



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 that *“At Beehive, students of diverse cultures achieve academic excellence and personal skills in a challenging and innovative STEM environment to become contributing global citizens”*. 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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BEEHIVE SCIENCE & TECHNOLOGY ACADEMY
follow their directions (administrators, teachers, office
Personnel, janitorial staff, etc.)

MISSION STATEMENT

At Beehive, students of diverse cultures achieve academic excellence and personal skills in a challenging and innovative STEM environment to become contributing global citizens.

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 Infinite Campus.

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

"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

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 child ● To have access to the personal parent accounts in Infinite Campus.
- 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 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 Infinite Campus.

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- 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.

Secondary Grading Scale

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)



Elementary Grading Scale

A: 80-100	C: 60-69
B: 70-79	U: 0-59 (unsatisfactory)

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 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 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

Core Areas	Minimum Credits
-------------------	------------------------

English/Language Arts	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Fine Arts	1.5 credits
Digital Studies	0.5 credits
Financial Literacy	0.5 credits

CTE	1 credit
Physical Education/Health	2 credits
Electives	5.5 credits
Total	24 credits



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ADVANCED DIPLOMA

Core Areas	Minimum Credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
Fine Arts	1.5 credits
Digital Studies	0.5 credits
Financial Literacy	0.5 credits
CTE	1 credit
Physical Education/Health	2 credits
Electives	5.5 credits
Total	26 credits

CTE	1 credit
Physical Education/Health	2 credits
World language (2 years)	2 credits
Electives	4.5 credits
Total	27 credits

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 meets or 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

HONORS DIPLOMA

Core Areas	Minimum Credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
Fine Arts	1.5 credits
Digital Studies	0.5 credits
Financial Literacy	0.5 credits

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



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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.

ATTENDANCE

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

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

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.



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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 ■ Car Trouble
- Missed the bus ■ Errands

- Work ■ Visiting
- Alarm didn't go off ■ Overslept
- Babysitting ■ 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 prepared- ness 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:

4th unexcused tardy = full day in school suspension (ISS) and required meeting with parents

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

7th and 8th tardies 3 days out of in school suspension with



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notice that subsequent tardies will result in referral to the discipline committee, which may result in expulsion. 9th 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 wellbeing, 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.

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,

II. DISCIPLINE POLICIES

except for tutoring

- Cannot take advantage of free dress days or long lunch
- 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 and go on Behavior Probation automatically. Students on Behavior Probation will be subject to all restrictions that are listed for LOP students, along with Behavior Probation.

BEHAVIORAL PROBATION POLICY

Any student who drops down to -100 (negative one 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



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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

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

- Any student who drops to -100 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 -100 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 -100 points within ten school days, student's probation will be extended for another 10 days and s/he will be ISS for one more day.
- If the student fails to comply with his/her contract terms and/or fails to go above -100 points within additional ten school days, (the 20-day extended probation period), parents will agree to unenroll 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

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.

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 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. 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.

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.

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: lunch detention, deduction of points in the SIS tracking system. Possible suspension for chronic violation of

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

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

the dress code.



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***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

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 day's 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 18, Student Uniform Policy for details of the uniform rules .

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.

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uniform scholarships for families needing assistance.

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.

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

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 re- turned to the students 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 super- vision.
- Remember that they may only eat in the designated area.
- Remember that they may not yell, scream, or other- wise 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:



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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

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:

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
- 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

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) days' 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 may remain on, but, silenced and stored in the student's backpack at all times during school hours and during clubs. No earbuds or personal headphones, wireless or otherwise may be used at any time unless specifically stated in a student's IEP or 504 plan or expressly given

permission by administration.

Headphones may not be worn around the neck. Students violating this rule will have their cell phone confiscated. 1st Offense. Cell phone will be returned to the student after school. 3 Negative Points assigned in the Student Information System.

2nd Offense. Cell Phone or electronics returned after school. 5 Negative Points assigned in Student Information System.

3rd Offense. Parent Called. Student receives on day ISS. Student will surrender phone to the office before school and pick it up after school for 5 school days. 30 negative points assigned.

UNACCEPTABLE TYPES OF BEHAVIOR AND THEIR 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:

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

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

3rd 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:

1st Offense: Device is confiscated and returned to the student after school. 3 Negative Points assigned in Student Information



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System.

2nd Offense: Device is confiscated and must be retrieved by parent/guardian on the assigned day. 5 Negative Points assigned in Student Information System.

3rd Offense: Parents/Guardian contacted. 20 Negative points assigned.

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 classroom, 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:

1st offense: Parent/Guardian contacted. Up to one (1) day in-school suspension.

2nd offense: Parent/Guardian contacted. Up to three (3) days in-school suspension.

3rd offense: Parent/Guardian contacted. Up to five (5) Days in-school suspension and/or 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 email, or accessing inappropriate web sites or web pages.

Accessing Inappropriate Websites Consequences: 1st

Offense: Loss of privilege of using school computers for the remainder of the week.

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

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

E. Tampering with Hardware or Software Consequences:

1st 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.

2nd 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.

3rd 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: Can include up to:

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

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

3rd 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:**

2nd Offense: As above, steps will be followed to attain

proper attire. Possible detention.

3rd Offense: As above, steps will be followed to attain proper attire. Up to one (1) day in-school suspension.

4th Offense: As above, steps will be followed to attain proper attire. Up to three (3) day in-school suspension.

With the 5th 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 physician/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

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

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

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

PLEASE BE AWARE AND NOTE!

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

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



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\$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, administrators, parents or guardians, and/or another student's name to any school document will be considered forgery.

Consequences:

assistance from one person to another. Bringing and trading cards such as Yu gi-oh cards are also unacceptable. Strategy games are acceptable if no betting or gambling is involved.

Consequences:

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

2nd Offense: Parent/Guardian contacted. Up to two (2) day in-school suspension.

3rd Offense: Parent/Guardian contacted. Up to four (4) day in-school 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:

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

2nd Offense: Parent/Guardian contacted. Up to five (5) day in-school suspension.

3rd Offense: Parent/Guardian contacted. Up to seven (7) day in-school 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: *Other consequences may include conferences with Admin and students involved, behavior contracts, regular meetings with counselor or any combination of above.*

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

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

3rd 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:

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

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

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



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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:

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

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

3rd 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:**

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

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

3rd 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:

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

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

3rd 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:

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

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

3rd 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:

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

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension possible expulsion.

3rd 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.

property.

Consequences:

1st 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:**

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



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Consequences:

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

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

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

W. Arson

Intentionally starting any fire or combustion on school

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

3rd 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:

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

2nd Offense: Parent/Guardian contacted. Detention. Up to two (2) day suspension possible expulsion.

3rd 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

BEEHIVE SCIENCE & TECHNOLOGY ACADEMY 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.



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) days' 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 discipline committee hearings on expulsions will be

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
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.

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
 - 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.



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.

- 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.

All students are welcome to join.

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.

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 Medication 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.

D. 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.

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.

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 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.



LOCKERS PARENTAL INVOLVEMENT AND SUPPORT

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 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.

When students return a book, its condition will be checked. If a student loses a book or

damages it, the student will be responsible for the damages.

Note: In some classes, teachers will assign a textbook to each student for use only in the

classroom. This textbook will be always kept in the classroom. 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.

prior arrangements. No visitors will be allowed the last two weeks of each semester, due to final exams.

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.
- 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.

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

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



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INFINITE CAMPUS

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 nonacademic 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 be

longings- 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,

BEEHIVE SCIENCE & TECHNOLOGY ACADEMY



Student

Uniform Policy

Revision
3-2022

Effective School year 2022-23

TOPS
Elementary Students (K-5)
<ul style="list-style-type: none"> ● Polo Shirts in the colors Gold or Royal Blue with Beehive Logo embroidered on left side of chest ● Students may choose to button or not button the top button, however all other buttons must be buttoned.
Secondary Students (6-12)
<ul style="list-style-type: none"> ● Polo Shirts in the colors Black or Gray ~ with Beehive Logo embroidered on left side of chest. ● Students may choose to button or not button the top button; however all other buttons must be buttoned. ● Plain without design, long sleeve T-Shirts in the colors black and gray may be worn under the polo. T-shirts must be tucked in and not hang out below the polo, ● No undergarments are to be seen outside of the polo. ● Beehive Approved jackets (jackets with the Beehive logo embroidered on the left chest) may be worn in the class in the colors black and gray.
BOTTOMS
All Students (K-12)

- Pants, skirts, shorts, or skorts in the colors black, navy and khaki.
- Shorts, skirts, skorts must not be more than 1 in. above the knee.
- Pants must fit the waist size
- **No:** tight fitting pants, sweatpants, leggings, low risers, or skinny fit.
- Pants must fit so as to **not show** any back skin while sitting.
- All bottoms must fit, be clean and in good condition, **no** holes.
- **No** undergarments are to be seen outside of pants.

Shoes

- All shoes must be closed-toe.
 - **None of the following may be worn:** high heels, sandals, flip flops, slippers, platform, clogs or shoes with wheels or light up shoes.
- All shoes must be worn with socks



OUTERWEAR

All Students (K-12)

- While in the classroom students must **not wear** hats, gloves, headgear, finger lacings.
- Non-Beehive Jackets, sweatshirts, or anything like unto it is not to be worn in class
- Students may wear Non-Beehive jackets, sweaters, or sweatshirts outside of building and in the hallways, **not in class.**

PERSONAL APPEARANCE

All Students (K-12)

- Students may wear one pair of earrings, stud type ~ **no hoops or dangling earrings.**
- Necklaces may **not** be visible outside of polo.
- Jewelry: should **not** be distracting, **no** multiple rings on fingers.
- **No** bandanas, **no** sweatbands, or arm wraps.
- **No** excessive or extreme makeup may be worn.
- Facial and body piercings are **not** allowed.
- Visible tattoos are **not** acceptable.
- **No** glitter, decorations or drawings are to be on the skin, arms, or legs, hands, body or uniform.
- **Only Natural hair colors are allowed, no** extreme hair colors are allowed.
- Hair must be clean and well kept.
- Haircuts or hairstyles must **not** be extreme or distracting.
- Beehive students should be facial hair free (secondary students)

FREE DRESS DAYS*

All Students (K-12)

- Students do **not** have to wear their Beehive uniform on free dress days.
- Clothing must be clean and without holes.
- Must **not** have inappropriate language or graphic pictures.
- **No** pajamas.
- **No** tops with spaghetti straps.
- Tops must cover the abdomen and back, **no** crop tops.
- Shorts, skirts and skorts must **not** be more than 1 in above the knee.
- Students may **not** wear short shorts with or without leggings
- Shoes must be closed toe, **no** high heels, **no** shoes with wheels, **no** flip flops or

sandals. *Free dress days are determined by the administration and announced as needed.

Club Shirts/Jackets (All Students)

May only be worn on designated days, determined by the mentor and administration.

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BEEHIVE SCIENCE & TECHNOLOGY ACADEMY

Physical Education Clothing (Secondary only)

- Sweatpants, shorts at the knee, athletic type shoes, **no** cleats.
- Tops- **No** inappropriate language, or graphic pictures
- Suggested top color gray-colored T-shirts, sweatshirts, and/or pullover
- Only to be worn during PE class
- It is **not** acceptable to wear PE clothing during any other class outside of PE.

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