



Utah Military Academy

UMA Cadet Code of Conduct

Updated
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Counselors

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Ms. Pam Daw

Office Staff

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Administration, Camp Williams Campus

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Vice Principal: Mr. Jacob Ellinger
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System Administration

Superintendent: LTC William Orris
Deputy Superintendent/Senior Commandant: Maj. Kit Workman
District Operations Manager: Mrs. Whitney Horning Senior
Military Advisor: CMSgt Kelly Martin
Director of Human Resources - Mrs. Francine Mackey

Hillfield Bell Schedule

MONDAY-THURSDAY

Middle School

Period 1	0815 - 0920	65 Minutes
Formation	0925 - 0940	15 Minutes
Flight Time	0940 - 1005	25 Minutes
Period 2	1010 - 1115	65 Minutes
Lunch	1115 - 1145	30 Minutes
Period 3	1150 - 1255	65 Minutes
Period 4	1300 - 1405	65 Minutes
Period 5	1410 - 1515	65 Minutes
Team Time (T-Th)	1515 - 1630	75 Minutes
Teacher Meetings (M)	1515 - 1630	75 Minutes

High School

Period 1	0815 - 0920	65 Minutes
Formation	0925 - 0940	15 Minutes
Flight Time	0940 - 1005	25 Minutes
Period 2	1010 - 1115	65 Minutes
Period 3	1120 - 1225	65 Minutes
Lunch	1225 - 1255	30 Minutes
Period 4	1300 - 1405	65 Minutes
Period 5	1410 - 1515	65 Minutes
Team Time (T-Th)	1515 - 1630	75 Minutes
Teacher Meetings (M)	1515 - 1630	75 Minutes

FRIDAY EARLY RELEASE

Middle School

Period 1	0815 - 0910	55 Minutes
Formation	0915 - 0930	15 Minutes
Period 2	0935 - 1030	55 Minutes
Period 3	1035 - 1130	55 Minutes
Lunch	1130 - 1200	30 Minutes
Period 4	1205 - 1300	55 Minutes
Period 5	1305 - 1400	55 Minutes

High School

Period 1	0815 - 0910	55 Minutes
Formation	0915 - 0930	15 Minutes
Period 2	0935 - 1030	55 Minutes
Period 3	1035 - 1130	55 Minutes
Period 4	1135 - 1230	55 Minutes
Lunch	1230 - 1300	30 Minutes
Period 5	1305 - 1400	55 Minutes

Camp Williams Bell Schedule

MONDAY-THURSDAY

Middle School

Period 1	0800 - 0905	65 Min
Formation	0910 - 0920	10 Min
Period 2	0925 - 1030	65 Min
MS Lunch*	1030 - 1110	40 Min
Period 3	1115 - 1220	65 Min
Period 4	1225 - 1330	65 Min
Period 5	1335 - 1440	65 Min
Flight Time	1440 - 1500	20 Min
Team Time (T-Th)	1505 - 1615	75 Min
Meetings (M)	1515 - 1615	75 Min
*MS Recess 1030-1045		

High School A Lunch

Period 1	0800 - 0905	65 Min
Formation	0910 - 0920	10 Min
Period 2	0925 - 1030	65 Min
Period 3	1035 - 1140	65 Min
Lunch	1140 - 1220	40 min
Period 4	1225 - 1330	65 min
Period 5	1335 - 1440	65 Min
Flight Time	1440 - 1500	20 Min
Team Time (T-Th)	1500 - 1615	75 Min
Meetings (M)	1515 - 1615	75 Min

FRIDAY EARLY RELEASE

Middle School

Period 1	0800 - 0855	55 min
Formation	0855 - 0910	15 min
Period 2	0915 - 1010	55 min
Period 3	1015 - 1110	55 min
MS Lunch*	1110 - 1150	40 min
Period 4	1155 - 1250	55 min
Period 5	1255 - 1350	55 min
*MS RECESS 1130-1150		

High School A Lunch

Period 1	0800 - 0855	55 min
Formation	0855 - 0910	15 min
Period 2	0915 - 1010	55 min
Period 3	1015 - 1110	55 min
Period 4	1115 - 1210	55 Min
HS Lunch A	1210 - 1250	40 Min
Period 5	1255 - 1350	55 Min

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The UMA VISION

The Utah Military Academy will prepare cadets as leaders to thrive in any competitive environment upon graduation with a focus on entrance into the military academies, ROTC scholarship programs in colleges and universities, or other technically challenging opportunities related to the military culture. All of these options result in maximizing cadets' lifelong potential.

The UMA MISSION

Utah Military Academy recognizes academic excellence is a requirement for admission to a United States Military Academy or to qualify for ROTC scholarships. In order for cadets to be fully prepared for its rigorous high school curriculum, the school will admit cadets beginning in seventh grade in order to build and strengthen necessary academic skills. UMA will continue to focus on high academic achievement throughout the cadet's high school career.

UMA will also engage the family and community in supporting this culture both on campus and off.

An important part of program implementation is the hiring and development of our professional staff. We recognize that many of the finest teachers may not have a military background. However, UMA will introduce and foster a complete adoption of military culture among our staff. It is from the demonstrated leadership of our staff, in support of the UMA Vision, Mission and Compact, that culture will be shared with cadets, family, and community.

Citizenship

UMA is a community founded on the vision of our charter, and based on the principles reflected in the UMA Vision, Mission, Compact and this Code of Conduct. This community includes the Hill Field Campus, the Camp Williams Campus, any other location where UMA cadets represent the school, and any online or web-based extensions of that community.

UMA is a school of choice. By enrolling at UMA, each cadet agrees to abide by the principles reflected in the UMA Vision, Mission, Compact and Code of Conduct. By enrolling their child at UMA, each parent agrees to support their cadet(s) to that same end. If, at any time, parents or cadets cannot, or will not, support these basic principles, they are allowed to disenroll their cadets and return them to their neighborhood school.

Any violation of the policies housed in this manual may result in appropriate disciplinary consequences.

Core Values

Integrity First – We strive to be cadets of integrity, courage, and conviction. We should always do the right thing, even if no one is looking.

Service Before Self – Our academics and commitments take precedence over our personal desires.

Excellence In All We Do – We work for continued improvement in ourselves and in our school; reaching for excellence in all aspects of life. Work hard and achieve difficult things.

Due Process

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

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

- UMA staff and administration will make a good faith effort to ensure that all rules are legal, ethical, reasonable, and consistent with UMA policy and in the best interest of all UMA cadets.
 - If any cadet believes that a rule fails to abide by any of these guidelines, they are encouraged to inform the administration. The administration will investigate any and all allegations.
- Rules will be made clear to cadets - preferably posted in writing.

- If accused of breaking a rule, cadets will . . .
 - be told what rule they are accused of breaking,
 - be told what consequences they might face if found guilty,
 - be given an opportunity to defend themselves against the accusation.
- If found guilty of breaking a rule, cadets will be given a timetable for a decision in regard to consequences.
 - If found guilty, and if the decision has been made to assign a consequence to a cadet, those consequences will be communicated with a cadet and their parents.
 - those consequences will be carried out.
 - an anecdotal record of that event may be placed in the cadet's records.
- If a cadet 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.

UMA staff, administration and cadets will make a good faith effort to ensure that all of their actions are legal, ethical, reasonable, consistent with UMA Vision, Mission, Code of Conduct, and in the best interest of all persons associated with the UMA community.

Attendance Policies

Cadet attendance is at the core of a cadet's commitment to their own education, and to the UMA Mission and Vision. Regular and consistent attendance is a necessary commitment for those cadets hoping to successfully transition to the military or university level. Poor attendance is the most consistent factor in a cadet's failure to succeed academically. Parents/guardians are required by state law to see that their cadet attends school regularly. Cadets are expected to attend classes on time each day and to stay in class unless excused by a staff member. In addition to academics, cadets will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives.

Attendance

Cadets are responsible for completing all course work regardless of the type of absence. Chronic unexcused absences may result in disciplinary actions. Parents will be notified by letter if their cadet is chronically absent. Cadets that are absent for 10 consecutive days will be disenrolled.

Tardies

Cadets arriving to class after the tardy bell rings will be marked by their teacher with a "T." If a cadet arrives more than 15 minutes late to class, an "L" will be given to represent an extended tardy. These will not be excused unless a parent/guardian is responsible for the delay and calls the office. **Cadets receiving 5 tardies will be required to perform lunch detention. (See UMA Discipline Policy),**

Checking In/Checking Out

Cadets who arrive at school after 8:15 AM must check-in at the office.

For the safety and protection of cadets, checkout or release from school will require permission from a parent/guardian. A person checking a cadet out of school must show identification and be matched to the cadet's guardianship profile on Aspire. Cadets will not be permitted to leave unless properly checked out through the office. Cadets who leave campus without checking out will be marked truant.

Truancies

Cadets are considered truant when they are out of class without a valid excuse, whether on or off campus. Truancy is a Class III infraction as per the UMA Discipline Code and will result in appropriate disciplinary measures.

Pre-Arranged Absences

Cadets should only miss school in the case of family emergencies, illnesses, or extreme extenuating circumstances. Cadets 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 and get it signed by teachers and a parent/guardian. Classwork missed must be completed. Cadets will work with their teachers to make sure all work is completed in a timely manner.

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.)

Authority to Suspend or Expel

The UMA administration has the authority to suspend a cadet for up to ten school days per incident.

If the school administration contemplates suspending for longer than ten school days, or contemplates expelling a cadet, they shall make a referral to the UMA Case Management Team.

(For full Suspension/Expulsion Policy refer to Appendix A)

Disruption of School Operations

Cadets 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

Cadets 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 cadet drug use/distribution will be reported to the administration and, in turn, to cadets' parents.

Harassment/Hazing/Bullying

Cadets 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 cadet 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, email, social media, or in writing.

Safe and Orderly Schools

It is the policy of UMA to promote a safe and orderly school environment for all cadets 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 cadet's person, locker, 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 cadet has violated or is violating a particular law or school rule. Cadets 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 cadet consent, and without a search warrant.

Serious Violations

Cadets 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 Cadet Well-Being

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported or rumored drug use, possession or distribution will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Any UMA employee that learns that the well-being of any cadet is at risk because of reported, threatened or rumored self-harm, will immediately notify the UMA administration. In turn, the parent or guardian of that at-risk cadet shall be notified by UMA administration.

Weapons and Explosives - Automatic One-Year Expulsion

Any cadet who on any UMA property, in a school vehicle, or in conjunction with any school activity, possesses, controls, uses or threatens the use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from UMA, UMA 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" may 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.

UMA DRESS CODE

Monday – HF Blue UMA Oxford Shirt with Khaki Slacks (Soft Uniform)

CW Black UMA Oxford Shirt with Khaki Slacks (Soft Uniform)

Shirt

Campus specific color Oxford shirt with UMA Logo. (Purchased through UMA). Shirt must be tucked in at all times. A white or tan tee shirt may be worn under the oxford. A tie may be worn with the oxford.

Pants

ONLY slacks are authorized, no other type. Slacks may ***NOT*** be tight fitting. Cargo pants with side pockets are okay. **Pants must have belt loops.** Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee.



Belt

A belt must be worn with slacks. Belt will routed through all belt loops.

Shoes

Oxford shoes/boots/tennis shoes. NO open toe shoes.

Socks

Socks of any color may be worn with the soft uniform. Cadets ***may not*** tuck their pant legs into their socks.

Unauthorized Wear includes: Jeans, spandex material, or leggings. Joggers (pants with elastic or pull tie cuffs around the ankles are not authorized.

*Coat/outerwear policy in this document apply.

Tuesday & Thursday – Camouflage Uniform

Acceptable uniforms are:

- Air Force ABU
 - Sand colored (tan) undershirt
 - Sage green colored combat boots (Tan/Coyote Brown boots are also authorized)
- Air Force BDU (Civil Air Patrol Cadets)
 - Black undershirt
 - Black Combat boots
- NWU (Sea Cadets)
 - Coyote Brown undershirt
 - Black combat boots
- Appropriate service camouflage uniform of enlisted cadets

The only headgear allowed in ABUs is the ABU cap. Head gear must be worn when outside.

*Coat/outerwear policy in this document apply. Hoodies **may not** be worn under military uniforms.

Wednesday - Blue Air Force Uniform

Name tag, belt, flight cap

A name tag (high school only) and flight cap are required parts of the Air Force Blues uniform. For males, the name tag is worn over the right breast pocket parallel with and centered above the top seam of the pocket on the male uniform. A female's name tag is worn centered on the right side, even within 1 1/2 inches higher or lower than the first exposed button. Flight Cap must be worn when outside.

Undershirt

A white v neck t-shirt for males must be worn underneath the blues shirt. For females, a white v neck t-shirt or tank top must be worn underneath the blues shirt.

Belt

A "Blues" belt is required when wearing the Air Force Blues uniform. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for proper fit. The belt "GIG" line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always keep straight. Check it frequently.

Socks

Only **calf-length** black socks may be worn

Shoes



ONLY Black Oxford shoes or pumps. Black pumps will be low cut and rounded throat with heels ½ - 2-1/2 inches. They may be high-gloss or patent finish



7th grade Civil Air Patrol cadets may wear the rank they have earned in uniform.

*Coat/outerwear policy in this document apply. Hoodies **may not** be worn under military uniforms.

FRIDAY – HF UMA Blue Polo (OR UMA Spirit Shirt with tan slacks (Soft Uniform)
CW UMA Green Polo (Or UMA Spirit Shirt with tan slacks (Soft Uniform)

Spirit Shirt

On Flex-Fridays cadets are encouraged to show school spirit and wear their team/club hoodie, t-shirt, in place of their polo. Spirit Friday in no way alters the dress code standards. Jeans are not allowed.

- The shirt **must** be club or team approved.
- Both zip down and regular hoodies are allowed. However, they **MUST** have UMA or the school logo visibly printed on the shirt. **NO** other hoodie is allowed (Nike, UA, Adidas, ect.)
- The shirt **must** have UMA visibly printed on it.
- If a shirt is sleeveless (such as a basketball jersey), a t-shirt must be worn underneath.
- Cadets **may not** wear any tan t-shirts as Spirit Wear on Friday. This includes flight t-shirts and tan JROTC shirts.

If cadets do not have or choose not to wear a UMA team or club shirt, the UMA polo is required. UMA t-shirts and jackets are available for purchase from the PIC Store and online.

UMA Polo Shirt

Campus specific color, UMA logo, polo shirt must be worn. (Must be purchased through UMA). Shirt must be tucked in at **all** times. A plain black or white t-shirt (long or short sleeved) may be worn under the polo.

Pants

ONLY slacks are authorized, no other type. Slacks may **NOT** be tight fitting. Cargo pants with side pockets are okay. **Pants must have belt loops.** Female cadets may wear a khaki color skirt that falls between 2" above or 2" below the knee.



Belt

A belt **must** be worn with slacks. Belt will be routed through all belt loops.

Shoes

Oxford shoes/boots/tennis shoes. NO open toe shoes.

Socks

Socks of any color may be worn with the soft uniform. Cadets **may not** tuck their pant legs into their socks.

Unauthorized Wear includes: Jeans, spandex material, or leggings. Joggers (pants with elastic or pull-tie cuffs around the ankles are not authorized.

*Coat/outerwear policy in this document apply.

Other Uniform Items

PT Gear - Gym classes/JROTC/Sports

The only authorized uniforms for gym classes, JROTC PT Fridays and sports team practices is the UMA physical training (PT) uniform (tan T-shirt/campus specific shorts or UMA sweats). The tan shirt must be tucked into the UMA shorts or sweatpants when not actively participating in a physical activity. For sport team practices, cadets may wear approved specific practice gear obtained by the entire team but are restricted to the gym/practice area when in the practice gear.

***Coat/Jacket Outerwear Policy**

In the AF Blue Uniform, JROTC cadets (8th -12th grade) are **ONLY** authorized to wear their JROTC issued AF Blue Lightweight Jacket, or Service Dress Jacket. 7th grade cadets may wear their UMA Windbreaker with their dress uniform.

- Jackets must be zipped up at least ½ way.
- In the ABUs, cadets are **ONLY** authorized to wear the green fleece jacket, purchased separately. However, cadets may wear tan long-sleeved thermal shirts under their ABU blouse. Hoodies may not be worn under military uniforms.
- In soft uniforms cadets may wear any authorized UMA jacket, including team hoodies. (See the Spirit wear guide for more information on hoodies.)
- Authorized UMA jackets are issued items or purchased through the office/PIC store or UMA team/club.

During winter months, cadets may wear any heavy coat of their choosing on the way to and from school, however, only the above-mentioned items are allowed to be worn inside the school building, and the heavy coat will need to remain in the cadet's locker.

Student I.D.

Cadets are required to wear their student I.D. at all times in all uniforms. Cadets will receive a uniform infraction if they are not wearing their current school issued I.D. cards on a lanyard/clip attached to their uniform. New I.D. cards may be purchased from the office for \$5.00. Lanyards may be purchased for \$1.00.

During lunchtime, cadets with their current school issued I.D. cards will be given priority in the lunch line over those who have lost them. Cadets who have misplaced, damaged, defaced, or forgotten their current school issued I.D. card must wait until cadets who have their correct I.D. cards have gone through the lunch line.

Expectations when in Uniform

The Utah Military Academy is an institution where military traditions and core values are an important part of the academic experience. As a public charter school and "school of choice" we are a dedicated uniformed school. When the uniform is worn, it will be worn completely and not mixed with civilian clothing or civilian shoes or without required items such as belts, nametags, etc. Cadets and parents must understand that this is a US Air Force uniform, and must be worn with proper respect. **Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home.**

Cadets may not play sports while in the AF Blue Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform, UMA or the Air Force. Further, no uniform may be worn when engaged in partisan activity. Cadets may **NOT** wear the military uniform while performing fundraising activities.

Cadets at UMA are required to be in the appropriate uniform **at all times** while on campus, this includes after school TEAM times, and during extracurricular activities, all Athletic events, practices, and other UMA related activities.

Cadets in uniform may not engage in public displays of affection including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing.

Cadets are required to wear their headgear outdoors **at all times**. Headgear will also be worn during formation when held outdoors, for all AFJROTC leadership training on the drill pad, during off-campus field trips, leadership/summer camps and for special events, such as Pass and Review.

Care and Maintenance of Uniforms

CARE AND MAINTENANCE OF UNIFORM ITEMS: Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. The shirts (polo, white button up and Air Force light blue) may be washed, dried, and ironed (sizing/starch is recommended). **ALL DARK BLUE PORTIONS OF THE AIR FORCE UNIFORM MUST BE DRY CLEANED** and may not be washed. This includes pants, skirts, coats, jackets, ties, and hats.

After the initial issue of all uniforms and hemming of pants, it is the cadets'/parents'/guardians' responsibility to properly maintain the uniforms. This includes dry cleaning, sewing on lost/loose buttons, necessary mending, replacement of broken zippers, and repair of torn/loose hems. Only when a Cadet outgrows an issued uniform item will he/she have the item replaced at no cost. *This does not include soft uniforms, such as the polos, oxfords, and PT sets.*

At HF, dry cleaning service is available through UMA. Cadets drop off uniforms on Friday and they will be ready to pick up after school on Tuesday. The cost is \$3.00 per item.

Grooming Standards

Because cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward UMA, the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

Grooming standards apply to all uniforms with the exception of female hair which may be worn down in soft uniform.

Hair

Hair for both males and females will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. It will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, or touch either eyebrow. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. **The hair color must complement the member's complexion and skin tone.** Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

- **Male Cadets:**

- Will keep hair clean, neat, and properly trimmed. It will present a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 1/2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Airmen may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches in length or ¼ inch width. Men are not authorized hair extensions.
- Sideburns will not extend below the bottom of the inner ear, straight, not flared.
- **Mustaches:** No portion of the mustache will extend below the lip line of the upper lip. Additionally, the mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.

- Beards are not authorized unless cadet has a doctor's medical or religious shaving waiver.

- **Female Cadets**

- Hair must not be an extreme or faddish style. Hair must be clean, neat, and well groomed. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless worn in authorized ponytail or long braid(s). One or two braids or a single ponytail may be worn down the member's back with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Cadet standing in the position of attention.
- No rooster tail or loose ends.
- Bun: Only single, not two or more. Not to exceed the width of the head.
- Ponytail/braid(s): cannot extend below the top of each sleeve inseam through the shoulder blades, cannot exceed width of head. (except for in PT gear)
- Accessories: black or match hair color, headbands/scrunchies two-inch maximum, no ornaments (ribbons, beads jeweled pins)
- Headgear must fit properly
- Authorized: Locs, braids, twists, micro-braids, French braids, dutch braids, cornrows (may NOT exceed bulk/length standards)
- Braids: must continue until the end of the hair without design and follow contour of the head. (Micro braids/twists do not have to continue to the end of the hair)

****Hair may be worn down in soft uniform (conservative fashion).**

Fingernails

Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color (no designs) that does not distinctly contrast or detract from the uniform, or be extreme colors. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright red and fluorescent colors. Nails must be trimmed to ¼ beyond the fingertip

Eyelashes

Eyelash length may be no longer than 14 millimeters (.55 inches) in length.

Earrings

The wearing of earrings by male cadets at Utah Military Academy is **NOT AUTHORIZED**. Earrings may be worn by female cadets if they are small, conservative, pearl white, gold, or silver, diamond, diamond looking and spherical. Clip-on earrings must fit tightly and may not extend below the earlobe. Only one earring per ear is allowed and it must be worn in the earlobe. **Gauges are not authorized. No other face piercings are authorized at UMA.**

Jewelry

Cadets may wear a watch (band should not exceed 1 inch), a conservative bracelet no more than ½ wide and no more than 3 rings. Necklaces should not be visible in uniform.

Personal hygiene is imperative as part of the wear of uniforms. Daily showers, deodorant, and other personal grooming issues enhance professional expectation.

Headphones: Wear/use one earbud in uniform is authorized in the hallways and cafeteria only. Classroom use of earbuds/headphones is at the discretion of the teacher/instructor.

Consequences

Improper uniform wear will affect cadet's grades in their Military Classes as frequent uniform inspections are conducted. It will likely affect grades in other classes as well, because cadets will not be allowed in class until the issue is resolved. Planning and preparedness are very important aspects of our overall academic experience at UMA.

An accumulation of 5 Uniform Violations will count as a Class III infraction as per the UMA Discipline Code. Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home. *See UMA Code of Conduct/Discipline Policy for further information.*

Please direct uniform questions to any JROTC instructor or UMA Administration.

Other Guidelines

Accidents and/or Injuries During School

Cadets 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.

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 cadets wanting to enter UMA are posted on our website.

Athletic Eligibility

In order to participate in Athletic or JROTC competitions, students must maintain a minimum 2.0 GPA, and fail no more than one class per academic term. We abide by this and all other UHSAA Eligibility Requirements. Cadet academic status will be evaluated at the end of each term. Also, poor attendance will affect eligibility. See Attendance Policies for more information.

Athletic Probation

Cadets **must be passing** all subjects to participate. Grades will be pulled on Friday to determine eligibility for the following week. Eligibility to play is as follows; *Any F – Week 1 = Warning List; *2 weeks in a row in the same class = Ineligible (Practice but no competition) Remain ineligible until passing; *3 weeks in a row = no practice/no competition.

Backpacks, purses, and messenger bags

Each cadet is assigned a locker to store their belongings during school. Backpacks, purses, and messenger bags must be stored in the cadet's assigned locker during school hours. Backpacks, purses, and messenger bags are prohibited from all classes, cafeteria, study halls, formations, assemblies, and reading periods. Backpacks, purses, and messenger bags will be confiscated if a cadet chooses to carry it to class, cafeteria, study hall, formation, or assemblies.

Building Hours

The school building will be open from 0700 until 1630. The Office will be open to cadets from approximately 0745 until 1545. Cadets may make individual arrangements with staff to be in the buildings at times other than posted. However, outside of those hours, cadets must either be under the direct supervision of a staff member or leave campus.

UMA has no obligation to provide supervision before 0700 or after 1630. UMA does provide a myriad of opportunities during TEAM Time (HF 1515 to 1630) (CW 1515 to 1615) to those cadets who are in good standing. Those cadets who are not in good standing may lose their privilege to attend TEAM Time. Students not participating in TEAM Time or supervised activity are expected to leave campus by 1530.

Bus/Train Conduct

UMA provides limited bus transportation. It is very important that cadets remember at all times that riding is a privilege and not a right. To ensure safety, cadets must demonstrate responsible behavior when riding the school bus. All cadets 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.
- **THESE POLICIES WILL BE FOLLOWED WHILE IN UNIFORM ON PUBLIC TRANSPORTATION!**
- **During COVID protocols cadets must wear a mask when riding on the bus.**

School Administrators will contact parents and/or the police in cases where cadets 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. The bus is an extension of UMA property, and all UMA Discipline Policies and consequences apply.

Campus - Open/Closed

UMA will be an open campus for grades 9-12 during lunch. Cadets will be able to leave campus during lunch time but must be back and in class on time. Cadets who are repeatedly late from lunch will lose the privilege of leaving campus. **High School Cadets leaving campus at any time other than lunch must check out in the office.**

Cadets in grades 7-8 are expected to eat lunch in the cafeteria. Any cadets leaving campus during lunch must be checked out by a parent or guardian.

Cell Phones and Other Personal Electronic Devices (Watches/Computers/etc.)

Cell phones are not to be used in the classroom, during assemblies, or during special activities. Doing so will result in a Class I Infraction and confiscation of the phone by the teacher. Cell phones may be placed into classroom phone holder upon entry into the class and picked up on the way out of class based on teacher's classroom rules. Cadets will demonstrate good manners by not allowing phones to disrupt the educational process. Cell phones may be used before and after school, between classes, and during lunch time.

Cheating/Plagiarism

UMA does not accept the practice of cheating. All instances of cheating will be reported by all teachers to the administration. Cadets caught cheating will receive no credit for that work and face administrative disciplinary action which may include completing additional assignments.

Early College cadets caught cheating risk losing their UMA scholarship. Plagiarism is a form of cheating. Cadets plagiarizing another's work and turning it into a teacher as their own will receive no credit for the work and face administrative disciplinary action. Cadets that allow others to copy their work are also guilty of plagiarism.

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
- when paraphrasing another person's spoken or written words.

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

Computer Use

Every cadet 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 cadet losing the privilege of using UMA computers for the remainder of the school year. Any accidental misuse of a computer must be reported to a teacher immediately. Cadet programming or hacking will not be allowed on the school curriculum server unless approved by a staff member. Prohibited computer usage includes games. Gaming can be a serious distraction to a cadet's education and may be restricted by the UMA staff and/or administration.

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

Drugs/Controlled Substances (See Safe Schools Policies – Page 6)

Fighting (See Safe Schools Policy – Page 6)

Harassment/Hazing/Bullying (See Safe Schools Policies – Page 6)

Lockers and Personal Valuables

A locker with a combination lock is assigned to each student at the beginning of the year. Lockers are for storing textbooks, coats, or other personal belongings, and should not be used for storing money or other valuables. To help ensure safekeeping of personal property, students are encouraged to keep the lock combination confidential. Leave large amounts of money, MP3 players, iPods, etc. at home. The locker remains the property of UMA and may be subject to inspection by the school administration. The school is not responsible for theft from any locker. There will be a \$10.00 fee if the combination to the locker must be changed due to student negligence. Cadets may not sell food or drinks from their lockers.

Non-Discrimination Statement

UMA does not discriminate on the basis of race, color, sex, national origin, age or disability in its programs and activities. UMA's Section 504 coordinator is Mr. Igor Neves, 801-689-3013 for HF and Ms. Nicole Aiken 385-498-6167 for CW. 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

Parking is available at UMA, however do so at your own risk. UMA will not assume responsibility for any lost/stolen/damaged property. Cadet parking at UMA is a privilege, and can be revoked at any time for reckless driving,

or damage of others property.

Pledge of Allegiance and National Anthem

The State of Utah requires the saying of the Pledge of Allegiance daily. However, cadets have the right not to participate in reciting the pledge. A cadet shall be excused from reciting the pledge upon written request from the cadet's parent or legal guardian.

Cadets in military uniform will stand at attention during the Pledge of Allegiance or the National Anthem. Cadets in any other uniform (including sports uniforms), will place their right hand over their heart. Cadets that choose not to put their hand over their heart or recite the pledge are expected to stand respectfully during the presentation.

This same policy applies to cadets in attendance as spectators at a sporting event or other function they are attending as a UMA cadet.

All cadets should show respect for any cadet who either chooses to participate, or not to participate.

Pre-Arranged Absences (See Attendance Policies – Page 5)

Public Display of Affection

Public displays of affection, such as kissing, embracing, etc. are not acceptable on school grounds or at any school function. Offenses will result in the appropriate level of Infraction, depending on the severity. Cadets in uniform may not engage in public displays of affection including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing.

Schedule Changes

We try to give all cadets the schedule of classes they requested. Classes are limited and changes may be difficult to accommodate. Any schedule change requests should be submitted before each new term begins. Any schedule change requests received on or after the start of a new term will cost the cadet \$10. After one (1) week, schedule change requests will not be allowed.

Sex Education Policy

Utah Military Academy recognizes the value of teaching healthy behaviors in all of its forms, and we support Utah law in teaching an abstinence-based education. Specifically, in regards to birth control and disease prevention, we encourage abstinence as the only perfect means of prevention, though instructors are allowed to answer questions about contraceptives when asked. Parents should be the primary source of human sexuality education and related values.

Parents will be notified and given a permission form to sign to opt-in their cadets for participation in these discussions. Permission forms will be in the hands of parents two weeks prior to the start of instruction to facilitate discussion and provide adequate time for questions.

Skateboarding/Roller Blades

Skateboards, rollerblades, or roller shoes are not allowed on school campuses.

Social Media, E-mail, Etc.

UMA cadets who use social media, telephones or e-mail to threaten, intimidate, humiliate or otherwise harass or bully other cadets, even when such actions take place at home, shall be referred to the administration for disciplinary action. Cadets may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that violates UMA Code of Conduct and/or safe schools policy. We strongly encourage parents to monitor social media use and remove privileges if necessary.

Search and Seizure (See Safe Schools Policies – Page 6 – or Appendix A)

Substance Abuse (See Safe Schools Policies – Page 6)

Theft and Tobacco (See Safe Schools Policies – Page 6-8)

Weapons, Explosives and Vandalism (See Safe Schools Policies – Page 7 or Appendix A)

Tardies and Truancies (See Attendance Policies – Page 5)

Telephones

Phones are available in most classrooms and may be used by cadets with teacher permission. No long-distance calls may be placed on any school phone without permission of the administration.
See Cell Phones for additional information.

UTA Bus Pass

Cadets who would like a UTA bus pass will be given one for a yearly fee of \$110.00. If the 1st bus pass is lost, it will be deactivated, and they may purchase another bus pass at the replacement cost of \$20. The pass is activated by UTA in August (exact Date TBD by UTA) and deactivated by UTA in June (exact Date TBD by UTA). The \$110 fee covers all UTA services for the full school year. Parents and cadets must sign a contract when purchasing a bus pass. Inappropriate conduct may result in removal of public transportation privileges.

Visitors Passes

All visitors must report to the office. Visitors approved by the office will be given a visitor's 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 UMA.

Appendix A: Suspension/Expulsion Policy

Utah Military Academy believes all cadets have a right to learn in a safe and respectful environment, and cadet discipline is essential to maintaining a healthy educational environment. To that end, school behavioral expectations are explained and enforced from the first day of the academy. It is expected that teachers maintain order in the classroom and in other areas of the academy where they supervise cadets. Other faculty and staff support the culture of respect in the academy. In the event of a cadet violating behavioral expectations, disciplinary action may be taken by academy administration in compliance with academy policy and applicable state and federal laws and regulations.

The Board of Directors authorizes the administration to take appropriate action to preserve order among cadets and staff and to protect school property.

- A. The Board delegates to the Executive Director the authority to suspend cadets for up to 10-days.
- B. The Board of Directors will, consistent with Utah Code §53A-11-905(2), review cadet suspensions that exceed 10-days, and all expulsions.
- C. Acts of violence, use or possession of a weapon or facsimile, criminal behavior toward persons or school property, drug use or paraphernalia or other violations provided in Utah Code §53A-11-904(2) shall be dealt with in accordance with state law and this policy.
- D. Disciplinary procedures for cadets with disabilities who are qualified under IDEA or Section 504 of the Rehabilitation Act will also have the protection of those federal law and state policies.

PURPOSE

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, social skills and uniform code of military conduct skills.

TEACHING SELF-DISCIPLINE, CITIZENSHIP AND SOCIAL SKILLS

In every area of education if cadets lack skills we teach them. We believe the same should be true for cadet behavior, including self-discipline, citizenship skills, and social skills. At the Utah Military Academy we will provide support to cadets and the community at large by expressly teaching cadets these skills.

- A. Plans and policies shall be developed for classroom and cadet management which will be consistent with a disciplined, professional military environment and include:
 - 1. Written standards for cadet behavior expectations, including academy and classroom management
 - 2. Effective instructional practices for teaching cadet expectations, including self-discipline, citizenship, civic skills, social skills and proper military conduct
 - 3. Systematic methods for reinforcement of expected behaviors
 - 4. Uniform methods for correction of cadet behaviors
 - 5. Uniform methods for at least annual academy-level data-base evaluations of efficiency and effectiveness
- B. On-going staff development shall be provided for all staff regarding:
 - 1. Effective instructional practices for teaching and reinforcing behavior expectations
 - 2. Effective intervention strategies
 - 3. Effective strategies for evaluation of the efficiency and effectiveness of interventions
 - 4. Effective strategies for implementation of IEPs and 504 plans.
 - 5. Effective instruction in military comportment and expectations
- C. Utah Military Academy personnel have determined the range of cadet behaviors and establish a continuum of administrative procedures that may be used by academy personnel to address cadet behavior. These strategies are identified in the Cadet Handbook, and including:
 - 1. Classroom level strategies
 - 2. Cadet squadron, company, core and team level strategies
 - 3. Building level strategies

RANGE OF BEHAVIORS AND CONTINUUM OF PROCEDURES

Minor infractions, identified as Class I infractions, and are defined as infractions of academy rules that are generally handled by teachers or adult designees in the classroom. Chronic or excessive minor infractions, identified as Class II infractions, become major infractions and may result in referral to school administration. Minor infractions may result in a loss of privileges, phone calls home, and in-school suspension. Minor infractions include, but are not limited to, the following:

1. Failure to comply with Utah Military Academy's military code of conduct
 2. Failure to comply with JROTC uniform policy guidelines, adopted by Utah Military Academy and identified in the Cadet Handbook
 3. Disrespect, including put downs, talking back, insubordination and defiance
 4. Public displays of affection
 5. Inappropriate language and actions
 6. Tardies
 7. Uniform violations
 8. Disruptive behavior including talk-outs, chronic talking, and out of seat
 9. Horseplay
 10. Chewing gum
 11. Bus misconduct
 12. Noncompliance
- B. Major Infractions are defined as more serious violations of academy rules that may result in immediate office discipline referrals to school administration and generally lead to out-of-school suspension or more serious discipline. They are identified as Class III Infractions, as defined in the Cadet Handbook. These behaviors may also be referred to law enforcement. Major infractions include, but are not limited to:
1. Safe school violations, including assault, threats to kill/harm, discrimination
 2. Drug, alcohol, and tobacco violations
 3. Physical aggression including fighting and throwing objects at a person
 4. Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
 5. Chronic or excessive, or abusive language, truancy, tardies, or non-compliance with teacher direction
 6. Bullying and harassment
 7. Destruction of school or another's property
 8. Possession and/or use of weapons or look-alike weapons
 9. Building administrators are authorized to issue notices of disruptive behavior. These personnel shall provide documentation of habitually disruptive cadet behavior prior to court referral.

TRAINING

Utah Military Academy will provide training and strategies for cadets and staff in the following:

- Cyber bullying
- Social skills
- Adult supervision of cadets
- Provide for cadet assessment of the prevalence of bullying in school
- Proper military conduct

PROHIBITED CONDUCT AND RELATED DISCIPLINE

Prohibited conduct is forbidden at academy, on academy property, including academy vehicles, and at any academy activity. A serious violation that threatens or harms academy property, a person connected with the academy, or property associated with a person connected with the academy is forbidden regardless of where it occurs.

- A. A cadet WILL be removed from school for at least 1 year for a serious violation involving the following:
1. A real weapon or

2. Explosive or flammable material or
3. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption.

***Exceptions may be made on a case by case basis through the Board of Directors.*

- B. Upon determination of the Executive Director, and consistent with the Cadet Handbook, a cadet SHALL be removed from the academy for the following:
 1. Possession, control, or actual or threatened use of a real weapon, explosive, noxious, or flammable material;
 2. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption;
 3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
 4. Using or threatened use of serious force;
 5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or a class A misdemeanor.
- C. A cadet MAY be removed from the academy for the following:
 1. Willful disregard for proper military conduct
 2. Willful disobedience or violating a school rule;
 3. Defying authority;
 4. Disruptive behavior;
 5. Foul, profane, vulgar, or abusive language;
 6. Defacing or destroying school property;
 7. Truancy, especially chronic truancy;
 8. Theft;
 9. Posing a significant threat to the welfare, safety or morals of a cadet, school personnel, or the operation of the school;
 10. Fighting;
 11. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, especially if repeated over time);
 12. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
 13. Possessing or using tobacco;
 14. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
 15. Inappropriate exposure of body parts;
 16. Sexual or other harassment; or
 17. Gang-related attire or activity.
 18. Excessive Class I and Class II Infractions, or a Class III Infraction, all identified in the Cadet Handbook.

The initial decision to remove, or to discipline a cadet is made by the Campus Dean of Cadets or Campus Academic Director, based on all available information and compliance with the Cadet Handbook and this policy.

The type and length of discipline is made initially by the Dean of Cadets or Academic Director and shall be based on factors such as previous violations, severity of conduct, and other relevant educational concerns, and is consistent with the Cadet Handbook.

When appropriate, cadets will be placed on appropriate behavioral contracts.

An academy employee may use reasonable and necessary physical restraint in self-defense or when otherwise appropriate to the circumstances to:

- a) obtain possession of a weapon or other dangerous object in the possession or under the control of a cadet;
- b) protect a cadet or another individual from physical injury;
- c) remove from a situation a cadet who is violent; or

- d) protect property from being damaged, when physical safety is at risk. This does not prohibit an academy employee from using less intrusive means, including a physical escort, to address circumstances described in this subsection.

If damage or loss of academy property occurs, official report cards, diplomas, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

HABITUAL DISRUPTIVE BEHAVIOR

- A. Definitions
 - 1. Qualifying minor means a school-age minor who is at least 11 years old or turns 11 years old at any time during the school year.
 - 2. Disruptive behavior means behavior outlined in Prohibited Conduct and Related Discipline: A, B and C above.
- B. Notice of Disruptive Cadet Behavior
 - 1. A Notice of Disruptive Cadet Behavior may only be issued to a qualifying minor.
 - 2. A Notice of Disruptive Cadet Behavior may only be issued by the Campus Academic Director or a designee.
 - 3. A Notice of Disruptive Cadet Behavior shall be issued when the cadet has:
 - a. engaged in disruptive behavior (that does not result in suspension or expulsion) 3 times during the school year; or
 - b. engaged in disruptive behavior that results in suspension or expulsion once during the school year.
- C. A Notice of Disruptive Behavior requires that the cadet and parents meet with school authorities to discuss the disruptive behavior.
- D. The cadet and/or parent may contest a Notice of Disruptive Cadet Behavior in the following manner:
 - 1. If the notice is written by an assistant administrator or other designee, the appeal is made to the Campus Academic Director;
 - 2. If the notice is written by the Campus Academic Director, the appeal is made to the Executive Director.
- E. An academy representative shall provide to the cadet's parents a list of resources available to assist the parent in resolving the cadet's behavior.
- F. The academy shall establish procedures for the academy counselor or other designated academy representative to work with a cadet in order to attempt to resolve the cadet's behavior problem(s).
- G. Habitual Disruptive Cadet Behavior Citation
 - 1. The Habitual Disruptive Cadet Behavior Citation may only be issued to a cadet who has received a Notice of Disruptive Cadet Behavior and:
 - 2. Engages in disruptive behavior (that does not result in suspension or expulsion) at least 6 times during the school year;
 - 3. Engages in disruptive behavior that does not result in suspension or expulsion at least 3 times during the school year and engages in disruptive behavior that results in suspension or expulsion, at least once during the school year; or
 - 4. Engages in disruptive behavior that results in suspension or expulsion, at least twice during the school year.
- H. A Habitual Disruptive Cadet Behavior Citation may only be issued by the Executive Director.
 - 1. The citation shall be mailed by certified mail to, or served on, the parent of the cadet.
 - 2. A cadet to whom a Habitual Disruptive Cadet Behavior Citation is issued shall be referred to the Board of Directors for consideration of further action, which may include expulsion.
 - 3. Within five days after the citation is issued, a representative of Utah Military Academy shall provide documentation to the parent of the efforts made by an academy counselor or representative.

SEARCHES

1. Academy personnel may search cadets, lockers, personal property, and vehicles parked on academy property based on reasonable suspicion.
2. Academy personnel may also conduct random searches that might include all lockers and other academy property.

SUSPENSION AND EXPULSION DEFINED

1. Suspension is disciplinary removal from the academy with an offer of educational services.
2. Expulsion is a disciplinary removal from the academy by the Board of Directors for more than 10 school days without an offer of alternative educational service.

READMISSION AND ADMISSION

1. If a cadet is removed from school the cadet may be readmitted after the parent/guardian meets with the academy officials to make a plan to correct the behavior(s) and after the cadet completes both the days of suspension and any conditions imposed. This meeting may be brief and/or electronic.
2. The Utah Military Academy may deny admission to a cadet who has been expelled from any school in the last twelve months.

DUE PROCESS

1. If a cadet is removed from the academy or otherwise disciplined under this policy for less than 10 days, the cadet has the right:
 - a. to be informed of the alleged wrongdoing and
 - b. to meet with the Campus Academic Director to tell his/her side of the story.
2. The academy will use the following definitions and procedures for both short-term (less than 10 days) and long-term (more than 10 days) suspensions and expulsions:

DEFINITIONS

1. "Notification" means notice to parents by a reasonable, reliable process, e.g. by phone call, text message, mail, by notice in school newsletter, by cadet delivery, at school registration.
2. "Timely hearing" means a hearing will be scheduled no more than 5-academic days following the suspension/expulsion. Allowance may be made by mutual agreement of the parties, inability of the Utah Military Academy to contact parent(s)/guardian(s) despite documented good faith efforts, or lack of cooperation by parent(s)/guardian(s).

SHORT-TERM SUSPENSION

1. If a Campus Academic Director intends to suspend a cadet for less than 10 academic days the following procedures shall be followed:
 - a. Cadet and parents should be notified immediately of the academy's intent to suspend:
 - b. If the academy intends to suspend the cadet immediately, parents should be notified immediately.
 - c. Cadets younger than 14 should never be released until, and unless a parent or emergency contact is notified.
 - d. Cadets older than 14 should be released to a parent and should never be sent from the academy without making a very deliberate effort to notify a parent or emergency contact.
2. A cadet should hear a brief explanation of the reason(s) for suspension prior to suspension.
3. A cadet should have the opportunity to tell his/her side of the story prior to suspension.
4. This conversation or meeting between the cadet/administrator or cadet/teacher should be documented by the teacher/administrator in writing or on a permanent computer file.

LONG-TERM SUSPENSION OR EXPULSION

1. If a cadet is suspended for more than 10 academic days, the school will provide the following minimum steps:
 - a. Notice of reasons for suspension to cadet and parents, preferably in writing.

- b. Notice of opportunity for a timely hearing.
- c. If a parent requests a hearing, the parent shall have and receive notice of:
 - i. names of witnesses against the cadet and opportunity to present witnesses (witness(es) names may be protected if the academy determines they would suffer physical/psychological harm; cadet(s) cannot compel witnesses);
 - ii. reasonable time to prepare the case;
 - iii. the opportunity for counsel, if the academy uses an attorney;
 - iv. the right to notice of procedures for the hearing in writing, to include this policy, also found on our Utah Military Academy website;
 - v. the right to have the hearing recorded;
 - vi. a fair hearing officer (credible and objective person or panel – not necessarily uninformed);
- d. The decision must not be based solely on hearsay; rules of evidence do not control.
- e. The cadet has no official protection against self-incrimination; though if criminal charges are also pending, this may require consultation with local law enforcement.
- f. A decision must be made only on evidence presented at the hearing.
- g. Cadet/parent has the right to written findings.
- h. Decision is by a preponderance (>50%) of the evidence.
- i. Cadets should have at least one level of appeal (for instance, if the first decision is by the Dean of Cadets to suspend, the cadet should have an appeal right to the Campus Academic Director).
- j. Cadets/parents must “exhaust administrative remedies” and participate and cooperate in administrative procedures, prior to appealing a decision to the Board of Directors.
- k. The Executive Director may, at the Board’s request, present the academy’s initial position to suspend a cadet for more than 10 days or expel a cadet. The Executive Director, working with the Campus Academic Director will provide his/her recommendation, including all supporting materials to the Board at the hearing or at the Board’s request.
- l. The cadet shall have access to all of the documentation against him/her at the hearing, prior to the Board’s decision/hearing officer’s recommended decision.

MISCELLANEOUS ISSUES

- 1. If a Campus Dean of Cadets, Campus Academic Director, or Executive Director offers a cadet/parent opportunity to explain or have a hearing, and the cadet or parent refuses or waives the right, due process is satisfied.
- 2. Make-up work - The academy shall allow make-up work for cadet absences during suspensions/expulsions or provide criteria under which make-up work is allowed.
 - a. Most courts favor allowing cadets to do make-up work for classes that they miss.
 - b. However, the make-up assignments may not, and need not be the same assignments/tests that the cadet missed.
 - c. Academy holidays, teacher workdays, school-wide activities or team assessments should not be used as excuses for delaying due process or for short- term suspensions resulting in long-term suspensions. If the academy foresees delays, the academy should use the more formal due process.
- 3. All suspensions will be determined, consistent with the Cadet Handbook, by a campus Dean of Cadets, campus Academic Director, or Executive Director.
- 4. Hearing may include scheduled conference calls, when that is the only manner in which a timely hearing can be scheduled, and both parties agree.

CADETS WITH DISABILITIES

If a cadet has a qualified disability, the campus Dean of Cadets, or campus Academic Director will explain the separate (and additional) procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, and notify the appropriate Special Education Director for that Campus.