

**BEEHIVE**  
● |||| SCIENCE & TECHNOLOGY |||| ●  
**ACADEMY**

# **STUDENT / PARENT HANDBOOK**

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Dear Students,

The Beehive Science & Technology Academy (BSTA) staff believes that education is a shared responsibility between parents, teachers and students. The successful operation of this school depends on the cooperation of everyone concerned. The mission of BSTA is to Students will achieve academic and personal excellence in a challenging, diverse, and innovative environment. Each group is responsible for doing its part to make school a place where we can learn and play together in harmony.

BSTA is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. Become an active participant in your education. Get involved through classes, clubs, and activities.

BSTA is aware of the fact that a school environment is viable only with clearly defined and implemented rules. BSTA has compiled this student/parent handbook to outline the school's regulations and policies. These policies are in place to set a standard for our students. The information in this handbook provides guidelines for behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all aspects of school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

Sincerely,

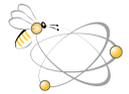
**BSTA Administration**

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## MISSION STATEMENT

Students will achieve academic and personal excellence in a challenging, diverse, and innovative environment.

### PARTNERSHIP

Recognizing that educational success is built upon the harmony of the triad of students, parents, and teachers, BSTA creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

BSTA does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

### STUDENTS' RIGHTS AND RESPONSIBILITIES

#### Students' Rights

- To feel safe in this school environment
- To take full advantage of learning opportunities
- To work in an environment free from disruptions
- To express their opinions, ideas, thoughts, and concerns
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities
- To have the right to due process
- To have access to the student's account in CoolSIS.

#### Students' Responsibilities

- To be caring and honest,
- To do his or her best to learn and master all he or she can,
- To respect school rules, and policies,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities
- To adhere to due process procedures.

- To respect all school personnel and their authority and follow their directions (administrators, teachers, office personnel, janitorial staff, etc)

### PARENTS' RIGHTS AND RESPONSIBILITIES

#### Parents' Rights

- To be informed of the school's rules and regulations
- To be informed of all school actions related to their

**"All students shall comply with the regulations, pursue the required course of study, and submit to the authority of teachers of the school." Education Code**

child

- To have access to the personal parent accounts in CoolSIS.
- To contact teachers directly via phone or email to schedule a conference

#### Parents' Responsibilities

- To contact school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home making sure their child gets enough sleep and adequate nutrition before coming to school.
- To maintain control over their child
- To be familiar with school policies, rules and regulations.
- To be familiar with the handbook which was signed at the beginning of the school year
- To monitor the student's academic progress and behavior records on a weekly basis

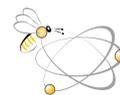
### TEACHERS' RIGHTS AND RESPONSIBILITIES

#### Teachers' Rights

- To expect students to behave in a positive manner that will not interfere with other students learning.
- To have parental support related to academic and social progress
- To expect all students to participate and put forth effort in order to expand their education and earn a passing grade

#### Teachers' Responsibilities

- To be familiar with school policies, rules and regulations.
- To inform parents through progress reports, report cards, and conferences about the academic progress and behavior of their child
- To conduct a well planned and effective classroom program
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies
- To keep assignments, grading, and attendance current in CoolSIS.



- To explain the Student Code of Conduct and Bullying Policy to their students.
- To enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- To function as a positive role model for their students.
- To contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

**ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES**

**Administrators' Rights and Responsibilities:**

- The right to address the board on any issue
- To hold students to strict accountability for any disorderly conduct in school or around school
- To take appropriate action in dealing with students who choose not to follow the rules
- To recommend in school suspension, suspension, or expulsion as the situation demands.
- To provide rich leadership that will establish, encourage and promote effective teaching and learning.
- To be familiar with school policies, rules and regulations.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits and attitudes of excellent citizenship among students.

**POLICIES AND PROCEDURES**

As a student at BSTA, you are required to abide by and respect all rules and regulations in the handbook, both on and off campus. The handbook was established to maintain a safe and healthy school environment conducive to learning. Students who choose to not follow these rules will receive disciplinary action. All school staff, parents, and students share their responsibilities to enforce school rules for the betterment of our school.

**I. ACADEMIC POLICIES**

**A. GRADING SCALE**

BSTA will follow the standard scale below to assign letter grades for quarter and semester work. Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first class.

**GRADE PROMOTION POLICY**

**MIDDLE SCHOOL**

All students must maintain a yearly average of 60% in all full-credit subjects. Students who receive a failing grade ("F") (below "D-" 60%) in a single, full-credit class will be required to take and pass the make-up tests at the end of the school year in order to be promoted. However, if a student is in an advanced level math course for his/her grade and s/he fails the math course, s/he may go to the

next grade and repeat the math course. Exceptions/special circumstances may be granted by BSTA Board approval.

Students who receive a failing grade in two or more full-credit classes (year-long) during the school year will not be permitted to take end of year make-up tests and will

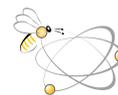
98-100 = A+ (4.0)	77 - 79 = C+ (2.3)
93 - 97 = A (4.0)	73 - 76 = C (2.0)
90 - 92 = A- (3.7)	70-72 = C- (1.7)
87 - 89 = B+ (3.3)	67-69 = D+ (1.3)
83 - 86 = B (3.0)	63 - 66 = D (1.0)
	60 - 62 = D- (0.7)
80 - 82 = B- (2.7)	0-59 = F (0.0)

be required to repeat the entire grade.

**HIGH SCHOOL**

**BEEHIVE S & T ACADEMY GRADUATION REQUIREMENTS AND DIPLOMA TYPES**

The following is a list of credits required in order to graduate from BSTA. Students must complete the requirements during grades 9-12 and have a total of 24 credits to graduate with a standard diploma and 27 credits to graduate with advanced diploma. Students with significant disability will be able to graduate with the Certificate of Completion. These changes will be effective immediately to all graduating classes.

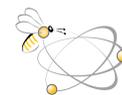


**STANDARD DIPLOMA**

**ADVANCED DIPLOMA**

Required Credits	Core Area
4 credits	English/Language Arts
3 credits	Mathematics
3 credits	Science
3 credits	Social Studies
3.5 credits	Directed Coursework
2 credits	Physical Education Health
5.5 credits	Required Electives
<b>24** required credits</b>	<b>Total</b>

Required Credits	Core Area
4 credits	English/Language Arts
4 credits	Mathematics
4 credits	Science
3 credits	Social Studies
3.5 credits	Directed Coursework
2 credits	Physical Education Health
5.5 credits	Required Electives
<b>27** required credits</b>	<b>Total</b>



## HONORS DIPLOMA

Required Credits	Core Area
4 credits	English/Language Arts
4 credits	Mathematics
4 credits	Science
3 credits	Social Studies
3.5 credits	Directed Coursework
2 credits	Physical Education Health
2 credits	World Language
4.5 credits	Required Electives
<b>27** required credits</b>	<b>Total</b>

### CERTIFICATE OF COMPLETION

This alternative diploma may be awarded to students with a significant disability that impacts their ability to meet traditional graduation requirements. The anticipated graduation document (diploma/certificate) and credit/class requirements must be addressed in the Transition section of a student's IEP.

## UTAH STATE HIGHER EDUCATION ADMISSION STANDARDS

Completion of BSTA High School exceeds the admissions requirements of any two-year college.

**4 YEAR UNIVERSITY REQUIREMENTS:** BSTA meets or exceeds the admission requirements of all four-year universities including UU in language arts, mathematics, science and social studies. UU recommends students to take two credits (two consecutive years) of the same foreign language.

- Students will be required to pass the State required tests in order to receive a regular BSTA Diploma.

### ACADEMIC INTERVENTION

Students who are below grade standards will be offered free tutoring and study table electives to improve their academic achievement. Students, who got below grade level in standardized tests and got any F in and core subject and with the teacher recommendations will have to attend the tutoring and will be assigned study table as an elective course instead of elective courses.

### HONOR – HIGH HONOR

#### BSTA High Honor Roll:

Students who receive straight A's on final report cards will be awarded with High Honor Status for that semester.

#### BSTA Honor Roll:

Students who earn all A's and B's for the final semester grading period at BSTA will be awarded Honors Status.

#### Academic/Athletic Competitions Awards:

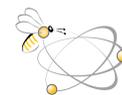
Those students who are successful in any academic and athletic competitions;

- School wide
- Teacher & Administration Recognition
- Citywide
- Countywide
- Statewide
- National/International

will be recognized.

### HOMEWORK POLICY

Homework is essential to success at BSTA. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, immediately contact the teacher who assigned it.



### The role of the Parent with Homework

Parents/guardians can help by providing conditions conducive to effective home study. They can help students setting up a time and a place to work on homework and school projects. A quiet place and good lighting are probably the most important physical conditions for study. Parents keep in mind, however, that some children might not be at ease or stay focused when isolated from the rest of the family. They may be able to work best at the kitchen or dining room table. Parents need to encourage their child and monitor homework to insure he/she is understanding, completing, and turning in homework assignments and projects in a timely manner. If your child is having extreme difficulty completing homework assignments each night, please contact her/his teacher and allow your child to attend tutoring.

### The role of the student with Homework

The schools can set policy. The teacher can make worthwhile and interesting assignments. The parents can provide the right conditions for home study. However, it is the student who must actually do the work. Homework is an opportunity for the student to show his/her real capabilities. It is helpful if he/she views homework as one means of furthering his/her educational growth. The student should make sure he/she understands the assignment, its purpose, when it's due, and how it needs to be done. Writing homework assignments in a notebook kept especially for that purpose eliminates the possibility of forgetting the details of the assignment.

### Late Homework Policy

After the due date; each day late is 10%off PER day and after 5 days, assignment will not be accepted at all.

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## ATTENDANCE

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### PHILOSOPHY

Attendance is extremely important for student success. Our records indicate a significant positive correlation between student attendance and achievement. College admissions offices and future employers are very interested in students' attendance record. Members of BSTA's professional staff will encourage and support student attendance. **However, parents and legal guardians have primary responsibility.**

### ATTENDANCE POLICY

Every student is required to be in school and in each class. State law stipulates that every parent or guardian having control of any minor between ages 6 and 18 years of age shall assure that such minor shall attend school. Exceptions must meet requirements of law.

**(Section 53A-11-101 Utah Code)** Each student is provided fifteen (15) parent-excused absences per school year. If/When a student's absences reach six (6) days for the school year, the school will notify the parent or the

guardian by mail. When the student's absences reach ten (10) for the school year, the school will mail a second notification. At that time the student and the parent will be required to attend a conference with the principal or his/her designee. When a student's absences reach thirteen (13) for the school year, a final notification will be sent to the parent via certified mail. When the student's absences reach sixteen (16) for the school year, the student's name and attendance record will be reported in writing to the Juvenile Court.

## DEFINITIONS OF ABSENCES

### A. ABSENCE

BSTA recognizes two kinds of absences and tardiness: **excused and unexcused**. Please read through the definitions of each carefully. In the event of an excused absence, students maintain responsibility for homework, quizzes, and tests. In addition, there are consequences for unexcused absences.

#### **Excused Absences**

Parents or guardians must explain each absence in writing AND sign it or call the office the morning of the day of absence. If a parent does not call in the absence the office staff will call the parent to inquire as to the student's location. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

#### **Personal Illness**

Parents or guardians must call the school each morning the student stays home due to illness. Upon returning to school, the student must bring a note from a parent or guardian. For extended absence(three days or more), the school may require a doctor's note.

#### **Illness in the Family or Death of a Relative**

In the case of illness in the family or death of a relative, parents or guardians should call the office to explain the situation and the estimated time of absence. Upon returning to school, the student must bring an explanatory note from a parent or guardian.

#### **Quarantine of a Home**

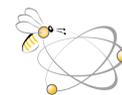
If a home needs to be quarantined, a parent or guardian must call the office to explain the situation and estimated time of absence. Upon returning to school, the student must bring a note from a parent or guardian. Additionally, s/he must have a note from a health official, clearing the quarantine and indicating that s/he is able to return to school.

#### **Observance of Religious Holidays**

Any student observing a religious holiday consistent with his/her creed or belief shall be excused from classes. The student must bring a note from their parent or guardian to the office before the day(s) of the absence. The student must also bring a note on the day of return.

#### **Professional Appointments**

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, students must



bring a note to the office the day of the absence stating clearly the time they are to be excused. In addition, the following rules shall apply to this kind of absence:

- Parents must come to the office to pick up the student. They must sign the student out of school.
- The student must return to school when finished with the appointment, provided school is still in session. S/He must sign in at the office.

### **Family Vacations**

Students may go on vacation during the school year without penalty, except for the last week of each semester during final exams. The purpose of this administrative guideline is to accommodate parents and guardians who must take their vacations during the school year because of company (industry) policies and desire to enjoy that time as a family. The following rules shall apply to this kind of absence:

- Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of the absence should be made clear, and teachers should have an opportunity to express their views on the potential effects of the absence.
- Students must notify their teachers ahead of time and get assignments and materials that they would miss. Students are responsible for all missed work.

### **Make-up Work for Excused Absences**

An absence from school, even for several days, does not excuse students from responsibilities in the classroom.

On the day of return, it is the students' responsibility to find out what work is required and when the work needs to be completed.

If a student is absent for school-related reasons or for an anticipated or planned absence, they must make arrangements with teachers prior to the absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If a student fails to do this, the teacher is not obligated to set another time for the make-up. If a student fails to make up a test without making other arrangements, the teacher may decide not to give the test.

Students who are on excused absences will have Excused absences-VACATION time and a half days to complete their assignments. ; Five days is the maximum number of days to complete all assignments. The policy is on all vacation cases unless there are special circumstances . After the 5 days then each student is given the late policy (10%) day off. After that time assignments will not be accepted.

### **Unexcused Absences**

Unexcused absences become part of a student's school record. Students will be marked for an unexcused absence if they:

- do not bring a written note within two school days, following an absence,
- leave school without signing out at the school office,

- are absent from class without permission, including walking out of class,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or are absent for reasons not acceptable to the administration including but not limited to:
  - Needed at home
  - Missed the bus
  - Work
  - Alarm didn't go off
  - Babysitting
  - Car Trouble
  - Errands
  - Visiting
  - Overslept
  - Hair appointment

### **Make-up Work for Unexcused Absences**

If a student has an unexcused absence, any or all of the following may occur:

- Students **WILL NOT** be permitted to make up work following an unexcused absence.
- Teachers are not obligated to allow students to make up quizzes or tests.
- Students WILL receive an "F" or "zero" grade for the day in each class missed.

### **B. TRUANCY**

Numerous educational studies have clearly demonstrated a direct correlation to student success with attendance at school. BSTA is committed to ensuring student success, therefore,

BSTA shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of the parent or the school.

Should a student be found truant, the student shall be issued a truancy citation. Utah State requires that schools submit the student's name to Juvenile Court should a student receive more than two (2) citations.

### **Notice of Truancy (Utah Code 53-A-11-101.7)**

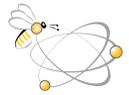
A designated school administrator may issue a "Notice of Truancy" to a student, twelve (12) years of age or older, who has been truant (absent without a *valid excuse*) five (5) times during the school year. This "Notice of Truancy" shall include the following:

1) Direct the student and his/her parents/guardian to meet with a designated school administrator and cooperate with the school in securing regular attendance.

2) Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "Notice of Truancy."

### **Habitual Truant Citation (Utah Code 53-A-11-101.7)**

A designated school administrator will issue a "Habitual Truant Citation" to a student, twelve (12) years of age or older, who has been absent without a *valid excuse* for ten (10) or more times during one school year. (These absences do NOT have to be consecutive days) This Citation will be issued only after reasonable efforts have been made by the school to resolve the school attendance problems.



After issuing a “Habitual Truant Citation,” the school shall then refer the habitual truant to Juvenile court. The habitual truant is then subject to the jurisdiction of the juvenile court.

### **C. TARDINESS**

At any time of the day, a student not in his/her seat in class when the bell rings is considered tardy. S/he needs to go to the BSTA office immediately and get a late slip.

We are preparing students for success in the workplace and a career. Most employers will terminate employees for excessive tardiness so we ask that you support our efforts to encourage responsible behavior of preparedness and good planning.

#### **Excused Tardiness**

Students must have their parents or guardian call the office in advance and write an explanatory note if they arrive late to the school. The student must report to the office when they arrive. If the student fails to do this, s/he will receive an unexcused tardy.

#### **Unexcused Tardiness**

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls – is unacceptable.

If a student arrives at school late, she/he will get a “late slip” for admittance to class. The student will have two days to bring in a note to change this to an excused tardy. Habitual tardiness (defined as 3 unexcused tardies) will result in an after school detention and further tardiness will result in disciplinary action.

#### **Consequences:**

4<sup>th</sup> unexcused tardy = full day ISI and required meeting with parents

5<sup>th</sup> and 6<sup>th</sup> tardies = 2 days in school suspension and parent notification of warning for out of school suspension on next incident.

7<sup>th</sup> and 8<sup>th</sup> tardies 3 days out of school suspension with notice that subsequent tardies will result in referral to the discipline committee, which may result in expulsion.

9<sup>th</sup> tardy will result in referral to the discipline committee, which will result in expulsion meeting with principle.

### **D. Early Dismissal of Students from School**

Early dismissal from school is an important issue. Because BSTA is very concerned about students’ safety and well being, the following precautions will be taken to ensure students’ safety.

- A student may be released before the end of a school day, only upon request either in writing or face-to-face (no telephone call) of a parent or guardian or for emergency reasons.
- A student may be released only to a parent or guardian of record or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.

- No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and parent or guardian.
- A student will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

## **II. DISCIPLINE POLICIES**

### ***Beehive Science & Technology Academy Student Code of Conduct***

BSTA is committed to excellence in academic instruction and in joining with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, BSTA is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes systematic teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

### **DISCIPLINE RECORD SYSTEM (DRS)**

DRS is an electronic tracking system used at BSTA which is integrated to our school information system. All positive and negative behaviors observed by any BSTA staff will be evaluated and the students will earn or lose points throughout the school year. These points will be accumulated and reflected on each student’s behavior statement. Parents will have access to these records online and also will receive a behavior statement with progress reports.

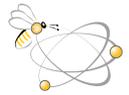
Students who maintain a balance of positive points in DRS will be rewarded with various incentives, including participation in after-school activities, periodic free dress days, recognition at school assemblies, and more.

Any student who drops to -20 (negative twenty) points on the DRS will be in LOP (Loss of Privileges) status. LOP students

- Cannot attend after-school clubs and club activities, except for tutoring
- Cannot take advantage of free dress days
- Cannot attend school parties, dances, or other non educational extracurricular activities
- Cannot attend non-educational field trips (trips to amusement parks, entertainment centers, summer and winter camps, etc.)

Once a student gets out of LOP status, s/he will regain his/her privileges.

Any student who drops to -50 (negative fifty) points on the DRS will be in school suspension for one day.



Any student who drops to -100 (negative hundred) points on the DRS will be in school suspension for one day.

Any student who drops to -150 (negative hundred and fifty) points on the DRS will be in school suspension for two days.

### BEHAVIORAL PROBATION POLICY

Any student who drops down to -200 (negative two hundred) points on the DRS will go on Behavioral Probation automatically. Students on Behavioral Probation will be subject to all restrictions that are listed for LOP students, along with Behavioral Probation Terms & Conditions.

### BEHAVIORAL PROBATION TERMS & CONDITIONS

The student and his/her parent/guardian will sign a behavioral contract that is specific to the student's misbehavior. General guidelines are listed below:

- Any student who drops down to -200 points will be in-school-suspended (ISS) up to three days, and upon completion, the Behavioral Probation period will start.
- Any student who drops to -200 points during the day will be ISS from all classes until the end of the day.
- Behavioral Probation period is ten school days. Within ten school days, student is expected to earn enough positive points to go above -200 points, and remain in that status within the duration of probation period.
- Student is expected to fulfill all terms and conditions on his/her behavioral contract.
- If the student fails to comply with his/her contract terms and/or fails to go above -200 points within ten school days, student's probation will be extended for another 10 days and s/he will be ISS for three more days.
- If the student fails to comply with his/her contract terms and/or fails to go above -200 points within additional ten school days, student's probation will be extended for another 10 days and s/he will be suspended for up to three days. Suspension days will not count against probation days.
- If the student continues to fail to comply with his/her contract terms and/or fails to go above -200 points within the 30-day extended probation period, parents will agree to disenroll their student from BSTA.
- Administration may take further disciplinary actions for specific discipline incidents, including suspensions and/or expulsion.

### Detentions Policy

Students may be assigned to lunch, after-school, or Saturday detention at the discretion of the faculty or administration. The student must report to detention on the day assigned. If a student misses any detention without a valid excuse, they must serve one level higher

consequence. For instance, if s/he fails to serve lunch detention, s/he will have to serve an after-school detention. If s/he fails to serve an after-school detention, s/he will have to serve Saturday detention and if s/he fails to serve Saturday detention, s/he will have to serve in-school suspension, and so on. Further consequences can be assigned at the discretion of the administration depending on the specific problem.

Students who accumulate an excessive number of lunch and after-school detentions will be assigned more severe consequences on a rolling basis. For example, if a student receives and serves 3 lunch detentions, s/he will automatically be assigned to an after-school detention. Similarly, students who receive and serve 3 after-school detentions will automatically be assigned a Saturday detention. Once a student serves 3 Saturday detentions, s/he will automatically be assigned an in-school suspension. These detentions coming from the rolling procedure will not affect DRS points. They are purely for the purposes of intervention.

## UNIFORM AND PERSONAL APPEARANCE

The uniform policy at BSTA helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in uniform every day except for "free dress days". Students will not be allowed to enter the school if they are not wearing the proper uniform. Please cooperate by displaying modesty and neatness in appearance, and take pride in these uniforms by keeping them neat and clean. We rely on students and parents/guardians to maintain these uniforms.

### A. SCHOOL UNIFORM

- All BSTA students are required to wear the school uniform at all times including during the after school tutoring activities.

### B. PE UNIFORM

- Students are required to bring PE clothes to school on P.E. days. They will change clothes before and after P.E. Students must empty changing room lockers after every P.E. class.

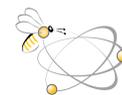
### C. FREE DRESS DAYS

Students must wear clothes appropriate for school. No inappropriate pictures or sayings. Girls may not wear spaghetti straps, strapless or mid-drift revealing shirts or dresses. Skirts/skorts must follow the knee cap rule. Leggings or "skinny or tight" pants are NOT allowed for girls or boys. Pocket chains will not be allowed. All clothing must be clean and contain no holes. Students must follow footwear guidelines of a regular school day.

### D. THEME DRESS DAYS

On occasion, students will be asked to attend school dressed to fit a certain theme. If a student does not wish to participate, they will be required to attend school wearing the standard school uniform.

### E. CLUB SHIRTS OR POLOS



Club shirts, polos and etc. to be worn only on announced club free dress days. They will not be worn in any other day and during the club free dress days students who are members of clubs will only be allowed to be in club dresses. Otherwise everyone should be in full uniform compliance.

**If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is NOT permitted to be worn when the student is at school or representing the school.**

See page 25, *Student Uniform Policy for details and Addendum One for shopping ideas.*

#### **Expected Student Behavior**

Students should always remember that their behavior and actions at school and at school-sponsored activities is a reflection not only of themselves, but also of Beehive Science & Technology Academy. The following is what is expected from a BSTA student.

#### **PLEASE BE AWARE AND NOTE!**

If a student arrives at school out of uniform, parents will be called and the student will be kept out of class until s/he is dressed appropriately.

**All class time the student misses will count as an unexcused absence.**

#### **Positive Consequences**

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforces will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with the home
- Special activities (field trips, movie nights, picnics etc.)
- Publications
- Assemblies

#### **On Campus:**

Students must:

- Stay in designated areas on-campus.
- Be courteous and respectful at all times to everyone.
- Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.

- Not use or have cellular phones turned on during school hours, this includes use by having them in a pocket turned on and using headphones. Students are allowed to use cellular phones **only** in the designated area after school. Phones should not be used during after school programs, such as tutoring.
- Remember that any electronic devices seen during class time or on campus will be confiscated and returned to the student's and parents/guardians in accordance with policies listed in this handbook.
- Remember that gum chewing is not allowed anywhere including the outside fenced area.
- Never ride bicycles, use roller blades or skateboards on campus nor bring them to class.
- Not leave campus without permission during school hours.
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that no electronic devices such as CD/MP3/IPOD players may be visible during class time or transition periods.
- Remember that they are not allowed to wander/run in the hallways.
- Remember that they may not loiter in the halls, lunchroom or lavatories or on staircases. Except for lunchroom access before and after school with supervision.
- Remember that they may only eat in the designated area.
- Remember that they may not yell, scream, or otherwise make excessive noise while in the lunch room, hallways, and lavatories.
- Remember that they must do their part to keep these areas clean and safe.
- Remember that they must report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Remember that they may not push, roughhouse or wrestle.

During class time, students are **not** to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

#### **Assemblies:**

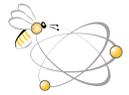
Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all dismissal directions.
- Follow all teacher/staff directions.

#### **Field Trips:**

Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.
- Dispose of their waste in an appropriate area.
- Follow all school rules pertaining to behavior.



- Wear BSTA uniform unless authorized by administration.

#### **Hall Passes:**

*Hallways, stairwells, and lavatories are areas used by everyone at school.*

- Students must have a hall pass if they are outside of the classroom during class time.
- Hall passes are only used to go to and from the restrooms.
- Students are not allowed to visit with friends or interrupt another classroom.
- Misuse of the hall pass will result in loss of hall pass privilege.
- Only one student per hall pass.
- Hall pass must not be used to go to the main office. Student needs a referral when going to the office.

#### **Emergency Drills:**

Fire drills, lockdowns, and evacuation drills are conducted for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

#### **Classroom:**

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

#### **Classroom Procedures and Consequences**

##### **1. In Class Warning**

A student will be notified by the teacher that a behavior is unacceptable.

##### **2. Student/Teacher Conference**

A teacher has found it necessary for a specific reason (disciplinary and/or academic) to conduct a conference with a given student to affect a change in behavior.

##### **3. Detention & Parental Notification**

A teacher has found it necessary, due to disciplinary action, to contact the parents of a student, and assign detention. (Time & location determined by teacher; Students will have at least one (1) day's notice to serve after school detention in order to make arrangements to be picked up from school).

##### **4. Parent Conference**

Parent must attend a teacher-parent-student conference

##### **5. Office Referral & Administrative Disciplinary Procedures**

Administration will decide the appropriate course of action

#### **Special Education Students**

If a student has a behavior plan in his/her IEP, the consequences cited in that plan will be used in the event of specified misbehavior. If the behavior(s) worsens or the frequency increases, the student's IEP team shall meet to review the plan and its implementation, and modify it, as

necessary, to address the behavior(s). When a student with an IEP is given out of school suspension, the suspension must follow Utah Special Education Rules and may necessitate the convening of the student's IEP team. Special education personnel, regular education personnel, parents, and related service providers specified in the IEP must be informed and involved. If a student with an IEP is expelled (due to weapons, drugs, or serious physical injury to another individual), or suspended for more than ten (10) days in a school year, the school continues to be responsible to provide services to the extent necessary to enable student to appropriately progress in the general curriculum and appropriately advance toward achieving to goals set out in the student's IEP.

#### **PHONE USE**

In case of emergency, students may go to the office with a hall pass from a teacher.

**Please note:** The office phone is for emergency calls only. Cell phones must be turned off on the school premises at all times except for before/after school hours in the parking lot. Students violating this rule will have their cell phone confiscated.

1<sup>st</sup> Offense. Cell phone will be returned to the student after school. 3 Negative Points assigned in CoolSIS.

2<sup>nd</sup> Offense. Parent pick up phone after school. 5 Negative Points assigned in CoolSIS.

3<sup>rd</sup> Offense. Cell phone will be kept in the office for one week then returned to the student. Further violations will be referred to Dean of Students. (Possible suspension)

**All discipline incidents will be recorded into CoolSIS.**

#### **UNACCEPTABLE TYPES OF BEHAVIOR AND CONSEQUENCES**

##### **A. Assaulting, Fighting and/or Arranging Fights**

School is not a place to arrange fights, whether those fights take place on or off school grounds. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved.

##### **Consequences:**

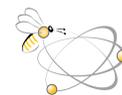
1<sup>st</sup> Offense: Parents/Guardian contacted. Up to two (2) day Suspension. Possible Expulsion.

2<sup>nd</sup> Offense: Parents/Guardian contacted. Up to four (4) day Suspension. Possible Expulsion.

3<sup>rd</sup> Offense: Parents/Guardian contacted. Up to six (6) day Suspension. Possible Expulsion.

##### **B. Bringing Electronic Devices**

Tape or CD Players, IPOD, MP3 players, phones, PDA, PSP, Laptops, Electronic Games, and/or similar devices



are not allowed at school. They disrupt classes and distract others from learning.

**Consequences:**

1<sup>st</sup> Offense: Device is confiscated and returned to the student after school. 3 Negative Points assigned in CoolSIS.

2<sup>nd</sup> Offense: Device is confiscated and must be retrieved by parent/guardian on the assigned day. 5 Negative Points assigned in CoolSIS.

3<sup>rd</sup> Offense: Parents/Guardian contacted. Up to two (2) day suspension.

**C. Scholastic Dishonesty**

Scholastic dishonesty includes (but is not limited) cheating on tests, false statement, plagiarism, and/or any other types of deception to get credit without effort. Scholastic dishonesty is unacceptable conduct. Each teacher sets their own standards of behavior for their class-room, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed, accepted and will support individual teacher standards and procedures for cheating and plagiarism.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Up to one (1) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to three (3) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension and possible recommendation for expulsion.

**D. Abusing and/or Misusing Computers**

In order to access school computers, students must sign the BSTA computer use policy. Computer hardware and software are available for the benefit of all students. No student may purposefully tamper with either the hardware or the software. Computers are in the school for educational purposes only. Abuse and/or misuse of computers include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages.

**Accessing Inappropriate Websites Consequences:**

1<sup>st</sup> Offense: Loss of privilege of using school computers for the remainder of the week.

2<sup>nd</sup> Offense: Parent/guardian contacted. Referral to Dean of Students. Possible suspension.

3<sup>rd</sup> Offense: Parent/guardian contacted. Up to three (3) day suspension.

**E. Tampering with Hardware or Software Consequences:**

1<sup>st</sup> Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under supervision. The student may have to pay for computer technicians to undo tampering. Up to three (3) day suspension.

2<sup>nd</sup> Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under

supervision. The student may have to pay for computer technicians to undo tampering. Up to five (5) day suspension.

3<sup>rd</sup> Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under supervision. The student may have to pay for computer technicians to undo tampering. Up to seven (7) day suspension with recommendation for expulsion.

**F. Disrupting Learning**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class against teachers' classroom rules, chewing gum, insubordination and/or selling or trading personal possessions to other students.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, and/or up to one (1) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Possible detention, and/or up to three (3) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension, and/or expulsion.

**G. Violating Uniform Policy**

Students shall come to school in uniform, conforming to specific uniform and appearance limitations described in this Handbook.

**Consequences:**

1<sup>st</sup> Offense: The student will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire.

2<sup>nd</sup> Offense: As above, steps will be followed to attain proper attire. Possible detention.

3<sup>rd</sup> Offense: As above, steps will be followed to attain proper attire. Up to one (1) day suspension.

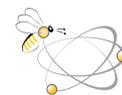
4<sup>th</sup> Offense: As above, steps will be followed to attain proper attire. Up to three (3) day suspension.

With the 5<sup>th</sup> offense student will be referred to Discipline Committee for further consequence.

\*\*\* No Belt/Patch: Teachers will send students to the office. Office does not have to provide extra patch and belt. For each offence parent will be notified (via e-mail or phone or letter) and with the third offence student will serve a detention. With the fifth offence student will be referred to Discipline Committee (DC) for further consequence.

**H. Using Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol**

Use of drugs or alcohol means a student knowingly possesses, consumes, uses, handles, gives, stores, conceals, offers to sell, sells, transmits, acquires, buys, represents, makes, applies, or is under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physi-



cian/parent and within school procedure), alcohol, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited everywhere on school grounds, at all school activities, and on all school transportation (drug free zone 1000 feet radius). Backpacks, gym bags, coats, and/or any other containers might be searched by Administration and/or Law Enforcement if they suspect the presence of such items.

**Consequences:**

Parent/guardian and law enforcement officials contacted. Ten (10) day suspension pending expulsion proceedings.

**I. False Fire Alarms**

Issuing a false fire alarm is a violation of State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from a fine of up to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities, including a fine of \$100 for each false call.

**Consequences:**

Parent/Guardian contacted. Ten (10) day suspension. Recommended for expulsion. Restitution for any damage(s). Possible prosecution by Legal authorities.

**J. Forgery of Signatures**

Any attempt by a student to sign a teacher's, administrator's, parent's or guardian's, and/or another student's name to any school document will be considered forgery.

**Consequences:**

**PLEASE BE AWARE AND NOTE!**

**There may be situations that warrant immediate parental or administrative action.**

1<sup>st</sup> Offense: Parent/Guardian contacted. Up to three (3) day suspension. Possible Expulsion.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible Expulsion.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Ten (10) day suspension. Recommendation for expulsion

**K. Gambling**

Gambling includes but is not limited to: playing cards, shooting dice, and participating in sports pools, etc. which involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Yu-gi-oh cards are also unacceptable.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Possible detention and confiscation of the card(s), dice etc. with retrieval only by parents/guardians.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to two (2) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to four (4) day suspension. Recommendation for expulsion

**L. Vulgarity, Profanity and Obscenity**

Any gesture or material of this nature is not permitted at school or school functions.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, possible suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Recommendation for expulsion.

**M. Bullying & Cyber Bullying**

Bullying is not permitted at BSTA. Each student deserves an equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any; but not limited to, of the following: "pushing, shoving, hitting, and spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically or computer based." **Bullying causes pain and stress to those who are victims and is never justified or excusable as "kids being kids", "just teasing", "joking", "playing around" or any other rationalization.**

*Each BSTA student agrees to:*

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the schools policies and support systems.
- Support students who have been victims of bullying.
- Serve as a role model for other students.

*Each BSTA parent agrees to:*

- Keep themselves and their children informed of the school's policies.
- Work in partnership with the school to promote positive interactions with others.
- Discuss the importance of friendship and team-work with their children.

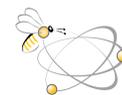
**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, possible suspension

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to three (3) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible expulsion.

**N. Harassment of Students, Teachers, Administrators, or Staff**



Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment.

**Harassment can be verbal, physical and visual (Education Code)**

**Verbal Harassment**

Verbal conduct such as the use of suggestive, derogatory, or vulgar comments. Sexual innuendos, slurs, making unwanted sexual advances, invitations, or comments. Spreading rumors about or rating others as to their sexual activity or performance verbally or computer based.

**Physical Harassment**

Unwanted physical touching, pinching, contact, and deliberate impeding, kissing, hugging, assault, or any intimidating interference with normal work.

**Visual Harassment**

Displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.

Harassment is a violation of Federal Law and is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Up to two (2) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to four (4) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to six (6) day suspension. Possible expulsion. Possible prosecution.

**O. Behaving Disrespectfully towards Teachers or Staff**

Disrespect (i.e. arguing, talking back, etc.) and insubordination (failure to comply with directives) toward any member of the faculty or staff will not be tolerated. Profanity, either spoken or written is considered a form of disrespect.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, up to three (3) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

**P. Student Hazing**

Hazing is defined as doing any act or coercing another person for initiation into any organization that causes or creates a substantial risk or causes mental or physical harm. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

**Consequences:**

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**Q. Smoking or Use of Other Tobacco Products**

Possession of tobacco products in any part of the school (drug free zone 1000 feet radius) or on the student is prohibited under this policy. This includes cigarettes, cigars, herbs, and smokeless tobacco. Backpacks, gym bags, coats, and/or any other containers might be searched if they suspect the presence of such items.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Up to three (3) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion

**R. Stealing and/or Vandalizing Private Property & Graffiti**

This means to cause or attempt to cause damage to private property, stealing or attempting to steal private property either on school grounds or during school activities, functions or events. Students and their parents or guardians will be held responsible for any theft/vandalism/graffiti (including graffiti tools such as permanent markers) that the student commits. Please Note: The school will file a police report in cases of theft or vandalism. Both offenses carry heavy legal penalties.

Student who report the vandals and helping in finding them will be given rewards for their help

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Administrative discretion. Up to five (5) day suspension. Restitution if required. Police report filed when needed.

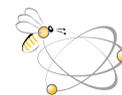
3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Restitution if required. Police report filed. Possible expulsion.

**S. Displaying Threatening Behavior**

Threatening behavior includes: verbal threats, both face to face and over electronic media (phone and/or computers), non-verbal threats ("hard" stares, gestures), willfully causing or attempting to cause physical injury to another person, causing or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

**Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, up to two (2) day suspension.



2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to three (3) day suspension recommended.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

#### **T. Bringing Weapon in School**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, club of any type, mace, tear gas, or other chemicals. This may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of a weapon. Backpacks, gym bags, coats, and/or any other containers might be searched by administration or law enforcement if they suspect the presence of such items.

##### **Consequences:**

Parent/Guardian and law enforcement officials contacted. Ten (10) day suspension with a recommendation for expulsion. Possible prosecution.

#### **U. Possession or Use of Fireworks**

Using or possessing any amusement device, smoke bomb, stink bomb, etc.

##### **Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Detention, up to one (1) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible expulsion.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

#### **V. Gang and Secret Society Symbols**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. No gang activity or gang association will be permitted at school or school sponsored activities. Gang symbols on notebooks, lockers, book bags, etc. are not permitted and will be documented. Students may not promise to become or be members of a gang, secret society, illegal club, sorority or fraternity.

##### **Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Up to two (2) day suspension.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

#### **W. Arson**

Intentionally starting any fire or combustion on school property.

##### **Consequences:**

1<sup>st</sup> Offense: Parent/Guardian and law enforcement officials contacted. Possible suspension and/or expulsion.

#### **X. Public Display of Affection**

Inappropriate behaviors of affection, which are not for public places such as cuddling, kissing, physical contact, etc.

##### **Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Conference with student.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Detention. Up to two (2) day suspension. Possible expulsion.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion.

#### **Y. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:**

Provoking/Intimidating Behavior Encouraging or Urging Other Students, Instigating will not be tolerated at BSTA Campus.

##### **Consequences:**

1<sup>st</sup> Offense: Parent/Guardian contacted. Conference with student.

2<sup>nd</sup> Offense: Parent/Guardian contacted. Detention. Up to two (2) day suspension. Possible expulsion.

3<sup>rd</sup> Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion.

#### **Z. Other Student Guidelines**

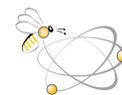
Violation of any school rule or regulation. (Subject to the approval of the principal, teachers may establish rules of conduct within their own classroom as they deem appropriate, so long as those rules and regulations do not conflict with state and federal law and applicable BSTA and Utah Public Schools policy. Such rules shall be distributed in writing to students at the beginning of each school year and whenever they are modified during a school year.)

**Accumulative consequences may increase the current disciplinary action when considered with the previous offenses.**

#### **DUE PROCESS**

All students at BSTA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not be knowingly denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, to emergency removal from a school activity, suspension, expulsion, and criminal prosecution.

All students at BSTA have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time a student feels they are the subject of



harassment, hazing, threats, or other intimidating behavior, they should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

Similarly, if a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, that student should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

#### A. DETENTIONS

Detention will be held each day either during the lunch period or after school for 45 minutes. Students will have at least one (1) day's notice to serve after school detention in order to make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

#### B. IN-SCHOOL SUSPENSION (ISS)

Students who are assigned ISS for any portion of the school day are not allowed to participate in extra-curricular activities that day. They must have all study materials with them when they arrive to the ISS area at the beginning of the day. Students must bring their lunch to school the day(s) assigned to ISS. Students are to remain quiet and in their seats. They are to communicate with the ISS supervisor only.

#### C. SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the principal. If a student is suspended, s/he will not have any opportunity to make up work that s/he misses during the suspension. Students and parent/guardian may appeal a suspension within one (1) school day of the suspension. This appeal will be made to the Principal and heard by the discipline committee. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All discipline committee hearings will be held within two (2) school days of the appeal being made. The decision of the discipline committee is final.

If a student receives 2 suspensions; third disciplinary action that requires another suspension may result in expulsion process.

#### D. EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the principal.

Students and parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Dean of Students and heard by a discipline committee. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All disci-

pline committee hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of this discipline committee is final.

**Revised version of this handbook with any changes or additions will be posted on the Academy's website.**

## III. GENERAL POLICIES

### SPECIAL EDUCATION

#### What is *Child Find*?

Child Find is a continuous process that includes public awareness activities, screening and evaluation procedures designed to locate, to identify, and to refer children with disabilities (and their parents/guardians) to appropriate services at school and in the community as early as possible.

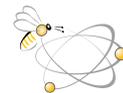
IDEA requires all states to have a comprehensive Child Find system to insure that all children aged birth to 21 years who are in need of special education services are located, identified, and referred to the appropriate intervention agency

#### Child Find applies to students that may be...

- Birth to 21 years of age.
- Suspected of having a disability even though they are advancing from one grade to the next.
- Enrolled in Public, Charter and Private Schools.
- From out-of-state and placed by family or other agencies in public or private schools, or residential facilities.
- Highly mobile – such as those that may be migrant or homeless.

How will BSTA **Locate & Identify** Students that may have a disability?

- BSTA Enrollment forms ask parents to identify if their child has a known disability and/or if they have ever received special education services.
- BSTA Student Handbook contains specific information about the referral procedure and availability of services for eligible students with disabilities.
- BSTA staff will receive annual training on *Child Find* and how to be cognizant of observed behaviors or other indicators that suggest a possible disability.
- Teachers will implement and document use and results of pre-referral interventions provided in the classroom. (This documentation is to be included in any formal teacher/staff generated student referral.)
- BSTA will develop and implement a Student Review Team (SRT) that will include the Principal or LEA designee, Special Education and Regular Educations



teachers, and others as needed to review student data and make appropriate recommendations.

- Referral forms are to be given directly to the principal, or designated LEA; who will review existing data and determine if referral go forward for full evaluation.
- When to consider using the

**Referral Process:**

- A parent/guardian or teacher/staff tells a teacher or administrator that they suspect a child has a disability.
- A parent or guardian supplies reliable information from an outside source – such as a health professional or service agency– that a student has a disability.
- A student continues to struggle academically, functionally, socially or emotionally in spite of implementing a variety of research-based interventions over time.
- A student that fails to make adequate progress toward grade-level expectations in one or more of the following areas may have a learning (or other) disability:
  - Oral expression
  - Reading fluency skills
  - Listening comprehension
  - Reading comprehension
  - Written expression
  - Mathematics calculation
  - Basic reading skills
  - Mathematics problem-solving
- Parents must be receiving regular communication from BSTA staff and be informed of all interventions, evaluations and other procedures regarding their child at all times.
- A Referral should be made immediately [to the principal or LEA designee] if a parent or guardian requests that an evaluation for special education services be conducted.
- A Referral must contain proper referral form AND documentation that supports referral.
- The Principal or LEA will review data and make final determination regarding course of referral process.
- ONLY the Principal or designated LEA can determine if the referral process will include further evaluation:
  - If it is decided that evaluation should take place, the Principal/LEA will assign a special education staff member to oversee and/or conduct the evaluation.
  - If the referral is NOT going to result in a full evaluation, the Principal/LEA will send the parent a Written Prior Notice of Refusal to take the action of conducting an evaluation.

Parents may appeal any determination made by the Principal/Lea and/or seek outside evaluation as they choose.

**RELIGIOUS EXPRESSION IN SCHOOL**

In compliance with existing federal and state law regarding religion and religious expression in public schools, the school may neither advance nor inhibit religion. It is the School’s policy to:

- 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and
- 2) maintain the schools official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

**LUNCH PERIODS**

Beehive Science & Technology Academy is a closed campus. This means that students must remain at school for the entire school day, including the lunch period. Students may buy lunch at school, or may bring a packed lunch. If a student has a special situation, the parent and the student will need to meet with the principal. During the lunch period, students will be expected to display good manners and courtesy. Students must eat their lunch only in the lunchroom. Students will be expected to clear and dispose of all trash appropriately. Teachers on duty during the lunch period will hold students responsible for their behavior.

**SCHOOL ACTIVITIES**

BSTA will offer a range of activities that will enrich student development during and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

**A. FIELD TRIPS**

Field Trips offer exciting ways to learn. BSTA students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

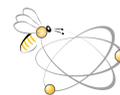
- Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date. Phone calls will not be accepted as permission.
- Students must wear school uniforms unless otherwise specified.
- Students must abide by the BSTA code of student conduct while on the field trip.

**All extracurricular activities are privilege, not a right for students. Therefore BSTA administration reserves the right to refuse anybody to attend these activities based on academic and behavioral concerns.**

**B. AFTER-SCHOOL ACTIVITIES**

There is no better way for students to enrich their education than by taking parts in clubs, after-school activities or working with a teacher. These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.



- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the BSTA code of student conduct while participating in the activity.

Students not participating in after school activities may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

**Note 1: BSTA is not responsible for students not participating in after school activities. Those students must leave the campus within ten minutes of school dismissal time.**

**Note 2: Students who are registered for after school activities must leave the campus within ten minutes of after school dismissal time**

**Academic Tutoring Program**

- Tutoring will be available as part of the BSTA after-school program.
- Students can receive tutoring from faculty and volunteers from local universities.
- The program will benefit all students.
- The sessions will generally occur after school; some may be scheduled on the weekends.
- Saturday tutoring is available to all students who wish to improve their academic skills. We offer math and SAT/ACT prep. All students are welcome to join.

**ILLNESS, INJURY, AND MEDICATION POLICIES**

Beehive Science & Technology Academy does not have a nurse on staff. The Secretary in the Main office can assist students with basic first aid treatment; however he/she is not a registered nurse. Students sent to the office, or visiting the office claiming to be ill, will be quickly evaluated by the Secretary. If a student needs treatment beyond basic first aid, a Parent/Guardian will be contacted to pick them up.

**A. ILLNESS OR INJURY DURING THE SCHOOL DAY**

If a student becomes ill or injured during the school day, s/he must report to the Main Office. Do not leave the building without permission. Any absence from class that is not first cleared through the office will be considered unexcused.

**B. ILLNESS AT HOME**

If a student is not physically well prior to the beginning of the school day, the administrators should be informed and the student must be kept at home.

**C. MEDICATIONS**

- All medications must be in the original container.
- The container must be clearly marked with the students first and last name.
- A “Request for Medication to be Taken During School Hours” must accompany all medication, containing instructions for administration, including exact times and dosages. The “Request for Medica-

tion to be Taken During School Hours” will be filed in the student’s folder.

- All medications are to be delivered to the front office and be picked up at the end of the day. The school is not liable for any medication not picked up after school.
- Children with chronic conditions may be exempted from this rule only after conference between the parents/guardians and the principal.

**C. CONTAGIOUS DISEASE**

If, during the course of the year, a child develops any contagious disease or condition, please notify the school immediately so that precautions can be taken and appropriate notifications sent home.

**LOST AND FOUND**

There will be a lost and found box in the office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. Items not picked up after 4 weeks will be donated to a charitable organization.

**LOCKERS**

Lockers are provided for storage of coats and books. The locker is only as safe as the student assigned that locker makes it. Use of a locker by more than one student is unacceptable. To permit other students’ access to that locker compromises the security of that locker.

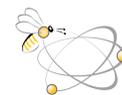
**STUDENTS ARE STRONGLY ADVISED NOT TO PLACE MONEY OR OTHER VALUABLES IN THEIR LOCKER. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR STOLEN OR LOST MONEY, CLOTHING, VALUABLES OR OTHER ARTICLES.**

The lockers are the property of the Academy. School authorities have the right and the obligation to check the lockers for the safety, welfare and protection of students on school property at any time. Every student is responsible for the locker he/she is assigned as well as the contents of the lockers at all times.

The Academy is not responsible for any belongings left around, under, on top of the lockers. Those areas will be cleaned out regularly.

**TEXTBOOK AND SUPPLIES**

BSTA will provide students with textbooks for each class. Some classes may also provide textbooks to be used only in the classroom so that students do not need to transport heavy books to school. BSTA will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family makes a full payment for the textbooks. Due to the high cost of textbooks, families are asked to make a contribution to the textbook fund, if possible.



When textbooks are distributed, students need to write their name in the appropriate place. Teachers will write down the number of the textbook the student has and the condition of the book. When students return a book, its condition will be checked. If a student loses a book or damages it by writing in or ripping it, the student will have to pay to replace the book.

**Note:** In some classes, teachers will assign a textbook to each student for use only in the classroom. This textbook will be kept in the classroom at all times. Students will be required to report immediately any damages to the textbooks to their classroom teachers. Otherwise they will be held responsible for the damage.

### VISITORS

Visitors are welcome at BSTA, for educational reasons. All visitors including parents must register and sign in with the office when they enter the campus. Visitor passes must be worn while on campus. Students wishing to bring a visitor to BSTA must complete the Student Visitor Form and receive approval from the office at least two (2) school days in advance. Please do not bring guests to school without prior arrangements. No visitors will be allowed the last two weeks of each semester, due to final exams.

### PARENTAL INVOLVEMENT AND SUPPORT

Since your child's education is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

#### Parents/Guardians are asked to:

- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Be familiar with BSTA student hand book and explain it as necessary.

### PARENT/TEACHER COMMUNICATION

- Parents are encouraged and are always welcomed to discuss the progress or problems of their children with the school faculty when an appointment is made prior.
- Parents may not disturb a teacher during school hours.
- An appointment is required for all conferences.
- To make an appointment with a teacher, call their extension before school or after school. You can also contact teachers via email.
- If your question relates to the classroom, please ask the appropriate teacher.
- Any question involving a student's work or behavior must be discussed with the teacher before it is discussed with the administration.
- Parents are expected to make every reasonable effort to cooperate with the teachers and school staff to help their child have a successful educational experience.

- Parents who wish to observe their child's classes need to make arrangements with the teacher whom they like visit and get approval from administration at least a day prior to their visit.
- Parent/teacher/student conferences are strongly encouraged when an appointment is made prior.

### CONTACTING YOUR CHILD DURING SCHOOL HOURS

- Parents/Guardians should only contact the main office if they must leave a message for their child in case of an emergency. Students will not be disrupted during school hours for non emergency reasons. In case of an emergency, the message will be given to the student by office personnel. Parents/Guardians should not contact their child's cellular phone during school hours; students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.
- Parents/Guardians are not allowed to visit their child during school hours. In case of an emergency, the parent must go to the main office and leave the message for their child. The office personnel will deliver the message as soon as possible.

### COOLSIS

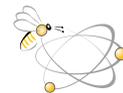
Parents, as well as students, will have access to their child's grades in each class, missing/incomplete/upcoming assignments, upcoming tests/projects, discipline, communication log, and teacher contact information. Each parent will be provided with a username and password to have access throughout the school year, 24 hours a day.

### INTERNET USE

- Access is a PRIVILEGE, not a right
- Internet access is given to users who agree to act in a considerate and responsible manner
- School personnel may access Internet user's files

#### User's may not:

- Use another person's username and/or password or transmit home addresses and/or phone numbers.
- Use the network for commercial, political and/or personal non academic uses.
- Access the system to encourage the use of drugs, alcohol, or tobacco.
- Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Use the Internet in any unethical or illegal manner
- Use personal e-mail accounts and any instant messaging programs
- Use proxy websites to access blocked websites by BSTA administration
- Violate any copyright laws
- Use non educational games



- Damage the computer, computer systems, or computer networks
- Trespass in another's folders, work, or files.
- Change the computer settings

Violation of the above rules may result in loss of Internet access for the entire school year as well as other disciplinary actions. If the user is not sure how to do something on the computer, ASK a teacher or the system administrator. Failure to comply with computer rules will result in a lowered grade and other disciplinary consequences.

### ELECTRONIC DEVICES

BSTA policy regarding possession of cellular phones, any personal electronic devices, iPods, MP3 players, cameras, video cameras, laptops, and recording devices is as follows:

- From the moment a student arrives on campus to the time that the student leaves the campus, the power of the electronic device must be turned off and all devices are to be out of sight, secure with the student's belongings- in a backpack or purse. The duration of the non-permitted use includes before school on school grounds, instructional time, passing periods, lunch time, and tutoring. At no time, shall the educational program or school activity be interrupted.
- The school is not liable if such devices are damaged, lost or stolen. The use of these devices or their ringing/vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.
- All confiscated devices will be returned to a parent/guardian accompanied by the students at assigned time.

### EARTHQUAKE AND MAJOR DISASTER PROCEDURES

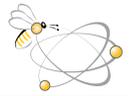
- In the event of a fire, major earthquake or major disaster, students are to be evacuated to the assigned area by BSTA

- If the local public schools announce that the students will be dismissed, BSTA will do the same.
- Parents are to remain in assigned area and sign out their child with the appropriate staff member because BSTA has to account for all students. BSTA cannot be searching for a "lost" child who was, in fact, already picked up.

### STUDENT TRANSFER

- Any student transferring out of Beehive Science & Technology Academy must complete the "Student Withdrawal Form" which can be obtained from the main office. The form must be completed prior to a student transferring. It is the parent/guardian's responsibility to complete the form. The school is not responsible for having it completed.
- It is the student's parent(s)/guardian(s) responsibility to contact the school that student will be transferring to. It is the parent's responsibility to make all necessary arrangements for a successful transfer.
- If a student will be transferring to another school for the following school year, the parent is still responsible to inform the main office before the last day of school, or last day of attendance.
- All textbooks and student's lock must be turned in before the last day of attendance in order to complete a successful transfer. Parents are responsible to re-fund for damages on the textbooks.

**Please read and discuss the policies, procedures, and expectations with your child/children before signing and returning the receipt at the last page.**



## UNIFORM AND PERSONAL APPEARANCE

The Beehive Science and Technology Academy Board and Administration believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others build school/community spirit, and more significantly, help to maintain high academic standards. The Board also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

The Principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate. Efforts to enforce this policy by School Administration and teachers are deemed as a cooperative partnership with parents. We encourage the proper purchasing of uniform items, which meet our requirements (Listed in Addendum One) so students' choices will be in compliance. Dressing oneself is and should be a conscious choice based upon the environment and activities of our day. Continued non-compliance is viewed as a conscious choice to not follow policy, these types of choices are not productive in an academic or employment setting. We hope to model to our students a "dress for success" attitude to support their academic success. Please cooperate by displaying modesty and neatness in appearance, and take pride in these uniforms by keeping them neat and clean. We rely on students and parents/guardians to maintain these uniforms. Unfortunately, in the past enforcing this policy has taken valuable time and resources from the learning environment so the newly adopted consequences will now be in force starting the 2014-2015 school year.

The principal and/or principal's designee shall ensure the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations to be determined to be in conflict with this policy.

Consequences:

Teachers and staff will be doing uniform checks at the start of each period throughout the day.

Appropriate disciplinary actions for violations may include the following:

First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school. If the student takes this opportunity the student will receive 3 Points for non-compliance in CoolSIS. If a student is unable to change and comply they will be given a detention and 5 Points for non-compliance. In both situations, an email or phone call will be made to the parent for notification as well as notes in CoolSIS made.

Second Offense: A second infraction of the policy may be considered as defiance. In addition, to the disciplinary actions available for a first offense, an after school detention will be imposed and a parent/guardian conference will be held in order to discuss the circumstances and choices the student is making.

Third (and additional) Offenses: A third or additional infraction of the policy may be categorized as a serious infraction of willful defiance of school policy and the student will be subject to the consequences outlined herein as well as one to three days (1-3) out of school suspension.

With the 5<sup>th</sup> offense student will be referred to Discipline Committee for further consequence.

Disciplinary action may vary when a student has a record of other student conduct violations during the current school year. An example of this is a student who has other defiance of rules related incidents.

Students who do not comply with the School Uniform and Appearance Policy may also be excluded from participating in school programs, including graduation ceremonies. Copies of the School Uniform and Appearance Policy shall be made available to students and parents both online and in print if requested.

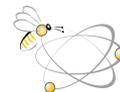
Students new to SBTA (after the start of the school year) must be in compliance with the School Uniform and Appearance Policy within five days of enrollment.

### E. SCHOOL UNIFORM

- All BSTA students are required to wear the school uniform at all times including during the after school tutoring activities.

### F. PE UNIFORM

- Students are required to bring PE clothes to school on P.E. days. They will change clothes before and after P.E. Students must empty changing room lockers after every P.E. class.



### G. FREE DRESS DAYS

Students must wear clothes appropriate for school. No inappropriate pictures or sayings. Girls may not wear spaghetti straps, strapless or mid-drift revealing shirts or dresses. Skirts/Skorts must follow the knee cap rule. Pocket chains will not be allowed. All clothing must be clean and contain no holes. Students must follow footwear guidelines of a regular school day.

### H. THEME DRESS DAYS

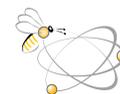
On occasion, students will be asked to attend school dressed to fit a certain theme. If a student does not wish to participate, they will be required to attend school wearing the standard school uniform.

**If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is NOT permitted to be worn when the student is at school or representing the school.**

*See Addendum One for specific Uniform Shopping Guide*

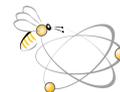
\*\*\*Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian on the Uniform Exception Request Form and approved by the principal and/or principal's designee on an annual basis. Parents must present supporting documentation justifying the exception. All documentation to be considered must be included at the time of the submittal of the Uniform Exception Request Form. This will be reviewed by the principal and/or principal's designee and a decision rendered within 48 hours of submittal. The student may NOT come to school out of compliance with the uniform policy at any time unless they have been approved by the principal and/or principal's designee and there is an approved Uniform Exception Form on file. We appreciate your cooperation as this will help teachers and staff ensure a more equitable enforcement of this policy.

If your family is having any difficulty purchasing uniform items please contact the Administration or Office Staff for assistance. The business community is offering some uniform scholarships for families needing assistance.



## STUDENT UNIFORM POLICY

	GIRLS	BOYS	ADDITIONAL
<b>BOTTOM</b>	<p>Khaki/Black colored skirts, flat front pants, shorts or skorts (knee cap or longer) are acceptable. Cargo pants ARE NOT allowed.</p>	<p>Khaki/Black colored flat front pants or shorts (knee cap or longer) are acceptable. Cargo pants ARE NOT allowed.</p>	<p><b><u>Pants/Skirts/Skorts/Shorts:</u></b></p> <ul style="list-style-type: none"> <li>• May not be baggy or tight fitting such as “skinny pants” or “leggings”. May not be rolled at waist. Waist size must be same as student’s waist size. Pants, shorts or skirts cannot be made of denim. No “levis,” jean or nylon “sweat-pant” material will be allowed. Only the acceptable material and styles for purchase listed in Addendum One.</li> <li>• The bottom of the skirt, skorts, and/or shorts must be no higher than 1 inch above the middle of the kneecap when the student is standing.</li> <li>• Socks may not be worn over pants.</li> <li>• Rubber bands are not allowed on the bottom of pants or ankles.</li> </ul> <p><b><u>T-Shirt:</u></b></p> <ul style="list-style-type: none"> <li>• Shirts must be long enough to remain tucked in when bending over. Students may wear long sleeve undershirts under polo t-shirt. They can only be white, burgundy or navy blue plain, without ANY logo larger than 2 inches, in accordance with acceptable styles for purchase in Addendum One.</li> <li>• The student may choose to button, or not button, the top button of the polo shirt. All other buttons of the polo shirt must be buttoned.</li> <li>• Sweaters may not be rolled at the waist.</li> </ul> <p><b><u>Undergarments:</u></b></p> <ul style="list-style-type: none"> <li>• Should not be (visible) through or outside of clothing, tops and bottoms.</li> </ul> <p><b><u>Shoes:</u></b></p> <ul style="list-style-type: none"> <li>• Hiking boots and snow boots may be permitted to be worn during bad weather, or as directed for school field trips.</li> </ul> <p><b><u>Personal Appearance:</u></b></p> <p><b><u>Jewelry:</u></b> Boys and girls may wear stud type earrings only, decorations no larger in diameter than a dime, and no dangling or pointed earrings are to be worn - even on free dress days. Only one pair of earrings may be worn, one earring in each earlobe only. Absolutely no gauge style earrings allowed. No extra piercings are allowed. Necklaces may not be visible outside of the clothing.</p> <ul style="list-style-type: none"> <li>• Acceptable hair accessories (for girls) are listed in Addendum One of this Handbook. Boys may not wear any hair accessories and hair must be kept out of eyes through proper styling.</li> <li>• Hair should not be extreme, i.e., no big spikes or hair color that is not natural. No Mohawk style of cut.</li> <li>• No shaving the head bald. Hair must be at least ½ inch on the top and ¼ inch on the sides and back. No mustaches or beards. Sideburns may not extend beyond the bottom of the earlobe and may not extend wider than ½</li> </ul>
<b>TOP</b>	<p><b>Belts (not required for all variations of dress uniform):</b></p> <ul style="list-style-type: none"> <li>• Belt should be worn if needed to ensure pants do not sag: If worn the belt will be properly fitting, solid brown or black belt (no mesh, rope, or all metal).</li> <li>• Belts must fit properly and may not hang down when buckled. There will be no “sagging, baggy or dragging” pants. All bottoms should have belt loops. Students may not wear excessive or fancy belts.</li> </ul>		
<b>TOP</b>	<ul style="list-style-type: none"> <li>• Navy blue or Burgundy polo style shirts with short or long sleeves listed in acceptable styles of Addendum One (School logo patch affixed on the upper left chest)</li> <li>• Navy or Maroon or Burgundy sweater vest or long sleeve sweater, either pull-over or sweat-shirt/cardigan <b>listed in acceptable styles of Addendum One.</b></li> <li>• All tops will carry school logo patch, affixed on the left chest.</li> </ul>		
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>• Shoes, loafers or sneakers (shoes must be closed toe).</li> <li>• Plain, unadorned socks or tights (for girls) must always be worn.</li> </ul>		
<b>FOOTWEAR</b>	<p>No sandals, clogs, mules, slippers, flip flops, high heels, platform shoes or shoes with wheels.</p>	<p>No sandals, clogs, mules, slippers, flip flops or shoes with wheels.</p>	
<b>PE UNIFORM</b>	<p><b>TOP:</b> Plain colored t-shirt, sweatshirt, or pull-over absolutely no logos or writing unless it is a small (smaller than 2”) brand label. (I.e. Nike swoosh)</p> <p><b>BOTTOM:</b> Sweatpants, shorts (Knee-cap rule). No jeans.</p> <ul style="list-style-type: none"> <li>• <b>FOOTWEAR:</b> Any athletic type shoes suitable for basketball, tennis, and field sports are allowed. Cleats are not permitted.</li> <li>• No inappropriate writing or picture allowed. Students must follow PE uniform policy on free dress days.</li> </ul>		



<b>OUTERWEAR</b>	<ul style="list-style-type: none"> <li>Hats, caps, and other headgear may not be worn in school buildings. No gloves or finger lacing of any sort are allowed.</li> <li>Windbreakers, jean jackets, or ski jackets, may not be worn in the classroom or school buildings. School sweatshirts may be worn or carried, but not tied around the waist.</li> </ul>	<ul style="list-style-type: none"> <li>inch.</li> <li>Hair must be neat, clean, and well kept.</li> <li>Girls may not wear excessive make up and boys are not allowed to wear any make up.</li> <li>Facial and body piercing are not allowed.</li> <li>No bandanas, sweatbands or arm wraps.</li> <li>Visible tattoos, permanent or temporary are not acceptable.</li> <li>No "glitter", decorations, or drawing of any kind should be visible on the skin (arms, legs...), hair, body, or uniform.</li> </ul>
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### STUDENT CONDUCT CONTRACT

Because all students and parents/guardians have elected to apply to Beehive Science & Technology Academy, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask that parents and students carefully read over and sign the student contract on this page. As the school year unfolds, students must do their best to behave in ways that will enhance their own and others' ability to learn.

**STUDENT CONTRACT**

As a student of Beehive Science & Technology Academy, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will follow the uniform policy and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date