

# American Leadership Academy

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## **Mission Statement**

The Mission of American Leadership Academy (ALA) Charter School is to empower families and support students in grades K-12 to meet and exceed rigorous academic standards and physical well-being, to promote a love for lifelong learning, and to advance our belief that parental involvement and partnership in education is critical to student success. ALA is committed to providing all students with a challenging, innovative, and results-oriented education through a quality, unique method of educational reform that emphasizes academic excellence, accountability, character development, public and private virtue, and respect for the individual.

## **Core Beliefs**

We believe it is important and essential to instill in each student, consistent with their age and grade level, an educational foundation consisting of the following:

1. The ability to read, write legibly, and spell correctly.
2. The ability to think analytically, reason, compute and apply in problem solving situations the essence of arithmetic, geometry, algebra, trigonometry, and calculus.
3. The ability to express thoughts in precise, grammatically correct sentences and phrases.
4. The ability to read and comprehend the classical writings of a wide range of authors.
5. The ability to experience a sense of patriotism through a study of U.S. and World history and geography and to develop reverence for the sacrifice of historical figures who exemplified virtue and character.
6. The ability to apply the scientific method in understanding basic concept of earthly, biological, chemical, and physical science.
7. The ability to appreciate expressions in the fine and visual arts.
8. The ability to recognize the importance of overall good health and physical development and to know how to maintain a health, active lifestyle.
9. The ability to develop a sense of self-worth through personal achievement, a willingness to sacrifice self, and service.
10. The ability to develop strong moral character through working to master the character traits of personal honesty, moral cleanliness, virtuous living, love of others, and love of self.
11. The ability to realize that they are responsible and accountable for both their actions and behavior.

## **American Leadership Academy Values**

ALA espouses the following values and will incorporate them throughout its curriculum development, classroom instruction, service opportunities, administration, faculty and staff examples, and all relationships and activities at ALA.

**Charity** - In a general sense, love, benevolence, good will; that disposition of heart which inclines men to think favorably of their fellowmen, and to do them good. It is a universal good will to men. In a more particular sense, love, kindness, affection, tenderness, springing from natural relations; as the charities of father, son and brother. The highest exercise of charity is charity towards the uncharitable or people who are hard to love.

***Civility and Communication*** - Good manners; politeness; complaisance; courtesy; decorum of behavior in the treatment of others, accompanied with kind offices, and attention to their wants and desires. Civility respects manners or external deportment, and in the plural, civilities denote acts of politeness.

***Discipline*** - Education in correct principles and habits; instruction; cultivation and improvement, comprehending instruction in arts, sciences, correct sentiments, morals and manners, and due subordination to authority. To inform the mind, controlling one's passions and appetites; self-government and self-control; training that perfects the mental faculties or moral character.

***Entrepreneurship*** - One who organizes, manages, and assumes the risk of a business or enterprise.

***Excellence*** - Eminently good; first class; whatever contributes to exalt man or woman, or to render him esteemed and happy, or to bless society; anything meritorious or virtuous; purity of heart, uprightness of mind.

***Humility and Sacrifice*** - Freedom from pride and arrogance; humbleness of mind; a modest estimate of one's own worth. Humility and sacrifice are the supreme qualities of great leaders.

***Industry and Thrift*** - Habitual diligence in any employment, either bodily or mental; steady attention to business; opposed to sloth and idleness. We are directed to take lessons of industry from the bee. Industry pays debts, while idleness or despair will increase them. Frugality is a wonderful revenue and income source; careful management of money or goods; hard work.

***Integrity*** - Wholeness; moral soundness or purity; honesty; uprightness in mutual dealings; genuine; unadulterated; firm adherence to code of especially moral or artistic values; incorruptibility; the quality or state of being complete or undivided; living with actions consistent with knowledge of right and wrong.

***Lifelong Love of Learning*** - Kindling a desire to develop the character, qualities, activity and attainments or a learned person; skills of scholarship; pursuit of knowledge and understanding of truth; refinements in arts (practice) and achievement in the sciences (knowledge).

***Loyalty*** - Fidelity, faithfulness, firm adherence to allegiance and duty; strict performance of promises, vows or covenants; courage to stand for the right and just causes.

***Private and Public Virtue*** - The practice of moral and ethical duties; being valiant; virtue; goodness; humility; chastity; purity in conduct and intention; purity in the body; freedom from obscenity, as in language or conversation; abiding by "rules of right". The practice of being disinterested, meaning where service in the community is provided without self-interest or having to receive compensation in return. Volunteerism; serving freely with the desire to improve our neighbors' lives and increase their liberty; this is public virtue.

***Optimism*** - Happiness; the opinion that everything in nature is ordered for the best; an inclination to put the most favorable construction upon actions and events or to anticipate the best possible outcome; being proactive.

***Originality and Creativity*** - The power of originating or producing new thoughts, or uncommon combinations of thoughts; imaginative; inspired; ingenious; inventive; resourceful; having vision.

***Patriotism*** - Love of one's country; the passion which aims to serve one's country, either in defending it from invasion, or protecting its rights and maintaining its laws and institutions in vigor and purity. Patriotism is the characteristic of a good citizen, the noblest passion that animates a man or woman in the character of a citizen.

# ALA SCHOOL POLICIES A-Z

## TEACHERS AND ACCREDITATION

**Teacher Certification:** All teachers are certified to teach in the state of Utah. Occasionally, substitute teachers are utilized for short periods of time. We follow state laws and regulations regarding all substitutes. Teaching assistants need not be fully certified, but they work under the direction of a certified teacher. Coaches are contract employees who may or may not be teachers, but are still required to follow the same standards as certified teachers. Parents and students are encouraged to discuss any issues with teachers or employees before contacting a member of the school administration.

**Teacher Compensation:** Teachers are paid commensurate with their teaching experience and academic degree level. Usually, they are paid somewhat more than in the surrounding districts. Teachers receive state retirement and health insurance benefits. We expect a high standard of behavior from our teachers.

**Accreditation:** We hosted the USOE Accreditation Visiting Team in March, and we received the highest rating a new school can get—a 6/3 rating. That means we are fully accredited for the next 6 years, with a short, follow-on visit by 2 team members in 3 years. Our classes readily transfer to any other public school, and our curriculum follows the Utah State Core requirements. Our high school graduates are fully certified by the Utah State Office of Education (USOE), with all the rights and responsibilities of any public school graduate. Their diplomas are valid for admission to any institution of higher learning. We are extremely proud that our school did so well in completing this difficult accreditation process over the past two years.

## ATTENDANCE POLICY K-12

The objectives of the American Leadership Academy Attendance Policy are to : 1) Provide students with successful learning experiences in each class: 2) Teach responsible behavior by encouraging students to be accountable for their attendance: 3) Support parent efforts in promotion of student attendance, and 4) Provide a safe, effective, and uninterrupted learning environment for each student.

American Leadership Academy support state laws and policies which call for fairness and provide flexibility and accountability on the part of students, parents and the school. ALA believes school attendance is a student-parent responsibility which involves all three entities in order to resolve attendance concerns prior to referring attendance problems to the juvenile court system.

## EXCUSING/REPORTING ABSENCES AND TARDIES

Parents may excuse absences and tardies by sending a note or calling the attendance office at **794-2226 Option 1**. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When calling to excuse an absence or 1<sup>st</sup> period tardy, please provide a phone number where a parent can be reached if necessary to verify information. When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), and a phone number where a parent can be reached. **Fraudulent excusing of absences and/or tardies by students/parents will result in school discipline.**

## VACATION ABSENCES

We acknowledge that family vacations remain an important part of family life, and many are even educational in nature. However, a natural consequence of absence from classes regardless of the reason or inherent positive outcomes is that student learning suffers. Most student return from vacation far behind their peers who were present for the learning. We urge parents to exercise great caution in removing students from classes for extended vacations. When vacations do take place during school time, the following policies apply.

- 1- Students must pre-authorize the vacation by having each teacher sign the form.
- 2- Students must present the form to the attendance office before the vacation begins.

- 3- Students must account for any assignments turned in during the absence, recognizing that many will be available for completion only upon returning from vacation.
- 4- School administrators reserve the right to issue judgments regarding possible abuses of vacation absences, particularly in relation the ALA Attendance Policy and its outlined consequences.

## **ATTENDANCE POLICY SPECIFIC GRADES 7-12**

### **OTHER**

School excused absences (field trips, extracurricular activities) do not count against attendance. A parent-excused absence **does not remove the absence.**

High Attendance expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, and state policy) will be subject to actions that could result in having credits(s) withheld from their high school transcript.

### **ABSENCES**

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can significantly be affected as a result. If a student is truant, the student may forfeit the right to earn credit on any assignments, tests or quizzes on or due the day of the truancy.

**Important: On the day the student returns he/she will have 5 school days to make up any assignments, tests, or quizzes for FULL CREDIT. After the 5 days it will up to the teacher's discretion on the credit the student will receive.**

**Excused Absences: On the FIFTH (5) excused absence in any single class each term, a student will need to makeup time in attendance school (one hour per Excused Absence over four excused absences) or appeal to an administrator in order to receive credit in the class.**

**Unexcused Absences:** All unexcused absences are considered trancies unless cleared by a parent. Parents are required to excuse an absence by calling the attendance office within one week following the unexcused absence. After one week, the absence must be cleared with the attendance office by parent phone or personal contact. Failure to clear unexcused absences will result in a loss of credit for the class regardless of a passing grade unless the unexcused absence is made up **one and one half hours (1 1/2)** per class for Unexcused Absence.

### **TARDIES**

**Tardy**— A student is considered tardy if he or she is not in the classroom when the tardy bell rings. A student who is more than ten (10 min) late will be marked absent.

After **two (2) tardies** in any class, a student must attend make up sessions:  
**1/2 hour for each tardy over two tardies.**

If a student fails to make-up tardies, **credit will be lost in any class with three (3) or more outstanding tardies.**

### **ATTENDANCE SCHOOL**

Once a student has received a NC (No Credit) in a class, the student may make up time in Attendance School to have the NC removed. A student must attend Attendance School for one half (1/2) hour per tardy one (1) hour per Excused Absence per class, one and a half hour (1 1/2) per class Unexcused Absence.  
**Lost credit not made up by the end of the term will stand as final!**

**Attendance School will be held on Saturday's starting promptly at 8:00 a.m.** with the schedule set by the Administration. There will be a \$10 fee for each session and fees must be paid prior to students attending Attendance School. In order to attend Attendance School, **a student must bring homework or a book to read. No music, cell phones, games, sleeping, or talking permitted.** Violators will be asked to leave and will not be given credit for attending the make-up sessions regardless of the time of removal. These students will not be given a refund

#### **ATTENDANCE APPEALS PROCESS**

After accumulating five (5) excused absences; one (1) unexcused absence; or three (3) tardies in one class in a semester, students and parents may appeal in writing to the Administration office. Appeals should provide details as to why absences/tardies should not count against a student's attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness) Students who have five or more excused absences, one or more unexcused absences; or three or more tardies in a class will be expected to attend Attendance school or lose credit. The waiving of absences is rare. Appeals must be submitted no later than one week prior to the last day of the term.

#### **CHECKING ON STUDENT ATTENDANCE**

Student attendance and grades can be checked at home or work over the internet at the American Leadership Academy web site. ([www.americanleadership.net](http://www.americanleadership.net)) on the main page. You need to click on **SIS**. To access this information, you will need the student's I.D. number and password. If you do not know your student's information, you may contact one of the Jr. High or High School secretaries for this information.

#### **SUMMARY**

##### **Attendance Concern**

More than (1) Unexcused Absence per term

More than four (4) Excused Absences per term

More than two (2) Tardies in any class per term

##### **Attendance Makeup**

**One and half (1 ½) hours per  
Unexcused Absence**

**One (1) hour per Excused Absence**

**One half (1/2) hour per Tardy**

**CAFETERIA** - Using the cafeteria is a privilege, and students are expected to observe ordinary rules of etiquette and clean up. Discipline will apply for inappropriate behavior.

**CALENDAR**- The school's academic and event calendar can be found on our website at the following address: [www.americanleadership.net](http://www.americanleadership.net).

#### **2008-2009 CALENDAR**

##### **Days students are NOT in School:**

|                    |                |
|--------------------|----------------|
| Labor Day          | Sept. 1        |
| Fall Break         | Oct. 16, 17    |
| PC Comp Day        | Nov. 26        |
| Thanksgiving Break | Nov. 26-28     |
| Christmas Break    | Dec. 22-Jan. 2 |
| PC Comp Day        | Jan. 2         |
| Martin L. King Day | Jan. 19        |
| Presidents Day     | Feb. 16        |
| Spring Break       | Apr. 13-17     |

## PARENT TEACHER CONFERENCES

### GRADES 7-12

4:00 pm-7:00 pm  
Elementary Gym

September 17<sup>th</sup>  
November 12<sup>th</sup>  
Jan 28<sup>th</sup>  
April 1<sup>st</sup>

### GRADES K-6

4:00 pm – 7:00 pm  
Elementary classrooms

November 5<sup>th</sup> & 6<sup>th</sup>  
February 4<sup>th</sup> & 5<sup>th</sup>

### CLASS CHANGES

Students have **5 days in the first week of each term** to make any class changes **without being charged**. For class changes you must do the following:

- 1- Add/Drop forms are available in the counseling office.
- 2- List the classes that you want to drop and list the ones you want to add.
- 3- Make sure you get all signatures or the request will not be considered. (From teachers and parents).
- 4- **After the 5 days there is a \$10 charge for each paper change request**, so make sure you list all classes you want to change.
- 5- Take request to the counseling office. Class changes **DO NOT GO INTO EFFECT** until the counselors sign the request.
- 6- Class changes **CANNOT BE MADE** after the second week of each term.

**CLOSURE AND DELAY** - While emergency school closings occur infrequently, we are prepared with a delayed start time when weather makes it necessary to send children home, or when building systems malfunction, making the building unfit. During severe weather, tune in to radio or TV for announcements regarding school closings or delayed openings.

**COUNSELING DEPARTMENT**- The Counseling Department is located in the High School Building. The office will be open on school days from 8am-4pm, or by appointment. The office will be open throughout the summer on Wednesdays from 8:00-1:30. Starting August 4, 2008, the Counseling Department will be open every day M-F 8:00-4:00. The Counseling Department assists students and parents with graduation requirements, class changes, scheduling, career exploration, and post-high school goals.

### CURRICULUM

***K-8 Curriculum*** - ALA embraces the Core Knowledge Foundation's motto, "Because Knowledge Empowers Everybody!" As a Core Knowledge school, specific information is presented sequentially, year after year, allowing students to have a solid academic foundation on which to build their understanding, giving them the shared background knowledge needed to be well educated and culturally literate. This inspires a love of learning and drives motivation, as well as providing the academic basis for children to become enthusiastic and skilled readers and writers, musicians, mathematicians, and budding scientists. Core Knowledge is aligned to the Utah State Core, and we prepare students for state testing during the year. 7th and 8th grade classes follow the same schedule, as well as the same grading system, outlined in the 9-12th grade information.

***9-12 Curriculum*** - A "Leadership Education" is truly a choice. Our goal is to provide an educational experience that will give students the opportunity to be leaders now and in the future. Each student is unique, and we know that students learn in a variety of ways. With that in mind, our teachers use

instruction that is a combination of hands on, direct, and indirect teaching so that we can give students every opportunity to succeed.

## **DISCIPLINE -**

### **K-12th GRADE DISCIPLINE**

Students at ALA are expected to act as examples and leaders in all settings. This includes making choices in accordance to the discipline policy, taking responsibility for their actions, and making sure these choices and actions don't cause a problem for someone else. We see future leaders in our students at ALA and hope to help them learn healthy interactions with peers and adults - skills which will serve them faithfully for life.

### **1- DRESS CODE CATEGORY -**

By remaining true to this dress code, we believe that students will be able to focus more fully on learning and discovering their talents and abilities. Students will not need to worry about distractions that often accompany fashion. We believe the dress code will help students focus on the heart and character of their classmates and themselves, versus that which is only seen externally. Dress Code fosters a safe environment.

### **THE 2008-2009 ALA DRESS CODE IS DEFINED AS:**

**COLORS** The official colors of ALA are: **RED** (not maroon), **WHITE, NAVY BLUE, PINK** (for girls), **LIGHT BLUE** (for boys) and **BLACK**.

### **SHIRTS**

- 1- The official school shirt must have a collar and buttons with no logos, patches, lettering, and stripes of any kind.
- 2- Shirts must be solid in one of the official colors.
- 3- Short or long sleeves are acceptable.
- 4- Only white undershirts, camis, turtlenecks, or under armor without lace, lettering or logos of any kind may be worn underneath the official school shirt.
- 5- Shirts must be buttoned to a modest level
- 6- Girl's shirts do not need to be tucked in. However, shirts must be long enough that no bare skin is showing at their midriff when standing, bending or sitting.
- 7- Boys in grades 7<sup>th</sup>-12<sup>th</sup> must tuck their shirts in and must wear a belt in solid black or brown.
- 8- Other shirts cannot be layered on top of the official school shirt.

### **PANTS AND SKIRTS**

- 1- Pants may be long pants, skorts, capris, skirts, jumpers or shorts.
- 2- Colors must be **TAN, NAVY BLUE** or **BLACK**, and must be solid in color with no contrasting colors of stitching.
- 3- No denim of any kind.
- 4- Pants may be docker or cargo-style but must be sized appropriately and not baggy or sloppy looking. No outside zippers. No low riding pants.
- 5- Knit pants or athletic pants such as sweats or warm-ups are not allowed.
- 6- All shorts, skirts, jumpers and skorts must be knee length or longer, and slits in a skirt may be no higher than the knee.
- 7- Pants and shorts must be hemmed at the bottom with no frayed edges.
- 8- Pants and shirts must be of different colors. No dark with dark, such as black with black or navy blue with black.

### **ACCESSORIES**

- 1- Boys must wear leather belts in the solid colors **BROWN** or **BLACK**. Girls can wear leather belts in the solid colors **BROWN** and **BLACK**.
- 2- Solid means no studs, rivets, spikes, etc. No scarf belts.
- 3- Belt buckles must be small with no graphics or logos.

- 4- Boys may wear ties that are solid or patterned in school colors. No graphics, logos or lettering are allowed.
- 5- Socks must be matching and solid in school colors. Girls may wear smooth, opaque, or cable knit tights. No fish net stockings.
- 6- Leggings in **BLACK** or **WHITE** will be allowed under dress code appropriate skirts, jumpers or skorts. (**They may not be worn as pants or shorts**).
- 7- Shoes must be matching pair. No flip flops (anything that goes between the toes is considered a flip flop). No slippers. No shoes with flashing lights, wheels, electronics, or character logos.
- 8- Hats, beanies, head scarves, gloves or sun glasses may not be worn in class or within the building during school hours.
- 9- A minimum amount of jewelry is acceptable. Girls may wear one pair of earrings in their earlobes. Boys cannot wear earrings. No nose rings, tongue rings, place holders, or other facial or body piercing are allowed. Tattoos are not allowed, and existing ones must be covered at all times. Fake tattoos are not allowed. All jewelry, if worn must be appropriate for school and must not be a distraction.
- 10- Backpacks must be plain colored with no characters or graphics. Brand names are allowed.

#### **JACKETS (new for this year)**

- 1- The only acceptable outerwear for the **SCHOOL OR CLASSROOM** will be a school issued jacket, or a light weight, zip up jacket that is solid **RED, WHITE, NAVY BLUE, PINK** (for girls), **LIGHT BLUE** (for boys) and **BLACK**, without logos or lettering of any kind.

#### **SWEATERS**

Sweaters, cardigans, and vests may be worn. They must be solid in school colors without logos, lettering, graphics or stripes of any kind. An official school shirt must be worn underneath.

#### **BLAZERS**

Students may wear a solid **BLACK, RED** or **NAVY BLUE** blazer without logos.

#### **THE FOLLOWING ADDITIONAL GUIDELINES HAVE BEEN ESTABLISHED**

- 1- Students must adhere to the dress code during school hours and while on school property, except under special circumstances which will be determined by the School Director.
- 2- Students are not allowed to change into regular street clothes between the hours of 8:00 a.m. and 4:00p.m. As long as they are on the campus, they are to remain in their dress code attire.
- 3- Students must present a modest, clean and neat appearance at all times. All clothing must be clean, appropriately sized and correctly worn. Clothing must be worn right-side out. Clothing will not be excessively worn or in need of repair. No torn or ripped clothing is permitted.
- 4- Hair must be kept neat, groomed and clean cut. No trendy, extreme hair styles or unnatural looking hair colors. Boy's hair must be cut above the top of the shirt collar with bangs no longer than their eyes. Boys must be clean shaven. Hair styles must be appropriate for school. This is determined by the Administration
- 5- Make-up must be appropriate for school. This is determined by the Administration.
- 6- Student dress code will be worn during field trips.
- 7- **ANY DRESS CODE ITEMS NOT SPECIFICALLY COVERED ABOVE ARE NOT ALLOWED.**

We believe the young men and women who attend ALA are destined to do great things and to be great leaders in the world if they so choose. How they dress, how they carry themselves, and how they think of themselves play a key role in how seriously they take their own education, their own life's purpose and mission, and how seriously others take them.

**DRESS CODE DISCIPLINE FOR ELEMENTARY: WILL BE HANDLED SEPARATELY BY ADMINISTRATION CONSULTING WITH PARENTS**

**DRESS CODE FOR ELEMENTARY FIELD TRIPS -** STUDENTS ARE REQUIRED TO WEAR RED WHEN GOING ON FIELD TRIPS.

**DRESS CODE DISCIPLINE FOR GRADES 7-12 SPECIFIC**

**Procedures for Dress Code Category**

**First Offense -**

- Student is sent to Administrator's office, and student behavior is recorded; ticket is sent home, with student, and dress code violation must be fixed. (1st violation will be a warning)

**Second Offense -**

- Student is sent to Administrator's office, and student behavior is recorded; ticket is sent home with student, and dress code violation must be fixed.

**Third Offense -**

- Student is sent to Administrator's office, and student behavior is recorded; ticket is sent home with student, and dress code violation must be fixed or the student will not be allowed back to class. It will be the student's responsibility for making up work in any missed classes.
- The Administrator promptly contacts the parent by phone. Parent will be required to sign a probation form before the student receives their **1<sup>ST</sup> STRIKE**

**Fourth Offense -**

- **1<sup>ST</sup> STRIKE.** Student is sent immediately to Administrator's office, and student behavior is recorded; dress code violation must be fixed or the student will not be allowed back to class. It will be the student's responsibility for making up work in any missed classes.
- Parent will be called. Parents will be required to sign the Saturday School form before the student will be allowed back in to his/her classes. \*

**Fifth Offense -**

- **2<sup>nd</sup> STRIKE.** Student is sent immediately to Administrator's office, and student behavior is recorded; dress code violation must be fixed or the student will not be allowed back to class. It will be the student's responsibility for making up work in any missed classes.
- Parent will be called. Student will serve (one) Saturday School for 4 hours. Student will be required to pay \$10 for Saturday School. Parent will be required to sign the 2<sup>nd</sup> Saturday School form before the student can go back into his/her classes. \* **(If Saturday School is not served, the students penalty will be moved to the 3<sup>rd</sup> strike)**

**Sixth Offense -**

- **3<sup>RD</sup> STRIKE.** Student sent immediately to Administrator's office, and student behavior is recorded; dress code violation must be fixed or the student will not be allowed back to class. Students will lose credit for time not in class.
- Parent will be called. Student will serve (one) Saturday School for 4 hours. Student will be required to pay \$10 for each Saturday School. Students and parents are required to meet with an Intervention team/Counselor, and sign the **Intervention Plan**. \* **(If Saturday School is not served, the students penalty will be moved to the 4<sup>th</sup> strike)**

**Seventh Offense-**

- **4<sup>TH</sup> STRIKE.** Student is sent immediately to administrator's office, and student behavior is recorded; Student will be **suspended for 3 days**. Students and parents are required to meet with an Intervention team/Counselor, and sign, review and update the **Intervention Plan**. \*

**Eighth Offense-**

- **5<sup>TH</sup> STRIKE-** Student is sent immediately to Administrator's office, and student behavior is recorded; Student will be **suspended for 5 days**. Students and parents are required to meet with an Intervention team/Counselor, and sign, review and update the **Intervention Plan**. \*

**Ninth Offense-**

- **6<sup>th</sup> STRIKE** – Student will be **immediately suspended**. Parents are called, and the student will be **suspended until the next scheduled Board meeting for an Expulsion Hearing.** \*

**\* STUDENTS WITH IEPs or 504s WILL BE TREATED ACCORDINGLY**

**2- MANDATORY EXPLUSION:** Administrator Suspends and Board Expels. Mandatory Expulsion will occur for the following:

- Carrying, bringing, using, or possessing a deadly weapon without authorization. A deadly weapon includes, but is not limited to, a firearm, loaded or unloaded; knife; bludgeon; or any other weapon or instrument which in the manner used or intended to be used is capable of causing death or serious bodily injury. Also, the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material is prohibited. A facsimile weapon will also be treated in the same manner, and the student goes before the Board.
- The sale, exchange, distribution, or gift of drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs, as defined in section 58-37b-2 of Utah Code, or drug paraphernalia, as defined in section 58-37a-3 of Utah Code
- The commission of an act which, if committed by an adult, would be robbery or assault, as defined by law.
- Use or possession of tobacco, drugs or alcohol. Students who are in possession of alcoholic beverages, as defined in section 32A-1-105 of Utah Code. Students who come to school intoxicated.
- Future enrollment of above-mentioned students, or any students who are expelled, will be determined at the discretion of the Board of Trustees, per Utah Code 53A-11-904.

**3- MINOR DISCIPLINE:**

- Disruption of class - anything that prevents others from learning.
- Lewd speech or gestures.
- Rough housing
- Swearing
- Public Display of affection (hugging, kissing, holding hands, sitting on laps, or inappropriate touching).
- Gum (mandatory \$5 fee; \$25 in Auditorium, Gym or on Field.) Student will be immediately sent to the office.
- Disrespect to Faculty
- Disrespect to an Adult
- Throwing Spitballs
- Tripping Students

**MINOR DISCIPLINE FOR ELEMENTARY: WILL BE HANDLED SEPARATELY BY ADMINISTRATION CONSULTING WITH PARENTS**

**PROCEDURE FOR MINOR DISCIPLINE FOR GRADES 7-12**

**First Offense -**

- Student is notified of first offense and recorded by teacher.
- Teacher records student behavior.

**Second Offense -**

- Student is notified of the second offense.
- Teacher/mentor records student behavior.
- Teacher and student create student contract in a mentoring session defining expectations written in the student's own words, and signed by student and teacher.
- Teacher notifies parent by phone.

**Third Offense -**

- Teacher notifies student and Administrator of third offense.
- Parent will be contacted and a mentoring session will be scheduled for parent and student to go over the student's contract.
- Parent will be required to sign a probation form before the student receives their **1<sup>ST</sup> STRIKE**

**Fourth Offense -**

- **1<sup>ST</sup> STRIKE**. Student sent immediately to Administrator's office.
- Parent will be called. Parents will be required to sign the Saturday School form before the student will be allowed back into his/her classes. \*

**Fifth Offense -**

- **2<sup>ND</sup> STRIKE**. Student sent immediately to Administrator's office.
- Parent will be called. Student will serve (one) Saturday School for 4 hours. Student will be required to pay \$10 for detention. Parent will be required to sign the 2<sup>ND</sup> Saturday School form before the student can go back into his/her classes. \* **(If Saturday School is not served, the student's penalty will be moved to the 3<sup>RD</sup> strike).**

**Sixth Offense -**

- **3<sup>RD</sup> STRIKE**. Student sent immediately to Administrator's office.
- Parent will be called. Student will serve (one) Saturday Detentions for 4 hours. Student will be required to pay to pay \$10 for each Saturday Detention. Students and parents are required to meet with an Intervention team/Counselor and sign the **Intervention Plan**. \* **(If Saturday School is not served, the student's penalty will be moved to the 4<sup>TH</sup> strike).**

**Seventh Offense-**

- **4<sup>TH</sup> STRIKE**. Student will be **suspended for 3 days**. Students and parents are required to meet with an Intervention team/Counselor and sign, review, and update the **Intervention Plan**. \*

**Eighth Offense-**

- **5<sup>TH</sup> STRIKE-** Student will be **suspended for 5 days**. Students and parents are required to meet with an Intervention team/Counselor and sign, review, and update the **Intervention Plan**. \*

**Ninth Offense-**

- **6<sup>TH</sup> STRIKE** – Student will be suspended. Parents are called and the student will be **suspended until the next scheduled Board meeting for an Expulsion Hearing**. \*

**\* STUDENTS WITH IEPs or 504s WILL BE TREATED ACCORDINGLY**

**4- MAJOR DISCIPLINE: (Grades K-12)** Students will be sent to the Administrator's office immediately for the following:

- Harassment (physical, sexual, verbal)
- R-rated swearing (f-word), comments, speech or lewd gestures
- Truancy (cutting classes)
- Stealing
- Hazing in student clubs and extracurricular areas
- Vandalism or destruction of property
- Possession of, or use of Electronic media for pornography
- Extortion
- Threats or any form of intimidation (bullying)
- Fighting
- Plagiarism

**PROCEDURE FOR MAJOR DISCIPLINE CATEGORY**

**First Offense – 1<sup>ST</sup> STRIKE ( 3 DAYS SUSPENSION).** Student and parent/guardian will be required to meet with an Intervention team/ Counselor and sign an Intervention Plan. (Students with IEPs or 504s will be treated accordingly).

**Second Offense – 2<sup>ND</sup> STRIKE ( 5 DAYS SUSPENSION).** Student and parent/guardian will be required to meet with an Intervention team/ Counselor to review, update and sign the Intervention Plan. (Students with IEPs or 504s will be treated accordingly.)

**Third Offense – 3<sup>rd</sup> STRIKE.** Student will be suspended until the next scheduled Board Meeting for an Expulsion Hearing

**\* STUDENTS WITH IEPs or 504s WILL BE TREATED ACCORDINGLY**

**5. MEDIA CATEGORY (Grades K-12)**

Possession or use of cell phones, I-pods, tape or CD players, MP3, radio, electronic games or any other electronic media **ARE NOT ALLOWED** on the student or in the classrooms *in pockets, backpacks or purses* **BETWEEN THE HOURS OF 8:00 A.M. AND 3:15 P.M.**

**PROCEDURE FOR MEDIA CATEGORY**

**First Offense -**

- Item is confiscated and given to office until the end of the day. Students are written up in the office, and they can pick up item there at end of day. Parent is notified by ticket given to student when they are written up. (Student is responsible to give the parent the ticket).

**Second Offense -**

- Item is confiscated and given to office until the end of the day. Parent picks up item at end of day. Office will have form for parents and student to sign stating that if the item is confiscated again and brought to the office, ALA will keep item until end of term.

**Third Offense -**

- Item is confiscated and brought to the office. We will label it and keep safe until end of term.

**Fourth Offense -**

- 1st Strike. Item is confiscated, and office will label and keep until end of year. Student is placed on probation.

**Fifth Offense -**

- 2nd Strike. Item is confiscated, and office will label and keep until end of year. Student is suspended (with Director's approval).

**Sixth Offense -**

- 3rd Strike. Item is confiscated, and office will label and keep until end of year. Student is expelled (with ALA School Board approval).

**ELEMENTARY DONATIONS** – There are no mandatory fees for grades K-6, although donations are strongly encouraged to ensure that your child may participate in extracurricular activities and field trips.

\_\_\_\_\_ \$ 35 Electives Donation  
\_\_\_\_\_ \$15 Activity / Field Trip Transportation Donation  
\_\_\_\_\_ \$15 Year Book  
\_\_\_\_\_ \$25 Reading/Technology Donation  
\_\_\_\_\_ \$10 After School Drama Donations 4th, 5th, 6th, only

**EMERGENCY CONTACT** - Each student must have a current emergency procedure card on file indicating person to be called in case of illness or emergency. It is important that the school be informed when home or work numbers or other contact numbers change. Also, a contact person other than the parent or guardian must be provided. Every effort will be made to notify parents or guardians in case of emergency, and those efforts will be documented by Administration.

**EVALUATIONS AND ASSESSMENTS** - ALA follows Utah State policy on standardized testing. The following tests will be administered to assess student performance.

Utah Basic Skills Competency Test (UBSCT)  
Utah Performance Assessment System (UPASS)  
Criterion Reference Tests (CRT)

Iowa Test of Basic Skills (ITBS)

**FEES GRADES 7-12 – (REQUIRED FEES)**

|                 |          |
|-----------------|----------|
| Book Fees:      | \$ 45.00 |
| Activity Fee:   | \$ 45.00 |
| Technology Fee: | \$ 25.00 |
| Planner:        | \$ 5.00  |

**OPTIONAL AND ELECTIVE FEES**

|   |          |
|---|----------|
| Art   | \$10.00  |
| Biology/Human   | \$ 7.00  |
| CTE   | \$12.00  |
| Chemistry:  | \$10.00  |
| Class Change Fee  | \$10.00  |
| Clothing  | \$10.00  |
| Club Dues   |          |
| max. if no state/national affiliation                   | \$10.00  |
| max. with state/national affiliation                    | \$20.00  |
| Credit Make-up: (Per Quarter Credit)                    | \$45.00  |
| Drivers Education                                       | \$150.00 |
| Fine Arts Class Fee (dance, drama, band, orchestra)     | \$15.00  |
| Foods   | \$15.00  |
| Make-Up Classes, Home Study,                            | \$45.00  |
| Parking Permit  | \$10.00  |
| PE Clothes: (only if enrolled)                          | \$15.00  |
| Truancy School  | \$40.00  |
| Transcripts (1 <sup>st</sup> free, \$5 each after that) | \$5.00   |
| Yearbook:   | \$40.00  |
| Engraved Yearbook                                       | \$45.00  |

**EXTRACURRICULAR PARTICIPATION FEES 9<sup>th</sup>-12<sup>th</sup>**

**(Due at beginning of each activity or season, max. \$100 per student)**

|   |         |
|---|---------|
| Football, Basketball, Baseball, Softball            | \$50.00 |
| Soccer, Wrestling, Track, Cross Country, Volleyball | \$40.00 |
| Speech & Debate, Drill Team, Golf, Tennis, Cheer    | \$35.00 |
| Auditioned Choirs, Musical or Drama, Jazz Band      | \$35.00 |

In addition to these participation fees:

All coaches, teachers, directors, etc. are required to have a mandatory meeting with parents and student disclosing ALL fees regarding the cost of the activity the student wants to be involved in before the tryouts.

**ALL FEES NOW CAN BE PAID ON LINE**

**FIELD TRIPS** - Students are expected to obey all ALA rules, including dress code, while on field trips off campus. Students may be denied field trip privileges for misbehavior and/or delinquent assignments. Students are required to be respectful, compliant, and courteous to the bus driver or parents providing transportation and supervision on any given trip.

A permission and emergency medical form will be sent home prior to the scheduled trip, and must be completed for each individual and returned to school before a student may participate on the trip. Each trip will require a new form. Phone permission is not sufficient and will not be accepted.

If the field trip requires parental transportation, each parent that will be driving must watch the Defensive Driving Video and fill out an authorization form. This form, along with a copy of insurance coverage and a valid driver's license must be presented. Drivers must agree to enforce usage of safety belts for all children. Forms are available at the school.

**HOURS** - The school day for K-12 begins at 8:45am. K-6 dismisses at 3:05 pm and 7-12 at 3:15 pm. Morning kindergarten hours are 8:45- 11:35 am. Afternoon kindergarten hours are 12:25-3:15pm. Optional classes are offered 7:45-8:45 am and 3:20-4:10 pm. Office hours are from 8:00 am to 4:00 pm Monday - Friday during days of regular school operation. The office is closed during holidays. Voice mail is available at all times.

**INTERNET POLICY** - The purpose of computers at ALA, aside from distance-based learning programs, or for use with courses that specifically utilize technology, is primarily as a research tool. The Internet is one way for students to obtain information. Please note that students are cautioned not to plagiarize (a breach of the honor code), as there are many Internet web sites from which to obtain information. The use of the Internet is to provide students with access to information that assists in their education. Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational and ethical standards. Students and parents will sign a computer use agreement that is kept on file.

ALA utilizes appropriate Internet filtering technology to protect minors from obscene or harmful material. In addition to Internet filtering, adult supervision of students on the Internet is required, and the System Administrator monitors access to appropriate sites on the World Wide Web.

The use of the schools computer network is a privilege, not a right. The use of electronic mail, chat rooms, and other forms of direct electronic communication by students is prohibited. Inappropriate use will result in restriction or cancellation of privileges and will be subject to the school's disciplinary code.

**LIBRARY** – Libraries are in place in both the elementary and secondary schools. The elementary library is located in the elementary building across from the main office. The secondary library is located in the High School. Library materials are available for checkout. Late fees will be assessed according to the individual building policy. Students will be charged for the replacement of lost, damaged or destroyed materials. Replacement costs will be as follows:

- Book with listed price: Cost + \$3 processing fee
- Book without listed price: Hardback: \$15; Paperback \$8
- Magazine with listed price: Cost +\$3 processing fee
- Magazine without listed price: \$6
- Damage charges will be levied in relation to the amount of damage and its effect on the usability of the material. Damage costs may not exceed the cost of replacing the material.

**LOCKERS** - Student lockers are the property of ALA. Lockers may be periodically inspected, without notice, for illegal items, stolen property, or potentially harmful items. Students should not leave money or valuable items in lockers. Students should not attach anything to the front of their locker. Students will be financially responsible for any loss or damage to their locker if it is left unlocked. A locker agreement must be signed by parent/guardian prior to a student receiving a locker.

**LOST AND FOUND** - In order to help the school return lost items to students, please label coats, backpacks, jackets, and other items with your child's name. All lost items will be placed in the lost and found in the building where they were found. Items will only be kept for 90 days.

**MEDICAL NEEDS** - The school utilizes reasonable precautions to ensure a healthy environment. Please keep your child home if they have one or more of the following:

- A fever of 100 degrees or more
- Vomiting and/or diarrhea

- Conjunctivitis (pink eye)
- Stomach pain
- Sore throat
- Rash
- Head lice

Be sure your child is free of symptoms mentioned for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school.

When a child becomes ill at school, they will be isolated from other children. The parents will be notified, and the child must be picked up. If a parent cannot be reached, their emergency contact person will be called. In case of a more serious injury or illness, 911 will be contacted for necessary medical assistance, and the parents/guardians will be notified immediately. Emergency personnel will decide if the child should be transported to a hospital.

Prescription medication and over-the-counter drugs will be administered to students at school only on the specific written request of the student's parents or guardian. A student Medicine Request Release Agreement form is required.

- The parent or guardian must deliver all medications to the school. Medications are to be hand-delivered to the school nurse. Students are not to carry medications to or from school at any time.
- All medications are to be delivered in the original pharmacist or manufacturer-labeled container. Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medications will be kept in the nurse's office.
- Unused medications must be picked up by the parent/guardian at the end of the school year, or they will be discarded.
- An ALA school employee will assist with this, should the nurse be unavailable.

Ibuprofen or acetaminophen may be requested by a student at school if they call their parent or guardian and get permission to be given this medication. The child's name and the medication given are kept on file.

**PARKING PERMIT** - The opportunity to park on campus is a privilege, not a right. In order to park on school property, students must have a parking permit displayed on the rearview mirror of the vehicle. To obtain the permit, students must register their automobiles in the Administration Office. To register, a student must have a current vehicle registration, valid driver's license, pay the \$10 fee to receive a parking permit, and sign a parking agreement during the first week of school. If the parking agreement is violated, a student's parking privileges can be revoked.

**RELEASED TIME**- ALA is a public school willing to work with all denominations in a released-time program. Currently, the LDS Seminary released-time program is available adjacent to campus for those students desiring to attend. Instructors will be provided by the LDS Church Education System beginning with 9th grade. Students will be issued report cards from the Seminary Program of the LDS Church.

**REQUIRED CORE CLASSES AND ELECTIVES** - ALA requires 26 credits to graduate for students entering 9th grade in 2006. For those students who entered in 2005, the requirement is 25 credits. A central component of our curriculum is 4 years of Humane Letters (English and History), Math, and Science. For a complete listing, please contact the Counseling Office in the High School building.

Humane Letters follows the sequence listed below:

9th – European History and Geography/Literature/Writing and Grammar

10th - U.S. History/Literature to 1865/ Writing and Grammar

11th - World History and Geography/Literature/Writing and Grammar

12th - U.S. History/Literature 1865 to present/ Writing and Grammar

In addition to reading comprehension and writing competence, the goal of Humane Letters is to understand the American Experience and how we, as a people, fit into today's ever-changing world. We want students prepared to actively participate as leaders now and when they leave high school.

**All Utah High School graduates will need four years of Languages Arts and three years of Math and Science by 2011.** We believe that students will be better prepared as leaders if they add to that requirement another year of math and science. Many options are available. Please contact the Counseling Dept. for specific classes and tracks. We offer a variety of electives and encourage students to take

advantage of our strong Fine Arts, Foreign Language, and Physical Education Depts. to fill electives. Again, please contact the Counseling Dept. for specific requirements for graduation.

## **SCHEDULES**

### **K-6 will be on the Elementary Schedule**

**7-12 Grade Schedules** - The class schedule follows an A/ B format, with five class periods per day. Please check the school calendar on the website for the schedule.

### **Class periods are scheduled as follows for A/B Days:**

Optional early morning 7:45-8:40

|         |              |                       |            |
|---------|--------------|-----------------------|------------|
| A-1 B-1 | 8:45- 9:55   | A-4 B-4               | 1:00- 2:05 |
| A-2 B-2 | 10:00- 11:10 | A- 5 B-5              | 2:10- 3:15 |
| A-3 B-3 | 11:15- 12:25 | Optional after school | 3:20- 4:30 |
| Lunch   | 12:25-12:55  |                       |            |

**SKATEBOARDS, ROLLERBLADES & SCOOTERS** - These are not permitted on campus at any time.

**SPECIAL EDUCATION**- There are as many diverse learning needs as there are students, and we feel that each and every student is deserving of attentive educational consideration, whether served by an IEP or not. In the Special Education Program, students work together with peers, teachers, and other staff to reach goals specified in their IEP (Individualized Education Program) and to understand their learning styles and strengths. The Special Education Department at ALA works to guide the individual student through possible difficulties within the educational process and helps them strive towards their goals. All students are served according to existing and applicable laws.

## **TRANSCRIPTS**

Students needing to get their transcripts can pick them up at the Counseling Office by doing the following:

- 1- Filling out the Official Transcript Request Form. (These will be available either at the counseling office, or you can go on line.)
- 2- The person requesting the transcript can either pick up the transcript in person, or have them faxed or mailed.
- 3- The first transcript will be free, and each additional transcript will be \$5.
- 4- Transcripts sent to Colleges or Universities will be free.
- 5- Faxed transcripts may not be considered official documents by the receiving institution. You are responsible for knowing the policy of the receiving institution before sending a faxed transcript.
- 6- Faxes will not be sent outside the United States.
- 7- All transcript requests are processed in the order in which they are received regardless of the method by which they are requested.

## **VISITATION AND OBSERVATION**

**PARENTAL** access to teachers and Administration at ALA is vital to our success. An orderly approach to parent/teacher/Administration contact is necessary to provide a quality environment and carry out the school's mission. Parents of enrolled students are welcome to visit the school at any time.

Please observe the following guidelines:

We advise contacting the teacher through the office to schedule an observation. This would avoid conflicts with testing, etc.

Only one observation per instructional area will be scheduled at any given time.

For safety considerations, when arriving at ALA for a visit, or observation period, parents and visitors need to sign in at the Administration office, get a nametag, and inform the Administrative staff as to the purpose and location of their visit before proceeding to classrooms or other areas. For the safety of our students, no one may proceed beyond the office area until permitted to do so.

Observation periods are to be used only for observing. Comments or discussion regarding what is observed can be scheduled at a conference with the teacher and/or Administrator at a later time. The teacher and students should not be interrupted during the observation period. To maintain an optimal learning environment, parents are asked not to interact with students unless directed to do so by the teacher.

Other children are not permitted to accompany an observer in the classroom, nor can they be left in the ALA office or building. Arrangements must be made for the proper care of siblings or other charges during the observation periods.

**STUDENT VISITORS** – Students are not allowed to bring other students as visitor to ALA.

If students are wanting to visit, they can come with a parent with approval from the Administration.