

# NUAMES Student Handbook

## Policies and Procedures 2023 - 2024

(Revised 7/25/2023)

### **NUAMES Executive Administration:**

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### **Northern Utah Academy for Math, Engineering and Science - Davis Campus**

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Website: [nuames.org](http://nuames.org)

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Attendance Reporting: 801-395-3350

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Registrar - Jennie Bair 801-395-3350 [jebair@dsdmail.net](mailto:jebair@dsdmail.net)

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Address: 1465 Edvalson Street Ogden, UT 84408

Website: [nuames.org](http://nuames.org)

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### **NUAMES North Administration:**

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### **NUAMES North Counselors:**

Mrs. Danae Meyerhoffer: [dmeyerhoffer@dsdmail.net](mailto:dmeyerhoffer@dsdmail.net)

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# NUAMES Weekly/Daily Schedule

Mondays and Wednesdays will be A Days (Periods 1-4) and Tuesdays and Thursdays will be B Days (Periods 5-8).

<b>Class Period</b>	<b>Time</b>
1 <sup>st</sup> /5 <sup>th</sup> Period	8:00 - 9:30 AM
2 <sup>nd</sup> /6 <sup>th</sup> Period	9:40 - 11:10 AM
Lunch	11:10 - 11:50 AM
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:50 AM - 1:20 PM
4 <sup>th</sup> /8 <sup>th</sup> Period	1:30 - 3:00 PM

Fridays are referred to as C Days and the schedule will alternate between A and B days according to the school calendar. The bell schedule will be as follows:

<b>Class Period</b>	<b>Time</b>
1 <sup>st</sup> /5 <sup>th</sup> Period	8:00 - 9:00 AM
2 <sup>nd</sup> /6 <sup>th</sup> Period	9:10 - 10:10 AM
3 <sup>rd</sup> /7 <sup>th</sup> Period	10:20 - 11:20 AM
4 <sup>th</sup> /8 <sup>th</sup> Period	11:30 - 12:30 PM
Lunch/Dismissal	12:30 PM

## 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: Nate Taggart, 801-395-3358, 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](mailto:OCR.Denver@ed.gov)

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

### NUAMES Vision

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

## 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.

## 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.

## 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. There is a \$10 schedule change fee and the window for schedule changes is two weeks after the beginning of the semester (August/January).

## Parking

Students who drive personal vehicles will be responsible for purchasing a "W" parking pass from Weber State University for \$76. They can be purchased at the WSU Bookstore on the 2nd floor. NUAMES Reserved parking stalls are not for students!!!

## UTA Bus Pass

Students who would like to purchase a UTA bus pass can do so at a discounted rate at \$110. NUAMES students enrolled in Weber State courses will pick their bus pass from Weber State. Returning students may use last year's UTA pass. If the 1st 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.

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 passes must be presented to the office at time of new pass replacement purchase.

## Code of Conduct

NUAMES staff, administration and students will make a good faith effort to ensure that all of their actions are legal, ethical, reasonable, and consistent with NUAMES Mission and Compact and in the best interest of all persons associated with the NUAMES community. There are 3 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 and Weber State University.

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

## 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, and consistent with NUAMES policy and in the best interest of all NUAMES students.
2. 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.
3. Rules will be made clear to students - posted publicly on the school's website.
4. 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.
  - 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 parents.
  - those consequences will be carried out.
  - a 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.

## Safe School Policies

Please refer to [nuames.org](http://nuames.org) for the complete NUAMES *Student Conduct and Discipline* Policy as well the NUAMES *Bullying, Hazing and Abusive Conduct* Policy.

## 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 the student's parents. School investigation and disciplinary action will follow once the facts have been obtained.

## 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. NUAMES Bullying, Hazing and Abusive Conduct Policy, can be found in full on [nuames.org](http://nuames.org) > Policies > Student Conduct.

## 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.
4. Weapons are prohibited at school or during any school activity, any student who possesses, controls, sales, arranges for the sale of, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) actually uses or threatens to use a real or look alike weapon with the intent to intimidate another person or disrupt normal school activities; shall be expelled from NUAMES, programs and activities for a period of not less than one year.

## NUAMES Dress Code

The NUAMES Dress Code Policy should be followed when attending school and school activities. NUAMES Dress Code applies during school hours and school activities, regardless of what the 'current trends' are in fashion. School is a more formal environment than outside school. Student dress code and grooming standards should reflect appropriate standards for a public academic and collegiate academic environment. Anything that is disruptive to the normal operation of school or any dress or grooming that may be considered extreme or too risqué for school will not be permitted. This dress code also applies at all school sponsored activities. Students that repeatedly violate the dress code may be suspended and/or given an administrative U. Any student violating the dress code will be asked to change into clothing that meets NUAMES Dress Code requirements. If a student does not have appropriate clothing with them at school, the student will be sent home.

### Dress Standards

1. Students must be fully clothed.
2. Extreme dress or style which causes a distraction to the learning environment is not allowed.
3. Clothing that exposes BARE MIDRIFTS, BUTTOCKS, OR UNDERGARMENTS ARE NOT ALLOWED.
4. The sleeves of tank tops, shirts, and blouses must be at least 3". Spaghetti straps are not permitted. Tube tops are not permitted.
5. Clothing that is low cut and overly revealing is not allowed. Pants, shorts and skirts must be worn at the waist. The length of a skirt, dress or shorts must be no more than 5" above the knee.
6. Revealing clothing; too tight, too short, too low cut in front (revealing cleavage) or back (no lower than shoulder blades), sheer fabric that reveals underwear, cleavage, midriff, or back is not permitted.
7. Distressed pants or skirts that expose underclothing are not permitted. Overly distressed jeans, shorts or cut offs that display buttocks are not allowed.
8. Clothing containing obscene or suggestive words or pictures, including references to sex, tobacco, drugs, or alcohol may not be worn at school. Clothing that depicts violence and/or weapons in word, image or suggestion are not allowed.
9. Gang-related attire is not permitted on campus.
10. Lanyards that are not deemed school appropriate will be confiscated.

11. Sagging or slovenly appearance of clothing is not allowed.
12. Clothing attachments which could be considered dangerous or could be used as a weapon, i.e. spike chains, wristbands, etc. will not be allowed.
13. Exaggerated cosmetics and body paint is prohibited.
14. Hair, including facial hair shall be kept neat and clean. Hair that is considered an extreme distraction to the academic learning environment is not allowed; this will be determined by the administration.
15. Students may wear pierced earrings. However, any other type of body or facial piercing which is an extreme distraction to the learning environment is prohibited. This will be determined by the administration.
16. The administration reserves the right to send a student home to change, or confiscate the item if they deem that the student's attire is inappropriate or non-compliant.
17. ID badges must be worn on the student at all times. NUAMES recommends the ID badge be worn with a lanyard around the neck at all times during the school day unless otherwise directed by their teacher(s).
18. NUAMES Dress Code applies to any and all NUAMES students regardless of Early College or DTECH/OWTECH daily schedules.
19. Dress code violators will be reported to parents and/or sent home. Repeat offenders are subject to suspension.

## Dress Standards for Dances

Dress that may be construed as inappropriate under this policy includes, but is not limited to:

1. Revealing clothing; too tight, too short, too low cut in front (revealing cleavage) or back (no lower than shoulder blades), no EXTREME bare midriffs, sheer fabric where underwear, cleavage, midriff, or back is revealed, or display of undergarments.
2. Dresses and skirts must not be more than 5" above the knee (including slits).
3. Clothing that is extreme or slovenly (oversized, baggy, or torn jeans), for protest, defiance, dissent, obscene, illegal substances, suggestive with words or pictures is not permitted.
4. Shoes must be worn at all times.

Students who do not adhere to the NUAMES Dress Code policy for dances may be removed from the dance.

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

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

## Skateboarding / Roller Blades

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

# Student Behavior

## 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.

## Cheating/Plagiarism

NUAMES does not accept the practice of cheating or plagiarism. Plagiarism is the act of using another person's work, such as text, data or graphics, and passing it off as your own. It is considered a serious offense at NUAMES and will result in academic and disciplinary consequences.

1. All instances of cheating will be reported by all teachers to the administration.
2. Students caught cheating will receive no credit for the work and face administrative disciplinary action.
3. Early College students caught cheating risk losing their NUAMES scholarship.
4. 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.

NUAMES 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
- Paraphrasing another person's spoken or written words

## Artificial Intelligence & Chat GPT use on assignments, quizzes, etc.

Intellectual honesty is vital to an academic community and for fair evaluation of student work. Student work submitted for NUAMES courses must be the student's own, completed in accordance with the teacher's syllabuses. **You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software unless you have been given advanced permission by your NUAMES teacher.** Using AI composition software (like ChatGPT) for any assignments, projects, quizzes, tests without the teacher's permission puts the student's academic integrity at risk and the student will face academic and disciplinary consequences.

## Cell Phones and Electronic Devices

Cell phones are not to be used in the classroom (unless given permission by the teacher), 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.

Gaming 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.

## Computer Use

Every student and their parent/guardian must sign an acceptable use policy. Intentional misuse of a computer, including sharing login information, 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. Gaming can be a serious distraction to a student's education and may be restricted by the NUAMES staff and/or administration. Teachers have the discretion of allowing or not allowing laptops in their classrooms. If allowed, students must follow computer compliance regulations with both personal and NUAMES laptops while on campus.

## Public Display of Affection

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

## Advertisements

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

## 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

## Attendance Policy

NUAMES Early College High School and Utah State Law require that students attend regularly and that parents bear considerable responsibility to ensure that students are in school when they are required.

The classroom experience is an essential component of the learning process. There are experiences, activities, and discussions that cannot be duplicated should a student be absent from school. The loss of this experience can significantly impact a student's academic performance. Poor attendance is the most consistent factor in a student's failure to succeed academically.

Students are expected to attend their classes and be on time each day. In addition to academics, students will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives. The guidelines for student attendance at NUAMES are as follows:

1. All absence notifications must be done by a parent within five school days upon the student's return to school. For example, a student who is absent all or part of an "A" day must have a parent/guardian verify the absence before the end of business hours within five school days.
2. Parents/Guardians are responsible for ensuring that NUAMES has received absence notifications and that they are verified through the attendance secretary. This may be accomplished in one of three ways: (1) sending an email by the parent or guardian from the email that is registered in the school's system; (2) by having a parent or guardian call the registrar (801-395-3350) from 7:35 A.M. to 3:30 P.M. Monday through Friday; (3) by having a parent or guardian come to the main office in person.
3. Absence notification by a parent is required and should include: the following information must be provided to the attendance secretary: the exact dates and periods the student was absent, the reason for the absence, and a phone number where the parent or guardian can be reached should a question arise or further verification be needed. Students are responsible and accountable for turning in missed coursework, exams, assignments, etc. It is up to the teacher's disclosure to determine if a student will be able to make up a missed quiz or test. Absence notification does not excuse the student from a class deadline or school work. The student should make every effort to get caught up and it is the student's responsibility to track down what they missed, not the teacher's responsibility. It should be noted that teachers are not obligated to make up missed lectures, or missed discussions when the student is absent.
4. Absences that have been pre-approved by NUAMES administration and are related to a field trip or classroom or NUAMES club-related event are considered part of the educational process and will not count against the student's attendance.
5. Students are considered absent if they are late to class by more than twenty minutes or are not making an honest effort to get to class on time.

6. The attendance secretary will indicate on the teacher's rolls in the computer whether the tardy was an excused tardy/absence or if it was not excused.
7. Students who leave school at any time during the school day are required to check out through the office. Students who leave school without properly checking out at the attendance office or leave class without permission may be considered truant.
8. Students do not need to check out for: off-campus lunch during the lunch hour, home release, magnet classes, released time, or internships.
9. If a student has been marked absent incorrectly, they need to check with the attendance office to determine the class period it was in, and then talk to the teacher who marked them absent to correct the absence.
10. A student with excessive absences in a class during a term may be given a "U" for a citizenship grade. The definition of excessive absences at NUAMES is three or more unexcused absences and/or six or more parent-notified absences. A doctor's note may be required for every absence after six. If there are extenuating circumstances that cause a student to be absent more than six times during a term, those will be handled on an individual basis with the NUAMES administration. Absences due to a pandemic, including mandatory quarantine, will not affect a student's citizenship grade as long as the school has received notification. During quarantine, students are still responsible for missed course work.
11. A student with three or more tardies in a class in any term may result in the student receiving an "N", while six or more tardies in a class in any term will result in the student receiving a "U".
12. Students must have their NUAMES ID cards on their person at all times and be able to produce their ID badges at all times during the school day. NUAMES recommends students wear their ID badge on their lanyard, around their neck, and visibly displayed during the entire school day.

## Check-In

Students arriving late to school must check in at the main office in D3 or the Office in the D13 office to pick up a late slip and then proceed directly to class.

Students who establish a pattern of arriving late to school may be subject to administrative intervention and/or disciplinary action.

## Check Out and Release From School

Parents must notify the school to have their child checked out. Students who leave campus without being checked out through the office may be subject to disciplinary action and/or being marked truant.

The office cannot authorize the dismissal of a student to an adult or older sibling who is not on the student's emergency form (or if the parent has not made previous arrangements with the office).

A person checking out the student must show proper identification that matches the information on the emergency form.

## Absences Notification

Parents/Guardian are responsible for ensuring that all absences are verified through the NUAMES office.

This may be accomplished in one of three ways: (1) the parent/guardian sending an email to the school's registrar from the email that is registered in the school's system; (2) by having a parent or guardian call the attendance secretary from 7:35 A.M. to 3:30 P.M. Monday through Friday; (3) by having a parent or guardian come to the Main Office in person.

After five school days, absences contested by parents/guardians will be reviewed by the NUAMES administration to determine a course of action.

## Truancy

Students are considered truant when they are out of class or school without an official excuse. Teachers are not required to let a student make up missed class work, tests, quizzes, etc. If the student has been truant from class. The teacher may also choose not to allow make-up work for an absence where a parent/guardian has not given notification.

## Tardy

Students are expected to be on time to every class. Three tardies in a single class period, per quarter, will result in an "N" citizenship grade; six tardies in a single class period, per quarter, will result in a "U" citizenship grade.

Parents can log into mydsd to review and check on students' tardiness and absences. Six tardies in a single class period is considered excessive and may result in administration intervention and/or discipline.

## Excessive Absences:

'Excessive absence' is defined as three or more unexcused absences/truancies in a single class period and/or six or more parent-notified absences/tardies in a single class period.

A student with three or more absences in a single class period, per quarter, will result in an "N" citizenship grade; six or more absences in a single class period, per quarter, will result in a "U" citizenship grade. If there are extenuating circumstances that cause a student to be absent more than six times during a term, this will be handled on an individual basis between the teachers, student, parents, and an administrator. Please note that some Concurrent Enrollment courses have attendance policies set by the sponsoring university. Students are required to follow the University attendance policy for all Concurrent Enrollment courses.

Excessive absences may result in students being referred to administration for attendance probation.

- Probation consists of student/parent notification, monitoring, and advising.
- A student violating probation and their parent(s) meet with the administration to determine corrective action before the end of the current grading period.
- Probation is for 45 school days.
- Probation ends at 45 school days only if during the probation period a student has 100% attendance.
- Failure to meet the terms of probation will lead to restricted access to subsequent concurrent enrollment opportunities, and early college scholarships, and may affect graduation requirements.

## Concurrent Enrollment

NUAMES follows the department attendance policy for college where the concurrent enrollment (CE) course originates. All CE courses will have the attendance policy outlined in their syllabus and distributed to students by the first week of school.

Students who receive a C- or lower in a concurrent enrollment class and have excessive absences (more than 10% of the course) may be restricted from concurrent enrollment courses in the subsequent semester.

## Incllement Weather

NUAMES draws students from a large geographical area where weather conditions may vary. If a parent feels that road conditions are unsafe they may choose to keep a student at home or take the student to school later when road conditions have improved. In such cases, the student will be allowed to make up missed course work. If a student has been marked absent incorrectly, the student will need to work with the teacher to correct the absence.

## Non-Traditional Instruction

NUAMES shall comply with Utah Administrative Code R277-419 during times of online instruction or in non-traditional settings.

NUAMES shall abide by statute and rule even if parts of the code are not listed explicitly in this policy. • NUAMES will ensure that records of student attendance are maintained.

NUAMES may use any or all of the following continuing enrollment measures to track student attendance:

- Submission of assignments;
- Live or online instruction interactions;
- Participating in small group instruction live or online, or
- Communicating with the instructor by email, feedback, live online, face-to-face, or phone.
- All measures shall be documented by the teacher through attendance in the Student Information System (SIS).



The School shall communicate with parents should students fail to actively attend.

NUAMES shall document each student's continued enrollment status in compliance with the continuing enrollment measures typically weekly, but no less than once every ten consecutive school days.

NUAMES shall appropriately adjust and update student membership records in the student information system for students that did not meet the continuing enrollment measures

## Reporting

NUAMES shall submit to the State Superintendent the School's accountability report and other state-mandated attendance and membership reports as requested by the State Superintendent.

NUAMES shall annually report to the Utah State Board of Education separately the absences with a valid excuse and the absences without a valid excuse.

After three days, unexcused absences contested by parents will be reviewed by the NUAMES Administration to determine a course of action.