutes	Period 1	0840 - 0925	45 Minutes
Period 2	0930 - 1015	45 Minutes	Period 2	0930 - 1015	45 Minutes
Period 3	1020 - 1105	45 Minutes	Period 3	1020 - 1105	45 Minutes
Lunch	1105 - 1135	30 Minutes	Period 4	1110 - 1155	45 Minutes
Period 4	1140 - 1225	45 Minutes	Lunch	1155 - 1225	30 Minutes
Period 5	1230 - 1315	45 Minutes	Period 5	1230 - 1315	45 Minutes
Teacher Contract Hours: 0745 - 1500					

ASSEMBLY SCHEDULE (FRIDAY) - only when scheduled					
<i>Morning Assembly</i>			<i>Afternoon Assembly</i>		
Flight Time	0800 - 0830	30 Minutes	Flight Time	0800 - 0830	30 Minutes
Assembly	0835 - 0950	75 Minutes	Period 1	0835 - 0905	30 Minutes
Period 1	0955 - 1025	30 Minutes	Period 2	0910 - 0940	30 Minutes
Period 2	1030 - 1100	30 Minutes	Period 3	0945 - 1015	30 Minutes
Period 3	1105 - 1135	30 Minutes	Period 4	1020 - 1050	30 Minutes
HS Per. 4 / MS Lunch	1135 - 1205	30 Minutes	HS Per. 5 / MS Lunch	1050 - 1120	30 Minutes
MS Per. 4 / HS Lunch	1210 - 1240	30 Minutes	MS Per. 5 / HS Lunch	1125 - 1155	30 Minutes
Period 5	1245 - 1315	30 Minutes	Assembly	1200 - 1315	75 Minutes
Teacher Contract Hours: 0745 - 1330					

LATE START SCHEDULE (Snow Days)					
<i>Middle School</i>			<i>High School</i>		
Period 1	1000 - 1050	50 Minutes	Period 1	1000 - 1050	50 Minutes
MS Lunch	1050 - 1120	30 Minutes	Period 2	1055 - 1145	50 Minutes
Period 2	1125 - 1215	50 Minutes	HS Lunch	1145 - 1215	30 Minutes
Period 3	1220 - 1310	50 Minutes	Period 3	1220 - 1310	50 Minutes
Reading Period	1315 - 1340	25 Minutes	Reading Period	1315 - 1340	25 Minutes
Period 4	1345 - 1435	50 Minutes	Period 4	1345 - 1435	50 Minutes
Period 5	1440 - 1530	50 Minutes	Period 5	1440 - 1530	50 Minutes
Team Time (T-Th)	1535 - 1630	55 Minutes	Team Time (T-Th)	1535 - 1630	55 Minutes
Teacher Meetings (M)	1535 - 1630	55 Minutes	Teacher Meetings (M)	1535 - 1630	55 Minutes
Teacher Contract Hours: 0945 - 1630			Teacher Contract Hours: 0945 - 1630		

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# Utah Military Academy Cadet Code of Conduct

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## **The UMA VISION**

*The Utah Military Academy will prepare cadets as leaders to thrive in any competitive environment upon graduation with a focus on entrance into the military academies, ROTC scholarship programs in colleges and universities, or other technically challenging opportunities related to the military culture. All of these options result in maximizing cadets' lifelong potential.*

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## **The UMA MISSION**

*Utah Military Academy recognizes academic excellence is a requirement for admission to a United States Military Academy or to qualify for ROTC scholarships. In order for cadets to be fully prepared for its rigorous high school curriculum, the school will admit cadets beginning in seventh grade in order to build and strengthen necessary academic skills. UMA will continue to focus on high academic achievement throughout the cadet's high school career.*

*UMA will also engage the family and community in supporting this culture both on campus and off. An important part of program implementation is the hiring and development of our professional staff. We recognize that many of the finest teachers may not have a military background. However, UMA will introduce and foster a complete adoption of military culture among our staff. It is from the demonstrated leadership of our staff, in support of the UMA Vision, Mission and Compact, that culture will be shared with cadets, family, and community.*

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## **Core Values & Commitment**

Cadets recite the Air Force Core Values: **Integrity First, Service Before Self, Excellence In All We Do** at the beginning of every class. When a cadet commits to internalizing these values, the UMA Cadet Code of Conduct will be simple to follow.

There are four primary classroom rules that must be followed at UMA. Remember the Acronym STAR. Each letter in STAR represents each the classroom expectations. Additionally, the insignia of a military General is a star, which encourages leadership and reminds cadets to prepare for the future, because even little decisions can have lasting consequences in the future.

- S. Sit Smart
- T. Track
- A. Ask/Answer Appropriately
- R. Respect All

Failure to abide by these classroom rules will result in disciplinary measures, as outlined in the UMA Discipline Code.

## Citizenship

**UMA is a community founded on the vision of our charter, and based on the principles reflected in the UMA Vision, Mission, Compact and this Code of Conduct.** This community includes the Hill Field Campus, the Camp Williams Campus, any other location where UMA cadets represent the school, and any online or web-based extensions of that community.

**UMA is a school of choice.** By enrolling at UMA, each cadet agrees to abide by the principles reflected in the UMA Vision, Mission, Compact and Code of Conduct. By enrolling their child at UMA, each parent agrees to support their cadet(s) to that same end. If, at any time, parents or cadets cannot, or will not, support these basic principles, they are allowed to disenroll their cadets and return them to their neighborhood school.

Any violation of the policies housed in this manual may result in appropriate disciplinary consequences.

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## Due Process

At UMA, cadets are guaranteed due process. The core principle of due process is fairness. We believe that cadets should know that they will be treated fairly when they are accused of violating a rule.

At UMA, due process will be based on the following principles.

- UMA staff and administration will make a good faith effort to ensure that all rules are legal, ethical, reasonable, and consistent with UMA policy and in the best interest of all UMA cadets.
  - If any cadet believes that a rule fails to abide by any of these guidelines, they are encouraged to inform the administration. The administration will investigate any and all allegations.
- Rules will be made clear to cadets - preferably posted in writing.
- If accused of breaking a rule, cadets will . . .
  - be told what rule they are accused of breaking,
  - be told what consequences they might face if found guilty,
  - be given an opportunity to defend themselves against the accusation.
- If found guilty of breaking a rule, cadets will be given a timetable for a decision in regard to consequences.
- If found guilty, and if the decision has been made to assign a consequence to a cadet,
  - those consequences will be communicated with a cadet and their parent.
  - those consequences will be carried out.
  - an anecdotal record of that event may be placed in the cadet's records.
- If a cadet or parent feels that the finding of guilt was unjustified, or if a consequence is unfair, they are encouraged to notify the administration. The administration will investigate all allegations.

UMA staff, administration and cadets will make a good faith effort to ensure that all of their actions are legal, ethical, reasonable, consistent with UMA Vision, Mission, Code of Conduct, and in the best interest of all persons associated with the UMA community.

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## Attendance Policies

Cadet attendance is at the core of a cadet's commitment to their own education, and to the UMA Mission and Compact. Regular and consistent attendance is a necessary commitment for those cadets hoping to successfully transition to the military or university level. Poor attendance is the most consistent factor in a cadet's failure to succeed academically. Parents/guardians are required by state law to see that their cadet attends school regularly. Cadets are expected to attend classes on time each day and to stay in class unless excused by a staff member. In addition to academics, cadets will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives.

### Attendance Probation

Every month, UMA runs a Chronic Absenteeism attendance report, identifying cadets that have missed 20% or more of their classes, whether excused or unexcused (school-sponsored activities or pre-arranged absences are not taken into account). Any cadets listed on this report will be placed on Attendance Probation, and will have a month to make up their absences through Saturday School Attendance. While on Attendance Probation, cadets will not be allowed to play in sports games or attend field trips. If a cadet is on Attendance Probation two months in a row, that cadet will be removed from all sports teams (including practices) and banned from Team Time Activities. An individual attendance plan will be created and the academic schedule will be adjusted as deemed necessary by administration.

### Saturday School

Saturday school will be available by sign-up in the office. Cadets must be at the school before 0800 to participate. Four hours of Saturday school will count towards making up one full day (5 class periods) of excused or unexcused absences. Additionally, when a parent attends Saturday School with their cadet, it will count towards excusing two days of absences (10 class periods).

### Tardies

Cadets arriving to class after the tardy bell rings will be marked by their teacher with a "T." Two (2) tardies count as an unexcused absence. If a cadet arrives more than 15 minutes late to class, an "X" will be given to represent an unexcused absence. These will not be excused unless a parent/guardian is responsible for the delay and calls the office. **A tardy can be excused by serving a 30-minute lunch detention (See Lunch Detention – pg. 18).**

### Checking In/Checking Out

Cadets who arrive to school after 8:00 AM must check-in at the office. Cadets who establish a pattern of arriving to school late may be placed on Attendance Probation and result in disciplinary action.

For the safety and protection of cadets, checkout or release from school will require permission from a parent/guardian. A person checking a cadet out of school must show identification and be matched to the cadet's guardianship profile on Aspire. Cadets will not be permitted to leave unless properly checked out. Cadets who leave campus without checking out will be marked truant.

### Truancies

Cadets are considered truant when they are out of class without a valid excuse, whether on or off campus. Truancy is a Class III infraction as per the UMA Discipline Code and will result in appropriate disciplinary measures.

### Pre-Arranged Absences

Cadets should only miss school in the case of family emergencies, illnesses, or extreme extenuating circumstances. Cadets 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 and get it signed by teachers and a parent/guardian.

## Safe Schools Policies

(Note - Many of these Safe Schools Policies were copied, with permission, from Davis School District and the Utah State Office of Education. )

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### **Authority to Suspend or Expel**

The UMA administration has the authority to suspend a cadet for up to ten school days per incident.

If the school administration contemplates suspending for longer than ten school days, or contemplates expelling a cadet, they shall make a referral to the UMA Case Management Team.

*(For full Suspension/Expulsion Policy refer to Appendix A)*

### **Disruption of School Operations**

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: theft, frequent, flagrant, or willful disobedience; defiance of school authority; any criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane vulgar, harassing or abusive language.

### **Drugs/Controlled Substances**

Cadets who possess, use, distribute, sell, or arrange to sell real, look-alike, or pretend controlled substances, including, but not limited to, alcohol, tobacco and e-cigarettes may be suspended, expelled, transferred to alternative placement, tested for drugs, referred to the police for investigation and/or prosecution. Rumored cadet drug use/distribution will be reported to the administration and, in turn, to cadets' parents.

### **Harassment/Hazing/Bullying**

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or cadet on the web, at school or school-related activity, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. This includes, but is not limited to, communication in person, via telephone, e-mail, social media, or in writing.

### **Safe and Orderly Schools**

It is the policy of UMA to promote a safe and orderly school environment for all cadets and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators or police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

### **Search and Seizure**

School officials have the authority to search a cadet's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the cadet has violated or is violating a particular law or school rule. Cadets have no right or expectation of privacy on campus. Periodic general inspections, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without cadet consent, and without a search warrant.

## **Serious Violations**

Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

## **Threats to Cadet Well-Being**

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported or rumored drug use, possession or distribution will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored self-harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

## **Weapons and Explosives - Automatic One-Year Expulsion**

Any cadet who on any UMA property, in a school vehicle, or in conjunction with any school activity, 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 weapons with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from UMA, UMA programs, and activities for a period of not less than one calendar year; unless an impartial Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. 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.

## UMA DRESS CODE

### Monday – White UMA Oxford Shirt with Khaki Slacks (Soft Uniform)

#### **Shirt**

White, UMA Logo, oxford button down shirt. (May be purchased through UMA). Short must be tucked in at all times. A plain black or white tee shirt may be worn under the oxford. A tie may be worn with the oxford.

#### **Pants**

ONLY slacks are authorized, no other type. Slacks may ***NOT*** be tight fitting. No stretchy material slacks. Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee. Appropriate color hose must be worn. No bare legs.



#### **Belt**

A belt (blue/black/brown) ***must*** be worn with slacks.

#### **Shoes**

Black/Brown leather shoes. Tennis/canvas shoes are acceptable if they have a conservative appearance, mild colors, and do not detract from the uniform. Boots are okay. No sandals. No ballet flats.



#### **Socks**

Solid black ***calf-length*** socks only may be worn. Footie style/ankle socks, multi colored or patterned socks are not allowed.

**Unauthorized Wear includes: Jeans, "Skinny Jeans", joggers, stretchy slacks or scrunchy cuffed**--Identified by course (jean or stretchy type fabric), rivets, elastic or pull-tie cuffs.

\*Coat/outerwear policy in this document apply.

## Tuesday/Thursday – Camouflage Uniform

### Acceptable uniforms are:

- Air Force ABU
  - Sand colored (tan) undershirt
  - Sage green colored combat boots
- Air Force BDU (Civil Air Patrol Cadets)
  - Black undershirt
  - Black Combat boots
- NWU (Sea Cadets)
  - White undershirt
  - Black combat boots
- Appropriate service camouflage uniform of enlisted cadets

The only headgear allowed in ABUs is the ABU cap or the UMA baseball cap; tan for high school, blue for junior high.

\*Coat/outerwear policy in this document apply.

## Wednesday - Blue Air Force Uniform

### Name tag, belt, flight cap

A name tag and flight cap are required parts of the Air Force Blues uniform. For males, the nametag is worn over the right breast pocket parallel with and centered above the top seam of the pocket on the male uniform. A female's name tag is worn centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.

### Undershirt

A white t-shirt (v-neck for short sleeve shirt when unbuttoned and round neck when worn with tie) for males must be worn underneath the blues shirt. For females, a white t-shirt or tank top must be worn underneath the blues shirt.

### Belt

A "Blues" belt is required when wearing the Air Force Blues uniform. The belt is threaded through the loops to your right. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for proper fit. The belt "GIG" line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always keep straight. Check it frequently.

### Socks

Only calf-length black socks may be worn

### Shoes

ONLY Black Oxford shoes or pumps. Black pumps will be low cut and rounded throat with a raised heel no higher than 2-1/2 inches. They may be high-gloss or patent finish



*7th & 8th grade Civil Air Patrol cadets may wear the rank they have earned in uniform.*

*High School Civil Air Patrol cadets may wear the JROTC rank commensurate with their CAP rank. (\*See Major Wright if you have questions about maximum rank for your school year.)*

\*Coat/outerwear policy in this document apply.

## Friday - Blue UMA Polo (Or UMA Spirit Shirt)/with khaki slacks (soft uniform)

### Spirit Shirt

On Flex-Fridays cadets are encouraged to show school spirit and wear their team/club shorts over or in place of their blue polo. Spirit Fridays in no way alters other dress code standards. *Jeans are never allowed, and jackets must be UMA-issued!*

- The shirt **must** be club or team approved.
- The shirt **must** have UMA visibly printed on it.
- If a shirt is sleeveless (such as a basketball jersey), it **must** be worn over the blue polo, not another t-shirt.
- Cadets **may not** wear PT shirts as spirit shirts!

If cadets do not have or choose not to wear a UMA team or club short, the blue UMA polo is required. UMA t-shirts and jackets are available for purchase from the PIC store.

### UMA Polo Shirt

Blue, UMA logo, polo shirt must be worn. (Must be purchased through UMA). Only Seniors are allowed to purchase a gray polo shirt to wear on Fridays instead. Shirt must be tucked in at all times. A plain black or white t-shirt may be worn under the polo.

### Pants

ONLY slacks are authorized, no other type. Slacks may **NOT** be tight fitting. No stretchy material slacks. Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee. Appropriate color hose must be worn. No bare legs.



### Belt

A belt (blue/black/brown) **must** be worn with slacks.

### Shoes

Black/Brown leather shoes. Tennis/canvas shoes are acceptable if they have a conservative appearance, mild colors, and do not detract from the uniform. Boots are okay. No sandals. No ballet flats.



### Socks

Solid black calf-length socks only may be worn. Footie style/ankle socks, multi colored or patterned socks are not allowed.

**Unauthorized Wear includes: Jeans, "Skinny Jeans", joggers, stretchy slacks or scrunchy cuffed**--Identified by course (jean or stretchy type fabric), rivets, elastic or pull-tie cuffs.

\*Coat/outerwear policy in this document apply.

## **Other Uniform Items**

### **Gym classes/TEAM Time**

The only authorized uniform for gym classes, JROTC PT Fridays and sports team practices is the UMA physical training (PT) uniform (tan T-shirt/blue shorts). For sport team practices cadets may wear specific practice gear obtained by entire team but are restricted to the gym/practice area when in the practice gear.

### **\*Coat/Jacket Outerwear Policy**

In the AF Blue Uniform, cadets are **ONLY** authorized to wear their UMA Blue Windbreaker or JROTC issued AF Blue Lightweight Jacket or Service Dress Jacket.

- Jacket must be zipped up at least ½ way if wearing inside.

In the ABUs, cadets are **ONLY** authorized to wear the green fleece jacket, purchased separately. However, cadets may wear tan long-sleeved thermal shirts under their ABU blouse.

- ABU sleeves may not be rolled up in the winter time.

In soft uniforms cadets may wear any authorized UMA jacket.

- Authorized UMA jackets are purchased through the PIC store or an UMA team/club.

During winter months, cadets may wear any heavy coat of their choosing on the way to and from school, however, only the above-mentioned items are allowed to be worn inside the school building, and the heavy coat will need to remain in the cadet's locker.

### **Student I.D.**

Cadets are required to wear their student I.D. at all times in all uniforms. Cadets will subject to a uniform infraction if they are not wearing their current school issued I.D. cards on a lanyard. New I.D. cards may be purchased from the office for \$5.00. Lanyards may be purchased for \$1.00.

During lunchtime, cadets with their current, school issued I.D. cards will be given priority in the lunch line over those who have lost them. Cadets who have misplaced, damaged, defaced, or forgotten their current school issued I.D. card must wait until cadets who have their I.D. cards have gone through the lunch line.

### **Thunderbird Pins & Lanyards**

Rewarded quarterly, Thunderbird Pins are able to be worn on the Thunderbird Lanyards in any uniform. They are awarded at the end of the quarter for (Integrity) exemplary behavior and attendance, (Service) leadership and commitment in the classroom and extracurricular activities, and (Excellence) academic achievement.

#### ❖ **Integrity**

- White Lanyard – 0-5 Absences/Tardies & no Office Referrals (or Class I/II equivalent)
- Gold Thunderbird Pin - 0-3 Absences/Tardies & 0-3 Class I Infractions

#### ❖ **Service**

- Red Lanyard – 10+ Thunderbird Feathers (Merit Tickets signed by UMA staff)
- Silver Thunderbird Pin - 20+ Thunderbird Feathers

#### ❖ **Excellence**

- Blue Lanyard – 3.0+ GPA
- Bronze Thunderbird Pin – 3.75+ GPA or 1.0 GPA Improvement

## Expectations when in Uniform

The Utah Military Academy is an institution where military traditions and core values are an important part of the academic experience. As a public charter school and “school of choice” we are a dedicated uniformed school. When the uniform is worn, it will be worn completely and not mixed with civilian clothing or civilian shoes or without required items such as belts, nametags, etc. Cadets and parents must understand that this is a US Air Force uniform, and must be worn with proper respect. **Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home.**

**Cadets may not play sports while in the AF Blue Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform, UMA or the Air Force.** Further, no uniform may not be worn when engaged in partisan activity. Cadets may **NOT** wear the military uniform while performing fundraising activities.

While in uniform, cadets may **NOT** stand or walk with hand(s) in pocket(s), except to insert or remove an item.

Cadets at UMA are required to be in the appropriate uniform **at all times** while on campus, this includes after school and during extracurricular activities, sport events and other UMA related activities.

Cadets in uniform may not engage in public displays of affection including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing.

Cadets are required to wear their headgear outdoors **at all times**. Headgear will also be worn during formation, for all AFJROTC leadership training on the drill pad, during off-campus field trips, leadership/summer camps and for special events, such as Pass and Review.

### **Care and Maintenance of Uniforms**

CARE AND MAINTENANCE OF UNIFORM ITEMS: Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. The shirts (polo, white button up and Air Force light blue) may be washed, dried, and ironed (sizing/starch is recommended). **ALL DARK BLUE PORTIONS OF THE AIR FORCE UNIFORM MUST BE DRY CLEANED** and may not be washed. This includes pants, skirts, coats, jackets, ties, and hats.

After initial issue of all uniforms and hemming of pants, it is the cadets’/parents’/guardians’ responsibility to properly maintain the uniforms. This includes dry cleaning, sewing on lost/loose buttons, necessary mending, replacement of broken zippers, and repair of torn/loose hems. Only when a Cadet outgrows an issued uniform item will he/she have the item replaced at no cost. \*This does not include soft uniforms, such as the polos, oxfords, and PT sets.\*

Dry cleaning service is available through UMA. Cadets drop off uniforms on Friday and they will be ready to pick up after school on Monday. The cost is \$3.00 per item.

### **Grooming Standards**

Because cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

Grooming standards apply to all uniforms with the exception of female hair which may worn down in soft uniform.

### **Hair**

Hair for both males and females will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Hair will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors that are natural to the cadet. The hair color must complement the member’s complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red,

black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. If hair does not meet JROTC standards, UMA will call in a barber to provide cadets with a military-style haircut, and give cadets a Class I Uniform Infraction (5 uniform infractions result in a Class III infraction).

- **Male Cadets:**

- will keep hair clean, neat, and properly trimmed. Hair should present a groomed, tapered appearance and not exceed 1 1/4 inch in bulk. Hair must **not** be faddish, touch the ears, eyebrows, collar, or protrude below the front of the headgear. Fads are UNAUTHORIZED and include uneven cuts, braids, duck tails, mo-hawks, mullets, cornrows, or etched designs, etc.
- Sideburns will not extend below the bottom of the inner ear. Mustaches will not extend past the corners of the mouth or extend below the upper lip. Beards are not authorized unless cadet has a doctor's medical shaving waiver.

- **Female Cadets**

- hair must not be an extreme or faddish style. Hair must be clean, neat, and well groomed to present a feminine appearance. It will not exceed 3 inches in bulk or prevent proper wear of the headgear. Hair will not extend below the uniform collar. Plain and conservative pins, combs, and barrettes similar to the Cadet's hair color may be worn. Recommended for professional appearance are buns, twists or french braids. No loose hairs. Hair color, highlights, and frosting will not be faddish and will be natural looking hair color for human beings, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

\*\*Hair may be worn down in soft uniform (conservative fashion).

### **Fingernails**

Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color (no designs) that does not distinctly contrast or detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright red and fluorescent colors.

### **Earrings**

The wearing of earrings by male cadets at Utah Military Academy is **NOT AUTHORIZED**. Earrings may be worn by female cadets if they are small, conservative, pearl white, gold, or silver, diamond, diamond looking and spherical. Clip-on earrings must fit tightly and may not extend below the earlobe. Only one earring per ear is allowed and it must be worn in the earlobe. **Gauges are not authorized. No face piercings are authorized at UMA.**

### **Jewelry**

Cadets may wear a watch (band should not exceed 1 inch), a conservative bracelet no more than 1/2 wide and no more than 3 rings. Necklaces should not be visible in uniform.

*Personal hygiene is imperative as part of the wear of uniforms. Daily showers, deodorant, and other personal grooming issues enhance professional expectation.*

### **Consequences**

Improper uniform wear will affect cadet's grades in their Military Classes as frequent uniform inspections are conducted. It will likely affect grades in other classes as well, because cadets will not be allowed in class until the issues is resolved. Planning and preparedness are very important aspects of our overall academic experience at UMA.

**An accumulation of 5 Uniform Violations will count as a Class III infraction as per the UMA Discipline Code.** Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home. *See UMA Code of Conduct/Discipline Policy for further information.*

Please direct uniform questions to any JROTC instructor or UMA Administration.

## Other Guidelines

### **Accidents and/or Injuries During School**

Cadets 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.

### **Advertisements**

No literature, flyers, or advertisements can be posted or distributed in the school building or on school campus without first being approved by the school administration.

### **Application Procedures**

Application procedures for those cadets wanting to enter UMA are posted on our website.

### **Athletic Eligibility**

In order to participate in Athletic/JROTC competitions, students must maintain a minimum 2.0 GPA, and fail no more than one class per academic term. We abide by this and all other UHSAA Eligibility Requirements. Also, poor attendance will affect eligibility. See Attendance Policies for more information.

### **Backpacks, purses, and messenger bags**

Each cadet is assigned a locker to store their belongings during school. Backpacks, purses, and messenger bags must be stored in the cadet's assigned locker during school hours. Backpacks, purses, and messenger bags are prohibited from all classes, study halls, formations, assemblies, and reading periods. Backpacks, purses, and messenger bags will be confiscated if a cadet chooses to carry it to class, study hall, formation, assemblies, or reading period.

### **Building Hours**

The school building will be open from 0700 until 1630. The Office will be open to cadets from approximately 0745 until 1545. Cadets may make individual arrangements with staff to be in the buildings at times other than posted. However, outside of those hours, cadets must either be under the direct supervision of a staff member or leave campus.

UMA has no obligation to provide supervision before 0700 or after 1630. UMA does provide a myriad of opportunities during TEAM Time (1515 to 1630) to those cadets who are in good standing. Those cadets who are not in good standing may lose their privilege to attend TEAM Time. Students not participating in TEAM time are expected to leave campus by 1515.

### **Bus Conduct**

UMA provides limited bus transportation. It is very important that cadets remember at all times that riding is a privilege and not a right. To insure safety, cadets must demonstrate responsible behavior when riding the school bus. All cadets 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 outside of the 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 cadets 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. The bus is an extension of UMA property, and all UMA Discipline Policies and consequences apply.

## **Campus - Open/Closed**

UMA will be an open campus for grades 9-12 during lunch. Cadets will be able to leave campus during lunch time but must be back and in class on time. Cadets who are repeatedly late from lunch will lose the privilege of leaving campus. **High School Cadets leaving campus at any time other than lunch must check out in the office.**

Cadets in grades 7-8 are expected to eat lunch in the cafeteria. Any cadets leaving campus during lunch must be checked out by a parent or guardian.

## **Cell Phones and Electronic Devices**

Cell phones are not to be used in the classroom, during assemblies, or during special activities. Doing so will result in a Class I Infraction and confiscation of the phone by the teacher. Cadets will demonstrate good manners by not allowing phones to disrupt the educational process. Phones used to play games or send/receive text messages during class time are also a disruption and will not be allowed. Cell phones may be used before and after school, between classes, and during lunch time. In cases of continued violations, a cadet's parent may be required to retrieve the phone from the office. Continued abuse of the policy may result in the cadet losing the privilege of having a cell phone in school. Emergencies need to be handled through the office where a cadet can receive immediate help.

## **Cheating/Plagiarism**

UMA does not accept the practice of cheating. All instances of cheating will be reported by all teachers to the administration. Cadets caught cheating will receive no credit for the work and face administrative disciplinary action. Early College cadets caught cheating risk losing their UMA scholarship. Plagiarism is a form of cheating. Cadets plagiarizing another's work and turning it into a teacher as their own will receive no credit for the work and face administrative disciplinary action.

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 information that is not common knowledge;
- quotations of another person's actual spoken or written words, or
- when paraphrasing another person's spoken or written words.

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

## **Cadet Check-In and Check-Out (See Attendance Policies – Page 7)**

### **Computer Use**

Every cadet and their parent/guardian must sign a computer compliance form that outlines expectations of computer use on school property. Intentional misuse of a computer may result in the cadet losing the privilege of using UMA computers for the remainder of the school year. Any accidental misuse of a computer must be reported to a teacher immediately. Cadet programming or hacking will not be allowed on the school curriculum server unless approved by a staff member. Prohibited computer usage includes games. Gaming can be a serious distraction to a cadet's education and may be restricted by the UMA staff and/or administration.

**LAPTOP Computers:** Teachers have the discretion of allowing or not allowing laptops in their classrooms. If allowed, cadets must follow computer compliance regulations with their laptop while on campus.

### **Dress Code (See Dress Code – Page 10)**

### **Drugs/Controlled Substances (See Safe Schools Policies – Page 8)**

### **Fighting (See Safe Schools Policy – Page 9)**

### **Gangs and Gang Paraphernalia (See Safe Schools Policies – Page 8)**

### **Harassment/Hazing/Bullying (See Safe Schools Policies – Page 8)**

## **Lunch Detention**

Cadets are given the opportunity to work off tardies by attending a 30-minute lunch detention. If choosing to attend lunch detention, cadets are required to sign-up with their reading period teacher. Cadets ARE NOT AUTHORIZED to attend lunch detention if they are assigned to duty flight. Cadets must be lined up outside of the lunch detention room prior to the tardy bell. NO ONE WILL BE ADMITTED LATE TO LUNCH DETENTION. If a cadet is disruptive during lunch detention, the cadet will be removed from the classroom and will not receive credit for attending lunch detention that day. Additionally, that cadet will not be permitted to attend lunch detention for one week following the removal.

*Note: Lunch detention is a privilege and not a right. It is a voluntary opportunity to correct poor habits. Cadets may be banned from lunch detention if disruptive behavior persists.*

## **Non-Discrimination Statement**

UMA does not discriminate on the basis of race, color, sex, national origin, age or disability in its programs and activities. UMA's Section 504 coordinator is Mr. Steve Carroll, (801)689-3013. 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 Rights-Denver Office, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Phone 303-844-5695. Fax: 303-844-4304. Email: OCR.Denver@ed.gov

## **Parking**

Cadets enrolled at Utah Military Academy in 11th or 12th grade may request parking passes at the start of the school year. As there are limited spaces available, parking passes will be assigned first to seniors, and then to juniors on a first-come, first-serve basis. Vehicles parked in the UMA parking lot without a valid UMA parking pass are subject to booting. There is a \$50 fee to remove the boot. Cadets MAY NOT park in the faculty parking lot (by the portables). If a cadet vehicle is parked in the faculty lot, the vehicle will be booted and subject to a \$50 fee.

## **Pledge of Allegiance**

The State of Utah requires the saying of the Pledge of Allegiance at the beginning of each day. However, cadets have the right not to participate in reciting the pledge. A cadet shall be excused from reciting the pledge upon written request from the cadet's parent or legal guardian. They are still expected to stand respectfully during the presentation. All cadets should show respect for any cadet who either chooses to participate, or not to participate.

## **Pre-Arranged Absences (See Attendance Policies – Page 7)**

## **Public Display of Affection**

Public displays of affection, such as kissing, embracing, etc., are not acceptable on school grounds or at any school function. Offenses will result in the appropriate level of Infraction, depending on the severity.

## **Schedule Changes**

We have tried to give all cadets the schedule of classes they requested. Classes are limited and changes may be difficult to accommodate. Any schedule change requests should be submitted before each new term begins. Any schedule change requests received on or after start of a new term will cost the cadet \$10. After one (1) week, schedule change requests will not be allowed.

## **Skate Boarding/Roller Blades**

Skateboards, rollerblades, or roller shoes are not allowed on school campus.

## **Social Media, E-mail, Etc.**

UMA cadets who use social media, telephones or e-mail to threaten, intimidate, humiliate or otherwise harass or bully other cadets, even when such actions take place at home, shall be referred to the administration for disciplinary action. Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or

prosecuted for any school-related conduct that violates UMA Code of Conduct and/or safe schools policy. We strongly encourage parents to monitor social media use and remove privileges if necessary.

**Search and Seizure (See Safe Schools Policies – Page 8 – or Appendix A)**

**Substance Abuse (See Safe Schools Policies – Page 8)**

**Theft and Tobacco (See Safe Schools Policies – Page 8)**

**Weapons, Explosives and Vandalism (See Safe Schools Policies – Page 9 or Appendix A)**

**Tardies and Truancies (See Attendance Policies – Page 7)**

### **Telephones**

Phones are available in most classrooms and may be used by cadets with teacher permission. No long-distance calls may be placed on any school phone without permission of the administration.

See Cell Phones for additional information.

### **UTA Bus Pass**

Cadets who would like a UTA bus pass will be given one. The cost of a pass differs based on the distance a cadet lives from UMA:

0-9 miles: \$120

10-19 miles: \$80

20+ miles: \$20

If the 1<sup>st</sup> bus pass is lost, they may purchase another bus pass at replacement cost. No pass will be given for the months of August or December.

### **Visitors Passes**

All visitors must report to the office. Visitors approved by the office will be given a visitor's badge to wear at all times while on campus. Visitors must check out of the office and return the pass before they leave campus. Visitor passes will not be given to cadets from other schools for attendance in classes at UMA.

## Appendix A: Suspension/Expulsion Policy

Utah Military Academy believes all cadets have a right to learn in a safe and respectful environment, and cadet discipline is essential to maintaining a healthy educational environment. To that end, school behavioral expectations are explained and enforced from the first day of the academy. It is expected that teachers maintain order in the classroom and in other areas of the academy where they supervise cadets. Other faculty and staff support the culture of respect in the academy. In the event of a cadet violating behavioral expectations, disciplinary action may be taken by academy administration in compliance with academy policy and applicable state and federal laws and regulations.

The Board of Directors authorizes the administration to take appropriate action to preserve order among cadets and staff and to protect school property.

- A. The Board delegates to the Executive Director the authority to suspend cadets for up to 10-days.
- B. The Board of Directors will, consistent with Utah Code §53A-11-905(2), review cadet suspensions that exceed 10-days, and all expulsions.
- C. Acts of violence, use or possession of a weapon or facsimile, criminal behavior toward persons or school property, drug use or paraphernalia or other violations provided in Utah Code §53A-11-904(2) shall be dealt with in accordance with state law and this policy.
- D. Disciplinary procedures for cadets with disabilities who are qualified under IDEA or Section 504 of the Rehabilitation Act will also have the protection of those federal law and state policies

### **PURPOSE**

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, social skills and uniform code of military conduct skills.

### **TEACHING SELF-DISCIPLINE, CITIZENSHIP AND SOCIAL SKILLS**

In every area of education if cadets lack skills we teach them. We believe the same should be true for cadet behavior, including self-discipline, citizenship skills, and social skills. At the Utah Military Academy we will provide supports to cadets and the community at large by expressly teaching cadets these skills.

- A. Plans and policies shall be developed for classroom and cadet management which will be consistent with a disciplined, professional military environment and include:
  1. Written standards for cadet behavior expectations, including academy and classroom management
  2. Effective instructional practices for teaching cadet expectations, including self-discipline, citizenship, civic skills, social skills and proper military conduct
  3. Systematic methods for reinforcement of expected behaviors
  4. Uniform methods for correction of cadet behaviors
  5. Uniform methods for at least annual academy-level data-base evaluations of efficiency and effectiveness
- B. On-going staff development shall be provided for all staff regarding:
  1. Effective instructional practices for teaching and reinforcing behavior expectations
  2. Effective intervention strategies
  3. Effective strategies for evaluation of the efficiency and effectiveness of interventions
  4. Effective strategies for implementation of IEPs and 504 plans.
  5. Effective instruction in military comportment and expectations
- C. Utah Military Academy personnel have determine the range of cadet behaviors and establish a continuum of administrative procedures that may be used by academy personnel to address cadet behavior. These strategies are identified in the Cadet Handbook, and including:
  1. Classroom level strategies
  2. Cadet squadron, company, core and team level strategies
  3. Building level strategies

## **RANGE OF BEHAVIORS AND CONTINUUM OF PROCEDURES**

- A. Minor infractions, identified as Class I infractions, and are defined as infractions of academy rules that are generally handled by teachers or adult designees in the classroom. Chronic or excessive minor infractions, identified as Class II infractions, become major infractions and may result in referral to school administration. Minor infractions may result in a loss of privileges, phone calls home, and in-school suspension. Minor infractions include, but are not limited to, the following:
1. Failure to comply with Utah Military Academy's military code of conduct
  2. Failure to comply with JROTC uniform policy guidelines, adopted by Utah Military Academy and identified in the Cadet Handbook
  3. Disrespect, including put downs, talking back, insubordination and defiance
  4. Public displays of affection
  5. Inappropriate language and actions
  6. Tardies
  7. Uniform violations
  8. Disruptive behavior including talk-outs, chronic talking, and out of seat
  9. Horseplay
  10. Chewing gum
  11. Bus misconduct
  12. Noncompliance
- B. Major Infractions are defined as more serious violations of academy rules that may result in immediate office discipline referrals to school administration and generally lead to out-of-school suspension or more serious discipline. They are identified as Class III Infractions, as defined in the Cadet Handbook. These behaviors may also be referred to law enforcement. Major infractions include, but are not limited to:
1. Safe school violations, including assault, threats to kill/harm, discrimination
  2. Drug, alcohol, and tobacco violations
  3. Physical aggression including fighting and throwing objects at a person
  4. Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
  5. Chronic or excessive, or abusive language, truancy, tardies, or non-compliance with teacher direction
  6. Bullying and harassment
  7. Destruction of school or another's property
  8. Possession and/or use of weapons or look-alike weapons
  9. Building administrators are authorized to issue notices of disruptive behavior. These personnel shall provide documentation of habitually disruptive cadet behavior prior to court referral.

## **TRAINING**

Utah Military Academy will provide training and strategies for cadets and staff in the following:

- Overt aggression
- Relational aggression
- Cyber bullying
- Intervention skills
- Social skills
- Adult supervision of cadets
- Provide for cadet assessment of the prevalence of bullying in school
- Proper military conduct

## **PROHIBITED CONDUCT AND RELATED DISCIPLINE**

Prohibited conduct is forbidden at academy, on academy property, including academy vehicles, and at any academy activity. A serious violation that threatens or harms academy property, a person connected with the academy, or property associated with a person connected with the academy is forbidden regardless of where it occurs.

A. A cadet WILL be removed from school for at least 1 year for a serious violation involving the following:

1. A real weapon or
2. Explosive or flammable material or
3. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption.
- 4.

*\*\*Exceptions may be made on a case by case basis through the Board of Directors.*

B. Upon determination of the Executive Director, and consistent with the Cadet Handbook, a cadet SHALL be removed from the academy for the following:

1. Possession, control, or actual or threatened use of a real weapon, explosive, noxious, or flammable material;
2. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption;
3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
4. Using or threatened use of serious force;
5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

C. A cadet MAY be removed from the academy for the following:

1. Willful disregard for proper military conduct
2. Willful disobedience or violating a school rule;
3. Defying authority;
4. Disruptive behavior;
5. Foul, profane, vulgar, or abusive language;
6. Defacing or destroying school property;
7. Truancy, especially chronic truancy;
8. Theft;
9. Posing a significant threat to the welfare, safety or morals of a cadet, school personnel, or the operation of the school;
10. Fighting;
11. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, especially if repeated over time);
12. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
13. Possessing or using tobacco;
14. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
15. Inappropriate exposure of body parts;
16. Sexual or other harassment; or
17. Gang-related attire or activity.
18. Excessive Class I and Class II Infractions, or a Class III Infraction, all identified in the Cadet Handbook.

The initial decision to remove, or to discipline a cadet in some is made by the Campus Dean of Cadets or Campus Academic Director, based on all available information and compliance with the Cadet Handbook and this policy.

The type and length of discipline is made initially by the Dean of Cadets or Academic Director and shall be based on factors such as previous violations, severity of conduct, and other relevant educational concerns, and is consistent with the Cadet Handbook.

When appropriate, cadets will be placed on remedial discipline plans.

An academy employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:

- a) obtain possession of a weapon or other dangerous object in the possession or under the control of a cadet;
- b) protect a cadet or another individual from physical injury;
- c) remove from a situation a cadet who is violent; or
- d) protect property from being damaged, when physical safety is at risk. This does not prohibit an academy employee from using less intrusive means, including a physical escort, to address circumstances described in this subsection.

If damage or loss of academy property occurs, official report cards, diploma, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

## **HABITUAL DISRUPTIVE BEHAVIOR**

### A. Definitions

1. Qualifying minor means a school-age minor who is at least 11 years old or turns 11 years old at any time during the school year.
2. Disruptive behavior means behavior outlined in Sections IV., A, B and C above.

### B. Notice of Disruptive Cadet Behavior

1. A Notice of Disruptive Cadet Behavior may only be issued to a qualifying minor.
2. A Notice of Disruptive Cadet Behavior may only be issued by the Campus Academic Director or a designee.
3. A Notice of Disruptive Cadet Behavior shall be issued when the cadet has:
  - a. engaged in disruptive behavior (that does not result in suspension or expulsion) 3 times during the school year; or
  - b. engaged in disruptive behavior that results in suspension or expulsion once during the school year.

C. A Notice of Disruptive Behavior requires that the cadet and parent meet with school authorities to discuss the disruptive behavior.

D. The cadet and/or parent may contest a Notice of Disruptive Cadet Behavior in the following manner:

1. If the notice is written by an assistant administrator or other designee, the appeal is made to the Campus Academic Director;
2. If the notice is written by the Campus Academic Director, the appeal is made to the Executive Director.

E. An academy representative shall provide to the cadet's parent a list of resources available to assist the parent in resolving the cadet's behavior.

F. The academy shall establish procedures for the academy counselor or other designated academy representative to work with a cadet in order to attempt to resolve the cadet's behavior problem(s).

### G. Habitual Disruptive Cadet Behavior Citation

1. The Habitual Disruptive Cadet Behavior Citation may only be issued to a cadet who has received a Notice of Disruptive Cadet Behavior and:
  2. Engages in disruptive behavior (that does not result in suspension or expulsion) at least 6 times during the school year;
  3. Engages in disruptive behavior that does not result in suspension or expulsion at least 3 times during the school year and engages in disruptive behavior that results in suspension or expulsion, at least once during the school year; or
  4. Engages in disruptive behavior that results in suspension or expulsion, at least twice during the school year.

H. A Habitual Disruptive Cadet Behavior Citation may only be issued by the Executive Director.

1. The citation shall be mailed by certified mail to, or served on, the parent of the cadet.

2. A cadet to whom a Habitual Disruptive Cadet Behavior Citation is issued shall be referred to the Board of Directors for consideration of further action, which may include expulsion.
3. Within five days after the citation is issued, a representative of Utah Military Academy shall provide documentation to the parent of the efforts made by a academy counselor or representative.

### **SEARCHES**

1. Academy personnel may search cadets, lockers, personal property, and vehicles parked on academy property (with parent permission) based on reasonable suspicion.
2. Academy personnel may also conduct random searches that might include all lockers and other academy property.

### **SUSPENSION AND EXPULSION DEFINED**

1. Suspension is disciplinary removal from the academy with an offer of educational services.
2. Expulsion is a disciplinary removal from the academy by the Board of Directors for more than 10 school days without an offer of alternative educational service.

### **READMISSION AND ADMISSION**

1. If a cadet is removed from school under IX.B or C (below), the cadet may be readmitted after the parent/guardian meets with the academy officials to make a plan to correct the behavior(s) and after the cadet completes both the days of suspension and any conditions imposed. This meeting may be brief and/or electronic.
2. The Utah Military Academy may deny admission to a cadet who has been expelled from any school in the last twelve months.

### **DUE PROCESS**

1. If a cadet is removed from the academy or otherwise disciplined under this policy for less than 10 days, the cadet has the right:
  - a. to be informed of the alleged wrongdoing and
  - b. to meet with the Campus Academic Director to tell his/her side of the story.
2. The academy will use the following definitions and procedures for both short-term (less than 10 days) and long-term (more than 10 days) suspensions and expulsions:

### **DEFINITIONS**

1. "Notification" means notice to parents by a reasonable, reliable process, e.g. by phone call, text message, mail, by notice in school newsletter, by cadet delivery, at school registration.
2. "Timely hearing" means that a hearing will be scheduled no more than 5-academic days following the suspension/expulsion. Allowance may be made by mutual agreement of the parties, inability of the Utah Military Academy to contact parent(s)/guardian(s) despite documented good faith efforts, or lack of cooperation by parent(s)/guardian(s).

### **SHORT-TERM SUSPENSION**

1. If a Campus Academic Director intends to suspend a cadet for less than 10 academic days the following procedures shall be followed:
  - a. Cadet and parents should be notified immediately of the academy's intent to suspend:
  - b. If the academy intends to suspend the cadet immediately, parents should be notified immediately.
  - c. Cadets younger than 14 should never be released until, and unless a parent or emergency contact is notified.
  - d. Cadets older than 14 should be released to a parent and should never be sent from the academy without making a very deliberate effort to notify a parent or emergency contact.
2. A cadet should hear a brief explanation of reason(s) for suspension prior to suspension.
3. A cadet should have the opportunity to tell his/her side of the story prior to suspension.

4. This conversation or meeting between the cadet/administrator or cadet/teacher should be documented by the teacher/administrator in writing or on a permanent computer file.

### **LONG-TERM SUSPENSION OR EXPULSION**

1. If a cadet is suspended for more than 10 academic days, the school will provide the following minimum steps:
  - a. Notice of reasons for suspension to cadet and parents, preferably in writing.
  - b. Notice of opportunity for a timely hearing.
  - c. If a parent requests a hearing, the parent shall have and receive notice of:
    - i. names of witnesses against the cadet and opportunity to present witnesses (witness(es) names may be protected if the academy determines they would suffer physical/psychological harm; cadet(s) cannot compel witnesses);
    - ii. reasonable time to prepare the case;
    - iii. the opportunity for counsel, if the academy uses an attorney;
    - iv. the right to notice of procedures for the hearing in writing, to include this policy, also found on our Utah Military Academy website;
    - v. the right to have the hearing recorded;
    - vi. a fair hearing officer (credible and objective person or panel – not necessarily uninformed);
  - d. The decision must not be based solely on hearsay; rules of evidence do not control.
  - e. The cadet has no official protection against self-incrimination; though if criminal charges are also pending, this may require consultation with local law enforcement.
  - f. A decision must be made only on evidence presented at the hearing.
  - g. Cadet/parent has the right to written findings.
  - h. Decision is by a preponderance (>50%) of the evidence.
  - i. Cadet should have at least one level of appeal (for instance, if the first decision is by the Dean of Cadets to suspend, the cadet should have an appeal right to the Campus Academic Director).
  - j. Cadet/parents must “exhaust administrative remedies” and participate and cooperate in administrative procedures, prior to appealing a decision to District Court.
  - k. The Executive Director may, at the Board’s request, present the academy’s initial position to suspend a cadet for more than 10 days or expel a cadet. The Executive Director, working with the Campus Academic Director will provide his recommendation, including all supporting materials, to the Board at the hearing or at the Board’s request.
  - l. The cadet shall have access to all of the documentation against him at the hearing, prior to the Board’s decision/hearing officer’s recommended decision.

### **MISCELLANEOUS ISSUES**

1. If a Campus Dean of Cadets, Campus Academic Director, or Executive Director offers cadet/parent opportunity to explain or have a hearing, and cadet or parent refuses or waives the right, due process is satisfied.
2. Make-up work - The academy shall allow make-up work for cadet absences during suspensions/expulsions or provide criteria under which make-up work is allowed.
  - a. Most courts favor allowing cadets to do make-up work for classes that they miss.
  - b. However, the make-up assignments may not, and need not be the same assignments/tests that the cadet missed.
  - c. Academy holidays, teacher workdays, school-wide activities or team assessments should not be used as excuses for delaying due process or for short- term suspensions resulting in long-term suspensions. If the academy foresees delays, the academy should use the more formal due process.
3. All suspensions will be determined, consistent with the Cadet Handbook, by a Campus Dean of Cadets, Campus Academic Director, or Executive Director.
4. Hearing may include schedule conference calls, when that is the only manner in which a timely hearing can be scheduled, and both parties agree.

***CADETS WITH DISABILITIES***

If a cadet has a qualified disability, the Campus Dean of Cadets, or Campus Academic Director will explain the separate (and additional) procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, and notify the appropriate Special Education Director for that Campus.