

**NUAMES**

**Student Handbook**

**2015 - 2016**

**(Revised 11-16-15)**

# Northern Utah Academy for Math, Engineering and Science

2750 N. University Park Blvd.

Layton, UT 84041

<http://www.nuames.org>

Main Office: (801) 395-3350

Attendance Reporting: (801) 395-3350

Head Secretary – Holly (801) 395-3352

Fax – (801) 395-3351

Office Hours: 7:30 a.m. – 3:00 p.m.

## Counselors

Ms. Drake: (801) 395-3356 A-F

(801) 395-3357 G-O

Ms. Elisha Anderson (801) 395-3350 P-Z

## Administration

Alan Stokes – Principal, [astokes@dsdmail.net](mailto:astokes@dsdmail.net)

Kelli Booth – Vice Principal, [kbooth@dsdmail.net](mailto:kbooth@dsdmail.net)

Deb Hefner – Director of Business Operations, [dhefner@dsdmail.net](mailto:dhefner@dsdmail.net)

## Regular Schedule

1/5 Period: 8:03 AM - 9:28 AM

2/6 Period: 9:35 AM - 11:00 AM

Lunch: 11:00 AM - 11:40 AM

3/7 Period: 11:40 AM - 1:05 PM

4/8 Period: 1:12 PM - 2:37 PM

## Early Out Schedule

1/5 Period: 8:03 AM – 8:55 AM

2/6 Period: 9:05 AM – 9:57 AM

3/7 Period: 10:07 AM - 11:00 AM

Lunch: 11:00 AM - 11:40 AM

4/8 Period: 11:40 AM - 12:33 PM

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# **NUAMES Student Handbook 2015-2016**

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## **NUAMES - Our Vision, Our Mission, Our Compact**

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### **The NUAMES VISION**

*The vision of the original NUAMES Board of Trustees is reflected in our original charter.*

*Our goal was to actively recruit populations of students that might be under-represented in the fields of math, engineering, and science, and/or might be the first in their family to attend college.*

*Our promise was to offer parents and students a challenging educational program, a heightened intellectual climate, and the opportunity to earn university credit while completing high school graduation requirements.*

*Since we opened our doors in the fall of 2004, much of that vision has since come true.*

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### **The NUAMES MISSION**

**Our Mission** is to be the high school of choice for those seeking a rigorous and supportive early college experience on a university campus.

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### **The NUAMES COMPACT**

**The NUAMES Compact** is the essential agreement between NUAMES and its students. It is based on four promises that NUAMES makes to its students and four principles to which NUAMES students commit.

The four promises that NUAMES makes to its students are called the **4 Pillars**. They are . . .

1. *Small School Environment*
2. *Teaching Excellence*
3. *University Partnership*
4. *Focus on STEM Education*

The four principles that NUAMES students commit to are called the **4 Commitments**. They are . . .

1. *Citizenship*
  2. *College Readiness*
  3. *Core Curriculum*
  4. *Communication*
-

## Citizenship

NUAMES is a community - a community founded on the vision of our original charter, and based on the principles reflected in the NUAMES Mission and Compact.

This community includes the NUAMES Campus, all Weber State Campuses, any location where NUAMES students are representing NUAMES and any online or web-based extensions of that community.

Each NUAMES student is a citizen of that community.

By enrolling at NUAMES, each student agrees to abide by the principles reflected in the NUAMES Charter, Mission and Compact.

Any violation of those principles may result in appropriate disciplinary consequences. Consequences may include, but are not limited to, a student receiving a U in citizenship, suspension or expulsion. Students receiving a U must clear the U before they will be allowed to graduate from NUAMES. Typically, a U may be cleared when a student performs **4 hours of pre-approved** community service **and pays a \$10 fine**.

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## Due Process

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

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

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

NUAMES staff, administration and students should make a good faith effort to ensure that all of their actions are legal, ethical, reasonable, consistent with NUAMES Mission and Compact and in the best interest of all persons associated with the NUAMES community.

There are three primary rules that must be followed at NUAMES.

- Rule 1: You may not harm or harass, or threaten to harm or harass, any other person.
- Rule 2: You may not harm, or threaten to harm, yourself.
- Rule 3: You must follow the rules established by the laws of the United States, the laws of the State of Utah, and the rules set forth by the NUAMES faculty and staff.

While this student handbook contains dozens of specific guidelines, these three rules are the foundation of the NUAMES Code of Conduct.

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

Students must report accidents or injuries to the classroom teacher or the main office immediately so that necessary treatment can be given to the victim and parents can be notified.

### **Activity /I. D. /Student Body Cards**

Students will receive their Activity/ I. D. card at the beginning of the year. This card should be in the students' possession at all times. NUAMES students will be with students from other WSU programs at various times and WSU officials must be able to distinguish to which program each student belongs. There is no cost for the first card; however, replacement cards will be \$5.00.

### **Advertisements**

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

### **Application Procedures**

Application procedures for those students wanting to enter NUAMES are posted on our website.

### **Attendance (See Attendance Policies – Page 7)**

### **Building Hours**

The school office will be open to students from 7:30 AM till 3:00 PM. Students may make individual arrangements with staff to be in the buildings on times other than posted. However, each student must be under the direct supervision of a staff member. It is important to remember that we are guests in buildings owned by Weber State University.

### **Bus Conduct**

NUAMES provides limited bus transportation. It is very important that students remember at all times that riding is a privilege and not a right. To insure safety, students must demonstrate responsible behavior when riding the school bus. All students being transported are under the authority of the bus driver and must obey his/her requests. The school bus is regulated by the following rules:

- Stay off the pavement as the bus approaches.
- Enter the bus in an orderly manner.
- Be seated; stay seated while the bus is in motion.
- Obey bus driver's directions immediately.
- Do not place objects or body parts outside of the windows.
- Do not eat or drink on the bus.
- Do not litter or vandalize.
- Do not open the emergency door or window, except in cases of any actual emergency.
- Do not carry any item which could pose a hazard to passengers.

School Administrators will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers. All school policies including a prohibition of smoking, drinking, drug use, swearing, harassment, and any other inappropriate behavior apply to conduct on the buses. Failure to follow such rules may result in suspension from school and/or the suspension of bus privileges.

### **Campus - Open/Closed**

NUAMES will be an open campus for lunch. Students will be able to leave campus during lunch time but must be back and in class on time. Students who are repeatedly late from lunch will lose the privilege of leaving campus. **Students leaving campus at any time other than lunch must check out in the office.**

### **Cell Phones and Electronic Devices**

Cell phones are not to be used in the classroom, during assemblies, or during special activities. Phones must be turned off during school activities, including the classroom, and will not be answered during these times. Students will demonstrate good manners by not allowing phones to disrupt the educational process. Phones used to play games or sending/receiving text messages during class time are also a disruption and will not be allowed. Cell phones may be used before and after school, between classes, and during lunch time. Abuse of this policy will result in the phone being taken from the student and returned to the student at the end of the day. The student's parent may be notified in cases of continued violations. Continued abuse of the policy may result in the student losing the privilege of having a cell phone in school. Emergencies need to be handled through the office where a student can receive immediate help.

Recreation electronic devices are very disruptive to the educational process. Students are asked to not use these devices unless given permission by their instructor. Repeated violations may result in the student having the device taken away and returned to a parent/guardian.

### **Cheating/Plagiarism**

NUAMES does not accept the practice of cheating.

- All instances of cheating will be reported by all teachers to the administration.
- Students caught cheating will receive no credit for the work and face administrative disciplinary action.
- Early College students caught cheating risk losing their NUAMES scholarship.
- Plagiarism is a form of cheating. Students plagiarizing another's work, even if found on the internet, and turning it in to a teacher as their own will receive no credit for the work and face administrative disciplinary action.

- The University of Indiana Student Code of Rights, Responsibilities and Conduct handbook gives these guidelines on how to avoid plagiarism. You must give credit whenever you use:
  - another person’s idea, opinion, or theory;
  - any facts, statistics, graphs, drawings—any information that is not common knowledge;
  - quotations of another person’s actual spoken or written words, or
  - paraphrasing another person’s spoken or written words.

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

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

### **Computer Use**

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

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

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

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

### **Excusing Absences (See Attendance Policies – Page 7)**

### **Fighting (See Safe Schools Policy – Page 8)**

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

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

### **Non-Discrimination Statement**

NUAMES does not discriminate on the basis of race, color, sex, national origin, age or disability in its programs and activities. Title IX Coordinator: Deb Hefner, 801-395-3354, 2750 University Park Blvd., Layton, UT 84041. For discrimination questions regarding disability, Section 504 coordinator is Kelli Booth, 801-395-3350 at 2750 University Park Blvd., Layton, UT 84041. For assistance related to civil rights, you may contact the enforcement office serving our state. The OCR office for Utah is located at: Office for Civil Rights-Denver Office, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Phone 303-844-5695. Fax: 303-844-4304. Email: OCR.Denver@ed.gov

### **Parking**

Students who drive personal vehicles will be responsible for purchasing a “W” parking pass from Weber State University for \$74. They can be purchased at the WSU Bookstore on the 2<sup>nd</sup> floor. NUAMES Reserved parking stalls are not for students!!!

### **Pledge of Allegiance**

The State of Utah requires the saying of the Pledge of Allegiance at the beginning of each day. However, students have the right not to participate in reciting the pledge. A student shall be excused from reciting the pledge upon written request from the student's parent or legal guardian. All students should show respect for any student who either chooses to participate, or not to participate.



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

### **Public Display of Affection**

Public displays of affection, such as kissing, embracing, etc., are not acceptable on school grounds or at any school function.

### **Schedule Changes**

We have tried to give all students the schedule of classes they requested. Classes are limited and changes may be difficult to accommodate. We cannot change schedules so that students can have all classes with their friends. Schedule changes will be \$10.

### **Skate Boarding/Roller Blades**

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

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

NUAMES students who use social media, telephones or e-mail to threaten, intimidate, humiliate or otherwise harass or bully other students shall be referred to the administration for disciplinary action. Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that violates NUAMES Code of Conduct and/or safe schools policy.

### **Search and Seizure (See Safe Schools Policies – Page 8)**

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

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

### **Weapons, Explosives and Vandalism (See Safe Schools Policies – Page 8)**

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

### **Telephones**

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

See Cell Phones for additional information.

### **UTA Bus Pass**

Students who would like a UTA bus pass will be given one at no charge. Returning students may use last year's UTA pass. If the 1<sup>st</sup> bus pass is lost, they may purchase another bus pass for \$150.00 from the office. If you leave NUAMES, the bus pass must be returned to NUAMES or you will be charged the \$150.00.

All early college students will get their UTA bus pass from Weber State. UTA bus passes that get damaged (including punching hole in pass, cracked or broken) will need to be replaced at a cost of \$50. Damaged bus pass must be presented to the office at time of new pass replacement purchase.

### **Visitors Passes**

All visitors must report to the office. Visitors approved by the office will be given a visitors badge to wear at all times while on campus. Visitors must check out of the office and return the pass before they leave campus.

Visitor passes will not be given to students from other schools for attendance in classes at NUAMES.

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***Any and all policies may be amended at any time.***

***Parents and students will be notified 15 days prior to changes taking effect via newsletter and email.***

## Attendance Policies

Student attendance is at the core of a student's commitment to their own education, and to the NUAMES Mission and Compact. Regular and consistent attendance is a necessary commitment for those students hoping to successfully transition to the university level. Poor attendance is the most consistent factor in a student's failure to succeed academically.

Parents/guardians are required by state law to see that their student attends school regularly. Students are expected to attend classes on time each day and to stay in class unless excused by a staff member. In addition to academics, students will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives.

***Checking In Late:*** Students who arrive to school after 8:05 a.m. must check-in at the office to pick up a late admit form. Parents should call the school or send a note explaining the reason for being late; otherwise the student will be considered unexcused. Students who establish a pattern of arriving to school late may have a parent/administrator meeting scheduled. Chronic tardiness may result in disciplinary action.

***Check Out and Release from School:*** For the safety and protection of students, checkout or release from school will require the parent/guardian to come to the school in person unless the parent/guardian has designated others on the student's emergency form or made previous arrangements with office. The administration cannot authorize the dismissal of a student to an adult or older brother/sister who is not listed on the emergency form. A person checking a student out of school must show identification and be matched to the emergency form. Students will not be permitted to leave unless properly checked out. Students who leave campus without checking out will be marked truant.

***Excusing Absences:*** Please clear all absences immediately. This **must** be done within three (3) days following the student's return to school. After three days, absences will remain unexcused. NUAMES Administration has the right to determine if parent excused absences are legitimate.

***Pre-Arranged Absences:*** Students should only miss school in the case of family emergencies, illnesses, or extreme extenuating circumstances. Students who miss school for hospitalization, family trips, etc., that cannot be scheduled at more appropriate times, should pick up a Pre-Arranged Absence Form in the office. When students arrange unavoidable absences in advance, they stand a better chance of maintaining academic standing. This form lets teachers and administrators know that the student will be absent and details assignments that the student should have ready upon return.

***Tardies:*** Part of the school's responsibility is to prepare students for college and career routines and expectations. Students are expected to be on time to every class. Parents will be notified by the teacher when a student receives their third tardy to a class. If the tardiness continues, then the administration may intervene and the student's citizenship grade could result in a "N" or "U". See the section on Citizenship on page 2 of this handbook.

***Truancies:*** Students are considered truant when they are out of class or school without an official excuse. Students may not be allowed to make up work or assignments missed for truancy. Parents will be notified by the school of all truancies. Repeated truancies may result in disciplinary action by the NUAMES administration. According to Utah Code 53A-13-101(3)(a), If a student is truant more than 5 days, truancy notices may be issued to parents.

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## Safe Schools Policies

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

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### Authority to Suspend or Expel

The NUAMES administration has the authority to suspend a student for up to ten school days per incident. If the school administration contemplates suspending for longer than ten school days, or contemplates expelling a student, they shall make a referral to the NUAMES Case Management Team.

### Disruption of School Operations

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

### Drugs/Controlled Substances

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

### Harassment/Hazing/Bullying

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

### Safe and Orderly Schools

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

### Search and Seizure

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

## **Serious Violations**

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

## **Threats to Student Well-Being**

Any NUAMES employee that learns that the well-being of any student is at risk because of reported, threatened or rumored harm, will immediately notify the NUAMES administration.

In turn, the parent or guardian of that at-risk student shall be notified by NUAMES administration.

Any NUAMES employee that learns that the well-being of any student is at risk because of reported or rumored drug use, possession or distribution will immediately notify the NUAMES administration.

In turn, the parent or guardian of that at-risk student shall be notified by NUAMES administration.

Any NUAMES employee that learns that the well-being of any student is at risk because of reported, threatened or rumored self-harm, will immediately notify the NUAMES administration.

In turn, the parent or guardian of that at-risk student shall be notified by NUAMES administration.

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

Any student who in any NUAMES or Weber State University building, in a school vehicle, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapons with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from NUAMES, NUAMES programs, and activities for a period of not less than one calendar year; unless an impartial Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," explosive," and "noxious or flammable material" include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

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**NUAMES DRESS CODE**  
**Revised 7-28-15**

The NUAMES dress and grooming standards are meant as a means of promoting a positive, productive and safe academic environment. The code is also designed around what is deemed appropriate and modest for a public and collegiate educational setting that should be non-disruptive or offensive to others. **All questions or concerns in regard to the NUAMES DRESS CODE should be referred to the NUAMES school administration. The NUAMES administration has the final decision in the determination of the appropriateness of any student clothing or appearance.**

- Clothing and appearance should not draw undue attention, disrupt, distract or interfere with the learning atmosphere at NUAMES or WSU.
- Clothing must be clean and not tattered.
- No exposed cleavage, buttocks, underwear, midriffs, bare backs or shoulders. No tank tops, “muscle shirts” or spaghetti straps. Students will have at least one (1) inch of sleeve covering the shoulder.
- No bedroom attire, pajamas, slippers, blankets or bare feet. Shoes must be worn.
- **Skirts and shorts must be within 4 inches of the knee (at all times) in both the front and back. Spandex as primary clothing is not permitted.**
- No clothing can be worn displaying vulgar words, profanity, innuendoes, obscene slogans, illustrations or references of any kind to tobacco, alcohol or illegal substances.
- **Student piercings cannot be excessive, distracting or interrupt the educational process.**
- Gang related attire is not permitted on campus. This includes, but is not limited to web belts, extremely baggy pants, chains, bandanas or any other item identified by law enforcement as gang related. No gang affiliation or activity is allowed at school.
- Hats and hoodies may be worn at school but individual teachers may ask for them to be removed in their classrooms.
- Hats and hoodies **CANNOT** be worn at Northridge High School.
- All dress codes apply to any and all NUAMES students regardless of Early College or DATC daily schedules.
- Dress code violations will be reported to parents. Repeat offenders are subject to suspension.