

InTech Student Policies

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All Student Policies Passed July 12, 2007

Electronic High School Passed November 13, 2007

Student/Activity Excursion Passed March 18, 2008

Cheating and Plagiarism

Each student is responsible for his/her own work. Any student involved in cheating or plagiarism will not receive credit for the work and a parent/guardian will be informed of the offense. Repeated offenses in the same class may result in a loss of course credit.

Closed Campus

Students will not be allowed to leave the school campus between the time of the first bell to the completion of school. A parent may make a written request for waiver of this policy to the principal for unusual circumstances that would necessitate the student leaving the campus. Included in the written request would be doctor's appointment request.

- First offense – call to parent and have a sit-down meeting with parent, student, teacher and administration. School service for one hour – washing windows, trash pick-up, Lunch cleanup, classroom cleaning, whatever else the staff needs.
- Second offense- call to parent and sit-down meeting with parent, student, teacher, and administration, two hours of school service supervised by the parent and a school truancy ticket written-up by the USU Police Officer.
- Third offense – call parent, sit with parent, student, teacher, and administration, discuss situation, suspension of school for two days, included is the day of pickup from school, two hours of school service supervised by the parent and a school truancy ticket written-up by the USU Police Officer.

Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by a teacher, other student, administrator, or other school personnel. If they are punished in this manner, teachers, substitutes, or staff will be suspended with pay, pending an investigation, and then hearing by the Board.

Delegation of Authority

From time to time, the principal will have to be gone from the building. The following in priority order will be the line of authority you will contact in case of concerns that cannot wait.

1. School Counselor
2. Designated Teacher

Dress Code

InTech student dress and grooming standards are based on safety, modesty, good hygiene and maintaining a non-distracting learning environment.

Learning Environment standards

- Students clothing must be clean, fit properly, and be in good repair (includes hair and cosmetics)
- Students appearance should be well groomed (includes hair – in natural hues) and cosmetics – in moderation)
- No hat, caps, or head-coverings (except for religious or medical purposes)

Modesty standards:

- Underwear should not be visible (no sagging pants or see-through material)
- Faux (or real) lingerie/underwear should not be worn as outerwear (e.g. corsets, bustiers, etc)
- Abdomens, chests, and shoulders should be covered (no short shirts, no cleavage showing, no tank-tops, shirts must have at least cap sleeves)
- Thighs should be covered (skirts/shorts must come to the top of the knee when standing)

Safety/Hygiene standards:

- No weapons or look-alike weapons (includes all pocket-knives)
- No gang apparel
- No bandanas/do-rags/handkerchiefs worn in any manner
- No clothing that promotes or depicts violence, drugs, alcohol, tobacco, harassment, racial/ethnic/religious prejudice, vulgar language, sex/sexual suggestion, or crude/immoral behavior.
- No open toe or heel footwear
- No metal accessories that present a hazard to the health or safety of the wearer or others

If the principal determines that individual student's dress is inappropriate because it violates safety, modest, good hygiene, or learning environment standards, the principal may create individually tailored dress-codes for that student.

Exceptions to these rules may be permitted by the administration for specific classes as necessary (e.g. PE) or special school events and only for a short period of time.

Passed August 2008

Electronic High School

InTech Collegiate High School will have a proctor available on campus for Electronic High School tests.

Electronic Media/Information Related

School website

The school website is a great resource for information, announcements, access to student grades, lunch menus, etc. It can be viewed at www.intechchs.org. The school webmaster encourages suggestions and can add announcements, etc. as needed.

School bulletin boards

A number of bulletin boards posted around the school. These bulletin boards are to be used for school-related business. Appropriate use of bulletin boards includes advertising club activities, school announcements, school news, etc.

SIS Usernames and Passwords

InTech utilizes Student Information Systems (SIS) to help parents and students keep track of their grades online. In order to view your student's grades, parents must contact the school secretary in person and fill out a username and password request form. Parents may then visit <https://intech.usoe-dcs.org> to login.

Electronic High School

Students may take free online classes from the electronic high school to help them meet their graduation requirements. The Electronic High School may be viewed at <http://www.ehs.uen.org>. Students will need to register online.

Student Newspaper

InTech students may take this class to help produce a student newspaper. All newspaper articles and material will be proofed by a member of the InTech staff before the newspapers are distributed. Comments and views in the student newspaper do not necessarily reflect the views of InTech Collegiate High School.

Fees

The following policy concerns school fees, rental fees, textbook sales, deposits or rentals or waivers regarding these items. Under the direction of the Board, the principal is authorized to administer this policy fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents.

Philosophy

1. Many expenses in the operation of schools are beyond the ordinary costs of education. Added conveniences such as, but not limited to, lockers, yearbooks, clubs, travel, and tangible products are items of cost which may properly be borne by parents and students.
2. Activities that are outside the normal school curriculum should be supported largely by participating students.
3. Students should have equal access to all programs offered by the public school regardless of their parents' or guardians' ability to pay school fees.
4. A waiver procedure is identified herein to ensure that students are not denied the opportunity to participate in school activities and educational programs because of inability to pay fees or charges.
5. An appeal process is defined herein with the Board retaining the final responsibility.
6. Written notice should be provided to parent/guardians, students, school personnel, and the general public regarding school fees, rental fees, textbook sales, deposits or rents, and waiver policies. Specific fees are to be published prior to registration time.

Purpose

1. To permit the orderly establishment of a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participations in school-sponsored activities.
2. To implement State Board of Education rules that direct the Board to implement a policy regarding student fees. The rule is authorized under Article X Sections 2 and 3 of the Utah Constitution, which vests general control and supervision of the public education system in the State Board of Education and provides that schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature.

Definitions

1. "Fee" means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school.
2. Provision in Lieu of Fee Waiver means an alternative to fee payment and waiver of fee payment. A plan under which fees paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver.
3. Student supplies means items that are personal property of a student which, although used in instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. The term includes pencils, papers, notebooks, safety eye glasses, basic clothing for healthy lifestyle classes, and similar personal and consumable items over which a student retains ownership.
4. Optional project means a project chosen and retained by a student in lieu of a meaningful and productive project otherwise available to the student that would require only school-supplied materials.
5. Textbook means book, workbook, and materials similar in function that are required to participate in a course of instruction.
6. Waiver means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

Statement

1. All fees must be set by the Board. Fees will be set at least once a year by the Board.
2. No school employee may establish any student fee or cost not set or approved by the Board.
3. Fee schedules and the waiver policy will be provided to students in the registration materials.
4. The school may sell school supplies to students; however, students will be required to provide their own school supplies.
5. Textbooks may be sold or rented, or deposits required and shall be at a cost not to exceed the actual cost of the book plus costs of transportation and handling.
6. Textbooks, workbooks, etc., required for courses of instruction for each student whose parents or guardians are financially unable to purchase them because of receiving public assistance in aid to dependent children, general relief, foster care, school lunch waiver, or otherwise unable to pay the fees, will be provided free of charge without rental charges and deposits.

7. No fees shall be charged any student for laboratory materials unless the item becomes a take-home item.
8. Individual students and parents will be required to pay for textbooks, lab materials and damages to school property beyond reasonable wear and use by students.
9. A fee may be charged in connection with any school sponsored activity, which does not take place during the regular school day.
10. Fees may be charged in connection with any school-sponsored activity, which does not take place during the regular school day.
11. No present or former student may be denied receipt of transcripts or diploma for failure to pay school fees.

Waiver Policy

1. No student shall be denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.
2. The Principal shall administer the waiver policy. If it is necessary to review financial documents, only the Principal is authorized to review such documents. Request for waivers shall be handled without unreasonable delay. No eligible student or parent shall be denied waivers.
3. A student who has applied for or received a waiver shall not be identified to persons other than those directly involved in gathering or administering waivers.
4. The Principal may require a waiver eligible student to perform a work assignment or public service as payment-in-kind in lieu of a fee waiver. Work or service alternatives must be administered according to the following guidelines:
 - a. The student given work alternatives should not be treated differently from other students or identified to persons who do not need to know.
 - b. The work should be appropriate to the age, abilities, and situation of the student and should not create an unreasonable burden on the students or parents.
 - c. The work should be a fair exchange of time for the value of the fees to be waived.
 - d. Parents are to be given an opportunity to review the proposed alternative to fee waivers.
 - e. Work alternatives should not create a burden on school resources.

Eligibility

1. Inability to pay is presumed for students who are
 - a. Eligible for free lunch
 - b. Receiving public assistance in the form of Aid to Families with Dependent Children, or Supplemental Security Income (SSI) or
 - c. In foster care or in state custody.

2. Case by case determinations are made for those who do not qualify under the foregoing standards but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss or substantial reduction of income of extraordinary and unavoidable expenses, are not reasonably capable of paying the fee.
3. Parents or guardians shall be required to provide eligibility documentation supporting their claim for fee waivers in the form of
 - a. Verification of eligibility for free school lunch;
 - b. Verification of receipt of Supplemental Security Income (SSI);
 - c. Verification of receipt of Aid to Families with Dependent Children (AFDC);
 - d. Verification that student is in foster care;
 - e. Verification that student is in state custody; or
 - f. Verification based on income tax returns or current pay stubs if the student doesn't qualify under one of the above presumed eligibilities.
4. For the protection of privacy and confidentiality, schools shall not retain required fee waiver documents.
5. If a student is eligible for waivers, textbooks fees must be waived; no work alternative is permissible. A student may, however, be offered a work alternative to a waiver for all other kinds of fees.
6. If a parent or guardian of an eligible student asks to pay fees in installments instead of having all or part of the fees waived, an alternative method of payment can be arranged for everything but textbooks fees.

Appeals

1. An appeal is submitted to the Principal.
2. The Principal shall respond within one week of receiving the appeal (5 working days).
3. If the party is not satisfied with the decision or the principal has not responded within one week (5 working days), the appellant may file the appeal with the Board of Governors.
4. The Board shall respond within 45 working days.

Field Trips

InTech periodically schedules educational field trips. Buses are paid for from student fee moneys. No student will be excluded from field trips because of inability to pay.

Hazing

It is the policy of the Board of Governors (Board) that hazing activities of any type are inconsistent with the educational process. Hazing is defined as

Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the principal. The principal will decide the degree to which the hazing will be punished.

Inappropriate Language

The school will not tolerate harassment, intimidation, or inappropriate language at any time. The school's position is that high school students know the impact of language and other forms of communication. They are therefore responsible for what they say and do. The expectation is for all students to demonstrate sensitivity, compassion, and understanding and to show respect in their daily interactions with others. If a student is using inappropriate language, the student is first sent to the office to call a parent and to fill out the 5W's form. The second offense leads to the suspension of the student for the rest of the day. Follow offenses can lead to additional suspensions and the assignment of service hours.

Visitors to the School

All school visitors, including parents, guest speakers, and others, are required to check in with the main office for safety and security reasons.

Released Time for Students

Parents are responsible for identifying and providing a released time experience for their children.

Policy for Collecting Payments

All money will be collected at the main office, and payments will be recorded and receipted.

Truancy

Any enrolled student who is absent from school without approval more than four days (in part or whole) during any one semester will be considered a chronic truant.

Truancy is defined as absence from part of any class without the knowledge and permission of the parents/guardian or the approval of the school. Make-up work will not be provided for absences due to truancy. Truant students will be subject to the following penalties:

- **First Instance:** For the first instance of truancy during a school year, the student may be placed on school probation and/or appropriate disciplinary action.
- **Second Instance:** For the second instance of truancy during a school year, the student will receive a short-term suspension, and in-school suspension. Determination of the severity of the suspension will be with the principal and teacher involved, and the parents of the student.
- **Third Instance:** For the third instance of truancy during a school year, the student will be recommended by the school administrator for suspension from school for up to three days.

A concentrated effort will be made to prevent and remedy truancy in its early stages. School personnel, wherever possible and as much as possible, will seek cooperation from parents and assist parents in remedying and preventing truancy.

A school truancy committee will be formed for the purpose of acting on referrals presented by the principal or counselor. The committee will be composed of the principal of the school, counselor, and patrons.

The truancy committee may take the following actions with regard to any chronic truant:

- Place the student on probation for up to ten days.
- Recommend the transfer of the student to another school. This cannot be done unless first, a meeting is held with the student and parent(s), and the parent(s) decides to remove the child.
- Recommend the suspension of the student, the length dependent upon discussion with the parents of the student.
- File a complaint with the municipal court or justice court under the truancy laws if it appears that the parent or guardian is able to comply with attendance but does not or will not do so.

Through cooperation with parents, strict regulations in regard to tardiness of an unexcused absence and diligence in investigating the causes of absence, the Board will endeavor to reduce truancy.

Learning Environment in the High School

The school will provide a learning environment that helps secondary school students develop maximum competencies in basic skills, practice ethical standards of behavior, attain mature attendance habits, and progress in achievement so that they will qualify for further education and/or employment.

- Secondary school students will be scheduled for at least five classes or credits, running consecutively except for lunch. The model will be similar to the USU semester program.
- The school day for all secondary school students will begin with the first period regular class and end with the last period regular class. Exceptions will apply only for:
 - Work study and intern students who must proceed to work earlier in the day or remain at work later in the day;
 - Students who elect to take seven classes or credits;
 - Students who apply for and receive special permission from the principal of the school (this could include students taking USU classes).

Malicious and Accidental Damage to School Property

The Board assumes that parents of children who are involved in acts of malicious or accidental destruction of school property will accept responsibility for adjusting such damages to the satisfaction of the Principal, whom the Board holds responsible for its property protection. In all cases of such damages to school property, the Board expects voluntary reparations with arrangements made through the principal.

Personal Electronic Devices

Personal electronic listening devices, including but not limited to radios, walkmans, jam boxes, headphones, CD players, iPods, game boys, DVD players, Beepers, Pagers and Cell Phones are not allowed at school. Students are encouraged to leave such devices at home. Students who possess one of these devices while on school property or while attending a school-sponsored activity on or off school property will store them in their lockers. A person who discovers a student in possession of one of these devices will report the violation to the principal or staff member. The device is forfeited to the school for one week (five working days) and must be picked up by the parent.

Skateboards/Rollerblades

Skateboards/rollerblades are prohibited from being used inside the building. Students are also prohibited from grinding curbs, rails, etc. on the InTech campus.

Public Affection

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate, but kissing and petting is immoderate and objectionable. Disciplinary action starting with a parental conference will be taken against students who ignore or refuse to cooperate with this reasonable rule.

Student Concerns, Complaints, and Grievance

For the purposes of this procedure, the following categories of complaints are established:

- Conduct of an individual
- Departmental policies and procedures
- Building policies and procedures
- Curricular programs
- All others

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the office of the principal. An example of this form can be seen as Appendix A. This should be done in the following manner:

- Conduct of an individual – immediate supervisor of the individual. The principal is the supervisor of the teacher; the Board of Governors is the supervisor of the principal.
- Departmental policies and procedures – Principal
- Curricular programs – Principal
- All others – Principal

Public Concerns/Complaints about Personnel

Constructive criticism of the school is appreciated. Whenever a complaint is made directly to the Board of Governors as a whole or in writing to a Board member, as an individual, the complainant should be referred to the school principal.

Suggested Referral Procedures for Parental Complaints

- A complaint should first be discussed with the teacher and principal of the school with the object of resolving the matter.
- Should the matter remain unresolved, the parent should communicate with the principal who will, if requested, meet with the person lodging the complaint. The principal will, as soon as possible, communicate with the person lodging the complaint in order to discuss the disposition of the matter.
- An appeal from the decision of the principal may be made in writing to the Board
- The credibility of anonymous complaints will be suspect.

Public Concerns/Complaints about Policies

The Board of Governors (Board) recognizes that from time to time concerns regarding the operation of the school will arise. The Board further believes that constructive criticism can assist in improving the quality of the program and in meeting individual student needs more effectively. The Board also places trust in its employees and desires to support their actions in a manner, which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning personnel, programs, or practices should be governed by the following principles:

- Where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- Complaints should be investigated and, if possible, resolved expeditiously;
- Complaints should be dealt with courteously and in a constructive manner; and
- Personnel against whom complaints are made should have an opportunity to respond.

Specific procedures for handling complaints may be established in procedures.

The Board, consistent with its board policy-making role, will deal with complaints concerning the school, personnel, programs, or procedures only after the usual contact with the teacher(s) and principal have been exhausted. Therefore, when a complaint requiring attention is received by the Board as a whole, or by a Board member, it will be referred to the principal for consideration and/or action and then reported to the Board of Governors.

School Health Program

Immunizations

Any student entering school for the first time in this state shall be required to present to the school one of the following:

1. A certificate from a licensed physician, clinic, or health department that the student has received or is in the process of receiving immunizations against those diseases specified by the State Division of Health or submission of evidence that the immunizations have been performed;
2. A certificate from a licensed physician stating the physical condition of the student is such that any of the immunizations would be medically inadvisable or unnecessary; or
3. A written statement signed by at least one parent or legal guardian that the immunizations violate the religious or personal beliefs of the parent or legal guardian of the student.

Communicable Diseases

The intent of the Board is that decisions related to communicable diseases be based upon sound medical practice and that they cause the least possible disruption of the individual's regular schedule, thus the Board recognizes the need for a policy establishing a procedure for handling such cases that might occur among students or employees in the school.

Students – A review team made up of the patient's physician, parents (or guardian), a representative of the Board of Health, a physician appointed by the school, a teacher of the student, and the principal will consult with the Board's attorney regarding the recommendation. Upon consensus of opinion, an appropriate action will be recommended to the Board. Special in-service activities will be provided for teacher and staff working with such students.

AIDS – Acquired Immune Deficiency Syndrome (AIDS) – Due to the unusual and serious nature of AIDS, the Board recognizes the need for a policy establishing a procedure for handling such cases that may occur among students or employees within the school of the presence of an AIDS carrier. The primary purpose of this policy is to protect the health and safety of individuals involved. The intent of the Board is that decisions relating to AIDS cases be based on sound medical practice and that they cause the least possible disruption of the individual's regular schedule. Educators will be notified that a student or employee is an AIDS carrier.

Sexual Harassment

The Board prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All employees have a right to work in an environment free from sexual harassment.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile, or offensive education or work environment for the student or employee.
4. submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of conduct that may constitute sexual harassment and would therefore be prohibited include, but are not limited to:

1. Unwelcome leering, staring, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body or personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
7. Unwelcome touching of an individual's body or clothes in a sexual way.
8. Purposefully limiting of a sexual nature of a student's access to educational tools.

9. Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff.
10. Cornering or blocking of a sexual nature of normal movements.
11. Displaying suggestive objects in the educational environment.

Nature of Sexual Harassment

Sexual harassment may occur:

1. Student to student
2. Staff to student
3. Student to staff
4. Staff to staff
5. Male to male
6. Female to female
7. Male to female
8. Female to male

Discipline/Consequences

1. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.
2. Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal shall be disciplined appropriately.
4. Persons who file frivolous, unfounded, retaliatory, or malicious sexual harassment complaints will be subject themselves to disciplinary action.
5. If an investigation reveals that the accusations are frivolous, unfounded, retaliatory, or malicious in nature, this information shall be documented, all parties involved shall be notified, and the investigation shall be terminated.

Reporting Procedure/Investigation

1. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or principal.
2. Any teacher, counselor, or principal who has received a report verbally or in writing from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the principal within 24 hours or within a reasonable extension of time thereafter for good cause.
3. Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
4. Upon receipt of a written allegation of sexual harassment, the principal will conduct an investigation into the complaint within 48 hours.
5. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and the extent practical and appropriate under the circumstances.
6. The principal will put his/her findings in writing and will forward a copy to the Board chair.
7. Results may be indeterminate. If so, the matter will be recorded as unresolved, and the record will be maintained by the principal separate and apart from any student or personnel file.
8. When the type of sexual harassment constitutes child abuse, the principal must follow the reporting requirements of applicable state child abuse laws.

Retaliation Prohibited

The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint, nor will it affect the student's academic standing, rights, or privileges.

Enforcement

The principal has the responsibility of maintaining a work environment and/or educational environment free from sexual harassment. Appropriate actions to reinforce this policy include:

1. Prompt removal of vulgar or sexually offensive graffiti.
2. Initial staff in-service by the first week of each school year.

3. All teachers shall discuss this policy within the first week of each school year including procedures for reporting sexual harassment.

Corrective Action

Once the facts in a case have been determined, the principal shall make a concentrated effort to resolve the case. Final resolution may include, but shall not be limited to: (1) appropriate corrective action or discipline against violators of the sexual harassment policy, (2) agreement among parties that resolves the issues, or (3) determination that sexual harassment did not occur.

Substantial charges of sexual harassment against a student shall subject the student to corrective action or discipline including suspension or expulsion.

Students who file frivolous, unfounded, or malicious sexual harassment reports shall subject themselves to corrective action or discipline including suspension or expulsion.

Notification

A copy of this sexual harassment policy shall be included in the policies given to parent/guardians at the beginning of the school year.

Student Detention

Teacher's Authority

For minor infractions of the code of conduct or other policies and regulation, teachers may detain students after school hours. Before assigning a student to detention, the teacher will inform the student and parent of the conduct that allegedly constitutes the violations, and the student will be given an opportunity to explain his/her version of the incident to the principal.

Notice to Parents

When detention is used, notice will first be given to the student's parents to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention will not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

Staff Supervision

All students detained for disciplinary purposes will be under the direct supervision of the teacher or another member of the professional staff. The principal will be responsible for seeing that the time that the student spends for disciplinary purposes is used constructively for educational purposes.

Student Activity/Excursion Policy

Purpose and Philosophy

1. InTech Collegiate High School recognizes that educational and extra-curricular programs for students can be enhanced through the wise use of off-campus experiences. Student excursions are a part of the instructional program that can enrich and expand the learning opportunities for students. Field trips may be utilized to place a variety of civic, cultural, community, and environmental resources within reach of the classroom. Such field trips should be organized and planned so they directly relate to the curriculum in an articulated and coordinated manner. The trip should be part of a planned sequence of educational activities and make a contribution to the accomplishment of specific objectives of study or activity.
2. In offering field trip opportunities for students, the first priority will be to provide for student safety and to limit school liability. Accordingly, out-of- state or out-of-country activities will be carefully reviewed and limited. Overnight trips are discouraged.

All Student Travel

3. All student travel, including field trips, must be approved in advance by the principal. Requests must be in written form and address each of the following:
 - a. Distance
 - b. Cost.
 - c. Class time missed, priority will be given to trips that do not take students away from class time.
 - d. Quality of planning, chaperoning, etc.
 - e. Plans for make-up of class work. (Make-up should be done in advance whenever possible).
 - f. School funds will not be used to subsidize student travel to national competitions/events to which students may be invited or for which they may have qualified through participation within the programs sanctioned, sponsored, authorized, or supported by InTech Collegiate High School. Such competition or participation is not an expected extension of participation in the school's programs.
4. All funds must be receipted and all cost covered prior to the travel.

In State Travel

5. All student travel must be approved in advance by the principal. Travel over 150 miles, one way, involving students must be approved in advance by the principal and the Board of Governors.
6. A maximum of 2 days (consecutive) school time will be permitted.

School Sponsored Summer Programs

7. Summer clinics may be held with the approval and direction of the principal and with approval of the Board of Governors.

Safe Travel

8. Activity Trips are school-sponsored activities away from school premises and which are part of the curriculum enhancement or which are required for a student participating in an extra- curricular activity (hereinafter “Activity Trips”). The Board of Governors requires that the following policies be followed.

Trips

9. Trips are subject to all school policies and guidelines.
10. The Student Travel chart and the Written Documents Required for student travel are incorporated by reference in these policies.
11. There may be some activities before or after school for which attendance is not required; therefore, transportation is not provided. For those activities, students or their parents will be responsible for transportation.
12. Under no circumstances shall students be officially authorized, required or in any way encouraged to drive other students to school classes or activities. No student shall be authorized to act as an agent driver for the school. Under no circumstances should teachers or counselors attempt to mandate car pools or other groupings that may imply that the student driver is an agent for the school.
13. No group officially associated with and recognized by the school may at anytime utilize any vehicle for the transportation of students whose design capacity exceeds ten (10) passengers and the driver except for a properly licensed and equipped school bus or commercial bus. The design capacity of a vehicle is established by the manufacturer and is not affected by removing a seat or otherwise modifying the seating arrangement in a van. The school, school representatives and others recognized and associated with the school shall not rent, lease or otherwise contract for vans or other vehicles that exceed the design capacity of ten (10) passengers and the driver when the vehicle is utilized for the transportation of students. This rule does not apply to commercial buses.
14. No one under the age of 21 shall be authorized to transport students and must provide insurance as stated in the Student Policies under Appendix D.
15. The number of school days during the year a student may miss cannot exceed two (2) per Activity Trip
16. Every Activity Trip must be properly supervised and chaperoned (See Trip 1).

17. Students must ride school-approved transportation, unless an exception is granted by the instructor/coach/director and a school PARENTAL PERMISSION TO OPERATE A PRIVATE VEHICLE FOR SCHOOL ACTIVITIES form is submitted. Exceptions should be granted only for unusual circumstances.
18. A student who rides school approved transportation to a school-sponsored activity must return on this transportation unless the student is physically handed over to the student's parents/legal guardian (no exceptions including allowing other family members to transport a student from an activity).
19. Any student who knowingly avoids school officials so that he/she cannot be transported back from an event will automatically be excluded from Activity Trip bus transportation for a minimum of one complete year (365 days) or up to the remainder of the student's school experience, at the discretion of the principal.
20. No school employee may use his/her professional position, school time, or school resources to promote, advertise, solicit or require student travel organized outside of this Activity Trip policy.
21. The Board of Governors reserves the right at its discretion to review and adjust this policy to meet special needs and circumstances on any Activity Trip.

Guidelines

26. All trips must be adequately supervised by staff members and chaperones when needed. Chaperones must be responsible adults over the age of 21
27. The number of adult supervisors/chaperones will be determined by the principal.
28. Each trip must have an activity supervisor who travels with the group and is responsible for the trip itinerary. In addition, with the help of the trip chaperones, the activity supervisor is responsible for student management and safety during the trip. The activity supervisor shall account for all students both in departing and returning from the trip. The activity supervisor will notify the bus driver when all students are accounted for and it is safe for the buses to leave. Adult chaperones are required on each bus that is transporting students to and from an activity. The activity supervisor will see that all trip chaperones understand their responsibilities.
29. All passengers and the driver of every vehicle, except a school bus or commercial bus, shall use seat belts at all times while in the vehicle. The driver of a school bus or commercial transport shall use a seat belt at all times while operating the vehicle. It is the responsibility of the driver to ensure that this rule is followed.

30. Bus drivers must conform to the statutory or rule requirements and limitations on driving time and on duty time. No individual who is transporting students shall work more than 15 hours in a 24-hour period.
31. For example, no classroom instructor may teach a full compliment of classes then transport students to activities or events and coach the students, if the combined amount of time spent between teaching, coaching and transporting students exceeds 15 hours
32. Any official and authorized transportation of students more than 350 miles distance from the home school or other central location must be done on a bus with an authorized and properly licensed driver or on a commercial carrier. The school is encouraged to utilize commercial transportation options when students are being transported out of state.
33. If the school utilizes vans, or other large vehicles designed to carry up to 10 passengers, for the transportation of students, the drivers of these vans must successfully complete the school-approved van or large vehicle driving program.

Student Protests, Demonstrations, and Strikes

Established channels of communication and approved procedure exist in the public school for expressing student opinions or complaints. To ignore existing channels or to organize student protests in defiance of rules and regulations is a disruption of the normal functioning of the school. Individual or group activism which results in, or threatens disruption of the school is prohibited. “Any person who willfully disrupts any public school or any public meeting is guilty of a misdemeanor...”

The rights of free speech and assembly while fundamental in our democratic society, still does not mean that everyone with opinions or beliefs to express may address a group at any public place and any time. The constitutional guarantee of liberty implies the existence of an organized society maintaining public order without which liberty itself would be lost in the excesses of anarchy.

Students who willfully disrupt the routine and daily schedule of the school or a school – sponsored event by participating in individual or group activity which has as its purpose the encouragement of noncompliance with an existing school policy, regulation, or notation will have unsatisfactory conduct marked on the cumulative record. They may also be required to forfeit all recognition, student-body participation, honors, awards, and scholarships. Any instance of truancy, insubordination, or overt acts of behavior endangering to the welfare of others resulting from their participation will be subject to appropriate disciplinary action, including arrest.

Student Drug and Alcohol Use

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the school. The Board is concerned about the problems of alcohol and drug abuse, depressants, steroids or other controlled substances constitutes a hazard of the positive development of all students.

Students are not permitted to sell, or represent selling, dispense, or represent they are dispensing, possess, use abuse or be under the influence of alcohol or controlled substances, on school property or at school-sponsored events. Students in violation of this policy will be suspended or expelled in accordance with state law.

The Board wishes to emphasize the following:

- A student is required to obey the conduct code as well as all laws while on school grounds, while involved in school activities, and when representing the school. School personnel have the responsibility of reporting all violations and for notifying parents of those signals that may indicate use, abuse or dependency. The final disposition of any situation will be determined by the principal with due consideration for the welfare of the student and of any other relevant factors involved.
- If the situation warrants, the principal should communicate all available information to the police and offer full cooperation in any police investigation.

Intoxication: Any student, while under the jurisdiction of the school, which is determined by the principal or his/her designee to be intoxicated whether from the use of alcohol or drugs, will be suspended for a period not to exceed three days. The student may be readmitted prior to completion of the three-day suspension if the parent(s) meet with the principal.

The second time a student is determined to be intoxicated; she/he will be suspended for a period not to exceed three days. In addition, the student and his/her parent(s) will be requested to appear before the Board to show cause why she/he should not be expelled for the remainder of the school year.

Possession: Any student who is in possession of alcohol or illegal drugs while under jurisdiction of the school district will be turned over to local law enforcement agencies. In addition, s/he and his/her parent(s) will be requested to appear before the Board to show cause why the student should not be expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the Board.

The school will also take action to provide counseling for students if it becomes known that they are using drugs or using alcohol excessively. Such counseling may be provided by school personnel or through other agencies. Every effort will be made to assist such students to overcome alcohol and drug problems.

Note: "Jurisdiction" as used above is defined as the scope of authority of the school relating to disciplinary matters. This scope includes authority in classrooms, on school buses, on all school property, and during all school-related activities whether taking place during or outside of regular school hours.

Student Tobacco Use

This policy is established on several grounds.

- It is illegal.
- That smoking by students on school property presents a safety hazard, which cannot be controlled by the school administration; and
- That both the health of the individual students and the health and freedom from the annoyance caused by smoking to the other students are factors of concern to the Board and principal.

The following guidelines will govern smoking and use of other tobacco products by students:

- 1st offense – conference with parents
- 2nd offense – program on smoking and use of other tobacco products (3 days)*
- 3rd offense – in-school suspension (4 days)
- 4th offense – out-of-school suspension (5 days) **
- 5th offense- out-of-school suspension and parent conference

The policy is reinforced by State laws such as the “Clean Air Act” and the “Minors in Possession Act.”

*Failure to attend the program or request by parents for the student not to participate in the program will result in step #2 being omitted and the punishment under step #3 being administered.

**As an alternate punishment, students have the option of participating with their parents in the Freedom from Smoking Clinic sponsored by the American Lung Association provided space is available.

Weapons in School

The Board of Governors (Board) determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), or any other object that can reasonably be mistaken or considered a weapon or dangerous instrument on any school grounds, vehicles, or property on school grounds, or property on which a school activity occurs before, during or after regular school hours.

A pupil having in his or her possession or in a desk or locker any weapon listed above will be arrested by the police.

Student Discipline

The Board of Governors (Board) recognizes its responsibility to give support and assistance to certified employees with respect to student discipline policies and procedures of the school. The administration and teachers recognize a mutual responsibility for the enforcement of such policies.

Further, the Board recognizes that an effective discipline policy requires that sufficient diagnostic and counseling staff services be provided so that continually disruptive students will not be returned to regular classes without some corrective or therapeutic results being achieved.

When such positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following corrective measures are authorized: (a) suspension of the pupil in accordance with Board regulations; (b) expulsion of the pupil in accordance with the Student Discipline policy.

The pupil has the right to be informed of the reasons for corrective measures taken. Corrective measures should always be based on the necessity for helping the pupil make a better adjustment to school.

Such policies will be enforced fairly and consistently without regard to race, creed, color, or gender.

Readmission and Admission

If a student is suspended/expelled from school, readmission depends upon satisfactory evidence that the student will not be a danger to her/himself, others, or school property. Upon the principal's discretion, the parents may be required to meet with the school principal prior to readmission. The school may deny admission to a student who has been expelled from any school in the last 12 months.

Due Process

Students and parents are given an opportunity to meet with the school principal to tell their side of the story.

If the student is removed from school for more than 10 school days, the student/parents can appeal the decision in writing to the Board within 10 days of the decision. The parent/guardian is responsible to plan for education during suspension and/or expulsion and to pay for any services not provided by the school.

Infraction Guidelines

Although discretion is left with the principal, the following guidelines should be considered when choosing an appropriate alternative to handling a specific infraction.

Problems	Offense	Minimum	Maximum
*Use of Tobacco	First	Parent conference with student	Suspension
	Repeated		Expulsion
*Vandalism	First	Parent conference with student	Suspension
	Repeated		Expulsion
*Alcohol/Drug Use	Refer to Policy on Intervention & Prevention		
*Threats/Harassment	First	Parent conference with student	Suspension
	Repeated		Expulsion
*Fighting	First	Informal discussion with student and Parent	Suspension
	Repeated		Expulsion
*Physical Assault	First	Parent conference with student	Expulsion
	Repeated		Suspension
*Theft	First	Parent conference with student	Expulsion
	Repeated		Suspension
Inappropriate Language	First	Informal discussion with student	Parent Conference
	Repeated		Expulsion
Classroom Misconduct	First	Informal discussion with student	Suspension
Inappropriate Behavior			
	Repeated	Parent Conference	Expulsion

*These problems could violate state law; school officials may notify police when these problems violate state law.

Suspension/Expulsion of Students

The authority to suspend for a “short term” and to propose an “extended term” of suspension and/or expulsion is delegated to the principal or designee by the Board of Governors in accordance with the general statutes of the state of Utah. The provisions of this section apply to all students enrolled in the school. When considering possible courses of action of exceptional students in regard to alleged violations of school rules, policies and regulations, procedural due process rights are guaranteed under applicable Utah statutes. The school is obligated to see that every student is provided an appropriate educational program without cost to the parent.

Only the principal may suspend a student. Suspension from classes or school will be carried out unless the student, while subject to school authority: (a) causes or attempts to cause damage to school or private property or steals or attempts to steal school or private property of value; or (b) causes or attempts to cause physical injury to another person except in self-defense; or (c) is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or any other controlled substance; or (d) uses or copies the academic work of another and presents it as his/her own without proper attribution; or (e) defies the valid authority of personnel; or (f) commits any other action herein not listed which would seriously interfere with the ongoing educational process or seriously threaten the physical safety of others.

If a student possesses or transmits any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school, this will result in immediate expulsion for one year. Please refer to the Weapons in School policy (see page 10).

A given suspension will be for a period of time not to exceed 10 school days. A student will be informed of the charges against him or her and; if the student denies them, an explanation of evidence will be given; and the student will be given an opportunity to refute the charges. No time delay is necessary between the time a pupil is notified of the charges and the time of the hearing before the principal. Parents of the student are also notified.

By the nature of expulsion, only the Board of Governors may expel a student. In the event the principal feels it is necessary to request the expulsion of a student, the Board will hear the request of the principal. The parent/and or student may appeal the expulsion.

Student Interrogations, Searches, and Arrests

Interrogations of Students by Outside Agencies

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another designated staff member is present.

If police officers or other officials request an interview for any issue other than child abuse, an attempt will be made to contact the student's parent(s) or legal guardian and to have one of them present during the interview.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s). It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the principal and without the proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights will be the principal's first consideration.

Arrest of a Student at School

The principal should request the officer make his/her arrest at another time and not on school grounds.

The principal should secure from the arresting officer a copy of the legal process document giving the authority to take the student into legal custody.

If the officer is making an arrest, or taking the student into custody without document showing legal authority to do so, the principal should secure the officer's signature, badge number, and the employer's agency name on a statement prepared by the principal reciting the date and time, the name of the student, and the reason for arrest.

Regardless of whether the officer has a legal process document in his possession when the student is taken into custody, the principal should make every effort to inform the student's parents before the arrest is made, or as soon thereafter as possible if the student's parents were unavailable at the time of the arrest.

Locker Searches

The Board of Governors (Board) acknowledges the need for safe storage of books, school materials and other personal property on school premises and may provide lockers and cabinets for such storage.

Lockers are the property of the school. Students are encouraged to keep their assigned lockers or cabinets closed and locked against unlawful entry, but no student may use a locker as a depository

for any illegal substance or object for any contraband which constitutes a threat to the health, safety, or welfare of the occupants of the school building or which could damage the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the school.

For purposes of this policy, the following definitions are applicable:

Contraband is all substance or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcoholic beverages, abusable glues or aerosol paint, guns, knives, weapons or incendiary devices.

Reasonable cause is the standard for search on school property or at school related events which are based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior that suggests that contraband is present, a smell indicating the presence of contraband or a bulge in a pocket, etc.

Other than general search of lockers of all students, any search conducted under this section will be where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

Parking Lot Searches

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver to allow search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. Free permits will be provided to students. Please ask the secretary for a permit.

The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent or guardian, or owner of the vehicle for a search of that motor vehicle. Parking will be on the west side of the building and due to the size of the lot may not require a permit. Refusal by a student, parent or guardian, or an owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request law enforcement officers to search a motor vehicle on school premises, subject to provisions of this policy.

Student Organizations

General Policy. The activities and financial affairs of student body organizations in the school will be in strict accordance with the policies, rules, and regulations of the Board of Governors as set forth herein.

Qualifying for Membership in Student Organizations. The public school is a democratic institution which requires that membership in clubs and other organizations of the school must be based on objective criteria. Their criteria must permit all students to compete for membership without prejudice as to race, creed, or subjective judgment of their peers.

Any combination of the following may be used as the basis of selecting students for membership:

- Scholarship
- Citizenship
- Grade Level
- Subject Field
- Special proficiency evaluated by certified personnel on the basis of predetermined standards.

Membership in a co-curricular activity will be voluntary. However, when a pupil enrolls in an activity, he/she then assumes certain responsibilities. Among these are good school citizenship, scholarship and good moral character. His/her behavior in school and in the community should never bring dishonor to the name of the school. No student is to be excluded from co-curricular activities because of race or religious affiliations.

Students can elect to be members of clubs and other organizations (student council, etc.). All organizations/clubs must have an adult advisor(s) who submitted a background check to InTech. Activities can be advertised on school bulletin boards, in school newsletters and newspapers, on the school website, and on individual club websites. The goal of all clubs is to provide students with affordable, fun, and educational activities which will help to enrich students' experiences at InTech.

Students may form new school clubs/organizations at any time. They are required to have an adult advisor who has submitted a background check, and approval from the school principal.

Religious Discussion Groups

Student discussion groups are permitted to meet on school premises; student religious discussion groups may meet on school premises when the facilities are not being used for school purposes. Prior arrangements for such meetings must be made with the school principal. Except as provided in Board policy for the leasing of school facilities by religious groups, non-students are prohibited from meeting with students on school premises for any type of religious activity.

Students with Special Concerns

Students with Special Needs/Disabilities

Students with disabilities must provide evidence to the school principal of the disability and needed accommodations (Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act).

Pregnant Students

The school counselor will strongly encourage pregnant students to continue with their education. Any pregnant student will be allowed to stay in her own school if she so desires until her doctor indicates she should not.

In case of suspected pregnancy, diagnosis is the responsibility of a qualified physician. The school will make every effort to provide appropriate information to the student as to the resources for planning and care. The public health nurse is one of these resources. The pregnant student may be referred to an appropriate social agency. The status of a putative father is a legal consideration, which can be determined by court action only.

The school will assist the pregnant student in modifying her class schedule should she so wish. If the pregnant student decides that she does not wish to remain in her own school, either during or after her pregnancy, the school will assist her in transferring to another school of her choice including, but not limited to, adult education classes or any other school. An acceptable choice would be the Young Mothers Program (North Campus) sponsored by the Logan City School District.

When in the opinion of her physician, her physical condition warrants it, the expectant mother may be excused from school. Provisions will be made for instruction during the period of absence from school. The mother will be permitted to re-enter school upon the recommendation of her physician.

Married Students

The school does not encourage student marriages but will not differentiate between the married and non-married student as to enrollment procedures, and attendance requirements.

Student Computer & Internet Acceptable Use Notification

InTech Collegiate High School has given students the opportunity to gain computer skills necessary for course work and advanced learning. In order to protect the student, the School will provide Internet content filtering and virus control software. Per the school's request, students will be issued usernames and passwords. The network will be monitored for safety. Computer use is a privilege and students can lose this privilege and be subject to disciplinary action should he or she choose to violate the conditions of this contract. If the student's parent/guardian hasn't signed this legally binding contract, this means that they do not want their student to have access to school computers and/or the Internet. This document must be renewed yearly.

Privileges

Use of the Internet and school computers is a privilege and not a right. Internet services provided by the school district are not intended for personal or private use. The system administrator may deny user access at any time.

Privacy

Students have no expectation of privacy of electronic data or communications (i.e., files, disks, documents, emails, etc., which have been created in, entered in, stored in, downloaded from, or accessed on the School's computer system). System Administrators monitor, log, and may review any of all files and messages.

Terms and Conditions

Non-School Equipment

A student may connect to the school network with personal equipment such as a palm computer or laptop only under the following conditions:

- The student is sponsored by a faculty member.
- The equipment is registered with the on-site computer technician.
- The school provided anti-virus software is installed.
- A personal firewall is installed and never disabled.
- Personal equipment that is used to access the district network falls under the same rules and regulations as school owned equipment.
- The school may revoke the privilege of using personal equipment on our network at any time with or without cause.

Students will:

- Only use school computer equipment with permission from and under supervision of lab advisor, or faculty/staff member.
- Respect and follow computer teacher/advisor instructions.
- Use computer hardware, the Internet, and the school network to work on school related assignments only.
- Immediately report equipment failures to staff members.
- Immediately report accidental access to unauthorized sites.
- Use computer property properly, and ask for help when necessary.
- Report unacceptable Internet sites to a staff supervisor.
- Follow basic net-etiquette and be a good network citizen.

Students will not knowingly use school computers, equipment, or facilities to:

- Access or distribute inappropriate materials objectionable to use in a public school environment. This includes pornographic, obscene, sexually explicit, or threatening material.
- Use ones identity, misrepresent one's identity or use another's identity to illegally access student, school, information or send email, chat, or any form of electronic communication.
- Communicate vulgar, defamatory or threatening language, graphics or artwork.
- Download, upload, install or execute software without prior approval from an authorized teacher/advisor.
- Violate copyright or intellectual rights by knowingly downloading or distributing copyrighted material.
- Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulation system data.
- Engage in hacking, sniffers, packet capture software, password grabbers, spy-ware, or software that compromises the network in any way.
- Change or manipulate the configuration of computer hardware or software.
- Operate an unauthorized business.
- Lobby for political purposes.
- Execute non-educational gaming.
- Customize computer settings for personal use.
- Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.
- Use any interactive real time Internet activity (such as chat rooms) without prior approval.
- Copy system or curriculum programs or files from a computer or the network without permission.
- Send mass emails.
- *The above examples are not all inclusive.

Violation of any part of this policy will be subject to consequences as determined by school, and network administration. This may include failure in citizenship, revocation of privileges, failure and/or removal from computer courses, suspension, expulsion, or other actions deemed appropriate by InTech Collegiate High School.

Appendix B:

Parent Response to Student Excursion

Group Requesting Trip

Date and Time of Departure

Destination of Trip

Teacher in Charge

Estimated maximum cost to student and/or parents

\$

Circle One:

Approve Trip

Disapprove Trip

Name of student participant

Home Phone

Parent's work/cell phone

Consent to Participate and Release of Claims:

I give my consent for the above named student to participate in this proposed activity. I agree that if this student is involved in any drinking of alcohol, abuse, use of drugs, or serious misbehavior (including illegal activity, leaving premises without permission or other unacceptable conduct) he/she will be sent home on the next available transport. I will be financially responsible for all costs for this early return of the student and an adult supervisor. I will reimburse the school all such costs within 10 days of this action.

I hereby release InTech Collegiate High School and its agents and sponsor from any claims for injury to the above named student that may occur during participation in or transportation to this proposed activity.

Authorization for Medical Treatment

I authorize the sponsor of this activity as my agent to consent to any necessary medical treatment deemed necessary while on this trip. This authorization shall remain effective until _____ (date). Health and accident insurance in force (Company/Policy Number) _____

Family Physician Name and Phone Number (optional)

Please list any medical problems or special needs for your child.

Failure to complete and return this form prior to the agreed upon time will deny this student the opportunity to participate in this activity.

Date

Parent or Guardian Signature

Appendix C:

Driver of Private Vehicle Transportation Record

This record is to be completed whenever a parent (or other patron), who must be 21 years of age or older, provides transportation for students from the school to an approved school event, including fieldtrips.

Date: _____ Driver: _____

Event (Include locations and dates): _____

Utah State Driver's License Number: _____

Expiration Date: _____ Policy Number _____

Policy Period: _____

1. I have had no convictions in the past 10 years for any alcohol or drug related driving violations.
2. My vehicle has liability coverage of no less than \$300,000 per accident and \$100,000 per person. This responsibility is not assumed by the School.
3. I will assure that all passengers are provided and use an operable seat belt.
4. I will not drive longer than 10 hours in any 24-hour period.

Claims from injuries or damages that might arise from the use of private vehicles must be made against the owner's/driver's insurance company that provides primary coverage.

I accept and understand the above requirements. I agree to abide by them.

Signature of Driver: _____

Signature of Principal: _____

Retain this form in the school for 4 years

Appendix D:

Parental Permission to be Transported by Private Vehicle

Dear Parent/Guardian:

It is occasionally necessary to use private vehicles to transport students to school activities. The following guidelines apply when a private vehicle is used.

1. The activity is approved by the principal and is sponsored by the school.
2. The driver whether teacher or parent, must have a valid driver's license and automobile insurance must be in force on the vehicle.
3. Every student being transported must have and use a seatbelt.

Claims that might arise from the use of private vehicles must be made against the owner's/driver's insurance company, which provides primary coverage.

_____ (Student Name) has my permission to be transported to
_____ (Activity) on _____ (date) by
private vehicle.

Signature of Parent/Guardian: _____

Date: _____