



Utah Virtual Academy Administrative Procedures Manual

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Arrest Reporting Procedures

Adopted: November 8, 2018

Revised:

These procedures are established in order to comply with the Arrest Reporting Policy adopted by the School's Board of Directors.

Required Reports

(a) Non-USOE-licensed employees of the School, (b) Volunteers who have significant unsupervised access to students in connection with their volunteer assignment, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

Timeline for Reports

Current employees of the School must provide the required reports to the School Principal within seven (7) days of receiving notification of this policy from the Principal. Thereafter, employees of the School must submit required reports to the Principal within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

Procedure for Review of Reports

The Principal will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Principal will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the Principal's determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Principal determines it is necessary to protect the safety of students.

Required Action

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

Training

The Principal will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

Background Check Procedures

Adopted: November 8, 2018

Revised:

These procedures are established pursuant to the Background Check Policy established by the School's Board of Directors.

Individuals Subject to Background Checks

The School requires that the following individuals submit to a criminal background check and ongoing monitoring as provided in Utah Code § 53G-11-402 as a condition for employment or appointment: (a) each new non-USOE-licensed employee; (b) each volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment; (c) each employee of a staffing service who works at the School; and (d) each Board Member.

Additionally, each new employee who is licensed by the Utah State Office of Education ("USOE") must obtain a background check and submit to ongoing monitoring as required in connection with USOE's licensure requirements.

By September 1, 2018, the School will collect the information described below from individuals who were employed by the School prior to July 1, 2015, and with whom the School maintains an authorizing relationship and submit that information to the Utah Bureau of Criminal Identification for ongoing monitoring.

Conducting the Background Check

Any person submitting to a background check for the School will sign a waiver notifying the individuals (a) that a criminal background check will be conducted, (b) who will see the information received as a result of the background check, and (c) how that information will be used.

The School will collect the following from an individual required to submit to a background check for the School:

- (a) personal identifying information, including but not limited to:
 - (i) current name, former names, nicknames, and aliases;
 - (ii) date of birth,
 - (iii) address,
 - (iv) telephone number,
 - (v) driver license number or other government-issued identification number,
 - (vi) social security number, and
 - (vii) fingerprints;
- (b) a fee as set forth below; and

(c) consent and waiver on a form specified by the School for the background check acknowledging that their fingerprints are being registered for ongoing monitoring by the School.

The School will submit such individuals' personal identifying information, including fingerprints, to the Utah Bureau of Criminal Identification for an initial background check and ongoing monitoring (if the results of the initial criminal background check do not contain disqualifying criminal history information as determined by the School).

Ongoing Monitoring

The School will request that the fingerprints taken for the purpose of conducting criminal background checks be registered with any rap back system maintained to provide ongoing status notifications to the School of any criminal history reported on individuals whose fingerprints are registered in the system.

Payment of Fee for Background Check

Applicants for employment, including substitutes, shall be required to pay the designated costs of background checks subject to the provisions of Utah Code Ann. § 53G-11-402(2).

The School shall pay the cost of the background check for current non-licensed employees and volunteers of the School.

The School will not pay the cost of fingerprinting for School employees or volunteers.

Background Check Evaluation

When making decisions regarding employment or appointment based on the information received from a criminal background check, the School will consider:

- (a) any convictions, including pleas in abeyance;
- (b) any matters involving a felony; and
- (c) any matters involving an alleged:
 - (i) sexual offense;
 - (ii) class A misdemeanor drug offense;
 - (iii) offense against the person under Title 76, Chapter 5, Offenses Against the Person;
 - (iv) class A misdemeanor property offense that is alleged to have occurred within the previous three years; and
 - (v) any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

Only those convictions which are job-related for the employee, applicant, or volunteer will be considered by the School.

Opportunity to Respond to Background Check

The School will provide an individual an opportunity to review and respond to any criminal history information received as a result of submitting for a criminal background check or through ongoing monitoring.

If a person is denied employment or appointment or is dismissed from employment or appointment because of information obtained through a criminal background check or ongoing monitoring, the person may request a review of the information received and the reasons for the disqualification and shall be provided written notice of the reasons for denial or dismissal and of the individual's right to request a review of the disqualification.

Confidentiality

Information received by the School as a result of a background check will only be (a) available to individuals involved in the hiring or background investigation process for that individual and (b) used for the purpose of assisting the School in making employment-related decisions. Any person who disseminates or uses any such information for any other purpose is subject to criminal penalties and civil liability as set forth in applicable law.

Privacy Risk Mitigation Strategy

The School will employ reasonable privacy risk mitigation strategies to ensure that the School only receives notifications for individuals with whom the School maintains an authorizing relationship. Specifically, upon (a) termination of an employee's employment with the School, (b) expiration of a Board Member's term without renewal, or (c) resignation of Board Member, the administration will ensure that the School takes any steps necessary to terminate ongoing monitoring for such individuals and will document the date on which such steps were taken. For volunteers, the administration will ensure that the School establishes a schedule of volunteers registered for ongoing monitoring, consult with School personnel to determine whether such individuals are still volunteering for the School, and ensure that ongoing monitoring for individuals is terminated as appropriate.

Child Abuse and Neglect Reporting Procedures

Adopted: November 8, 2018

Revised:

These procedures are established pursuant to the Child Abuse and Neglect Reporting Policy adopted by the Board of Directors.

1. If a School employee **has reason to believe** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, the employee shall immediately make an oral report to the nearest peace officer, law enforcement agency or Division of Child Family Service (“DCFS”). The employee shall also make a report to the School’s Principal, but the requirement to notify the Principal does not satisfy the employee’s personal duty to report to law enforcement or DCFS.
 - a. The oral report to law enforcement or DCFS may be made with the Principal present, but must be made by the person making the report.
 - b. The reporting employee must record the name of the individual and the agency contacted to make the required report.
 - c. The reporting employee must complete and provide a copy of the Child Abuse and Neglect Reporting Form to the Principal within twenty-four (24) hours. The Principal will keep the form in a separate file, and it shall not be placed in the student’s permanent file. The form should also be sent to the agency to which the oral report was given.
 - d. The Principal will preserve the anonymity of the person making the report and any others involved in any investigation.

2. To determine whether or not there is **reason to believe** that abuse or neglect has occurred, school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.
 - a. Investigations by staff prior to submitting a report shall not go beyond what is minimally necessary to support a reasonable belief that a reportable problem exists.
 - b. It is not the responsibility of the Principal or any other school employees to prove who the abuser is or that the child has been abused or neglected, or to determine whether the child is in need of protection.
 - c. School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

- d. School employees shall not conduct interviews with the child or contact the suspected abuser.
 - e. Notes of voluntary or spontaneous statements by the child shall be given to the investigational agency.
 3. Investigations of reports of abuse for children seventeen (17) years of age and younger are the responsibility of DCFS.
 - a. School employees shall not contact the child's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
 - b. School personnel shall cooperate with DCFS and share all information with the division that is relevant to the division's investigation of an allegation of abuse or neglect. Additionally, School employees shall cooperate with DCFS and law enforcement employees authorized to investigate reports of alleged child abuse and neglect, including:
 - i. allowing appropriate access to students;
 - ii. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;
 - iii. making no contact with the parents or legal guardians of children being questioned by DCFS or law enforcement authorities; and
 - iv. maintaining appropriate confidentiality.
 - c. If school officials are contacted by parents about child abuse reports, school personnel shall not confirm or deny that a contact or investigation is taking place. A school employee should refer the caller to law enforcement or DCFS.
4. If the suspected perpetrator of child abuse or neglect is a School employee, the Principal shall immediately report the allegation to the Utah State Board of Education. Steps shall be taken to assure that further abuse or neglect is prevented by the suspected perpetrator.
5. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions.
6. The Principal shall annually (a) provide each School employee with the written Child Abuse and Neglect Reporting Policy including a copy of the Child Abuse and Neglect Reporting Form and (b) notify each School employee of the mandatory reporting requirements of this Policy and Procedure and Utah Code Sections 53E-6-701 and 62A-4a-403.
7. The Principal will provide School personnel every other year with training and instruction on child sexual abuse prevention and awareness, including responding to a disclosure of child sexual abuse in a supportive, appropriate,

manner. Newly hired staff will be provided with the same training and the written policy at the beginning of their employment.

8. The training and distribution of materials will be documented.
9. Educational neglect means that, after receiving a notice of compulsory education violation under Utah Code Section 53G-6-202, the parent or guardian fails to make a good faith effort to ensure that the child receives an appropriate education.
 - a. When School personnel have reason to believe that a child may be subject to educational neglect, school personnel shall submit the report described in Utah Code Subsection 53G-6-202(8) to DCFS.
 - b. When School personnel have a reason to believe that a child is subject to both educational neglect and another form of neglect or abuse, School personnel may not wait to report the other form of neglect or abuse pending preparation of a report regarding educational neglect.

*****CONFIDENTIAL*****

Child Abuse and Neglect Reporting Form

ORAL REPORT MADE TO PRINCIPAL:	
Date:	Time:

CHILD'S INFORMATION:			
Name:	Age:	Sex:	Birth Date:
Address:			

PARENT/GUARDIAN INFORMATION:	
Father Name:	Mother Name:
Father Address:	Mother Address:
Father Phone:	Mother Phone:
Guardian #1 Name:	Guardian #2 Name:
Guardian #1 Address:	Guardian #2 Address:
Guardian #1 Phone:	Guardian #2 Phone:

CIRCUMSTANCES LEADING TO THE SUSPICION THAT THE CHILD IS A VICTIM OF ABUSE OR NEGLECT:

DATE AND TIME OF OBSERVATIONS	
Date:	Time:

ADDITIONAL INFORMATION:

Oral Report Made To:	Written Report Made To:
Agency:	Agency:
Individual's Name:	Individual's Name:
Date:	Date:
Time:	Time:

Reporting Individual:		Principal:	
Name:		Name:	
Date:		Date:	
Signature		Signature:	

****DO NOT PLACE THIS FORM IN THE STUDENT'S CUM FILE****

Concussion and Head Injury Procedures

Adopted: December 13, 2018

Revised:

These procedures are established pursuant to the Concussion and Head Injury Policy established by the School's Board of Directors.

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or loses consciousness.

The School will ensure that each agent of the School is familiar with, and has a copy of, the Concussion and Head Injury Policy and these Procedures. Before permitting a child to participate in a sporting event of the School, the School will:

- (a) provide a written copy of the Concussion and Head Injury Policy and these Procedures to a parent or legal guardian of a child; and
- (b) obtain the signature of a parent or legal guardian of the child, acknowledging that the parent or legal guardian has read, understands, and agrees to abide by, the Concussion and Head Injury Policy and these Procedures.

The following definitions apply to these Procedures:

- (1) "Agent" means a coach, teacher, employee, representative, or volunteer.
- (2) "Qualified health care provider" means a health care provider who:
 - (a) is licensed under Title 58, Occupations and Professions; and
 - (b) may evaluate and manage a concussion within the health care provider's scope of practice.
- (3) "Sporting event" means any of the following athletic activities that is organized, managed, or sponsored by the School:
 - (a) a game;
 - (b) a practice;
 - (c) a sports camp;
 - (d) a physical education class;
 - (e) a competition; or
 - (f) a tryout.
- (4) "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:
 - (a) transient confusion, disorientation, or impaired consciousness;
 - (b) dysfunction of memory;
 - (c) loss of consciousness; or
 - (d) signs of other neurological or neuropsychological dysfunction, including:
 - (i) seizures;
 - (ii) irritability;

- (iii) lethargy;
- (iv) vomiting;
- (v) headache;
- (vi) dizziness; or
- (vii) fatigue.

The following signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion:

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

The School will (a) immediately remove a child from participating in a sporting event of the School if the child exhibits signs, symptoms, or behaviors consistent with a concussion or is otherwise suspected of sustaining a concussion or a traumatic head injury; and (b) prohibit the child from participating in a sporting event of the School until the child:

(i) is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion; and

(ii) provides the School with a written statement from the qualified health care provider described in Subsection (1)(b)(i) stating that:

- (A) the qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion; and
- (B) the child is cleared to resume participation in the sporting event of the School.

The School will follow any return-to-play guidelines established by the student's qualified health care provider.

Emergency Procedures

The following situations constitute a medical emergency and require notification of emergency medical personnel:

- (1) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- (2) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), should be transported immediately to the nearest emergency department via emergency vehicle.
- (3) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
 - a. Deterioration of neurological function
 - b. Decreasing level of consciousness
 - c. Decrease or irregularity in respirations
 - d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - e. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - f. Seizure activity

A student who is symptomatic but stable may be transported by his or her parents. The parents should be advised to contact the student's primary care provider or seek care at the nearest emergency department on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games

Recognize concussion

- 1. All agents of the School should become familiar with the signs and symptoms of concussion that are described above.
- 2. Agents of the School shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional.

Refer the athlete/student for medical evaluation

1. The School's agent is responsible for notifying the student's parent(s) of the injury.
 - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
 - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to a doctor):
 - a. The School's agent should ensure that the student will be with a responsible individual who is capable of monitoring the student and understanding the home care instructions before allowing the student to go home.
 - b. The School's agent should continue efforts to reach a parent.
 - c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. The School's agent should accompany the student and remain with the student until a parent arrives.
 - c. The School's agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Concussion and Head Injury Policy Acknowledgement

I acknowledge that I have read, understand, and agree to abide by, the Concussion and Head Injury Policy and Procedures.

Name of Student: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Staff Code of Conduct

Adopted: December 10, 2018

Revised:

Purpose

Utah Virtual Academy (the “School”) is committed to providing an environment where its students and staff feel safe, respected, and comfortable. The School is also dedicated to upholding the trust that has been vested in the School by the parents of its students and the community at large. The School understands that these objectives cannot be met unless its staff engages in appropriate, responsible behavior and is held to high standards of conduct. This code of conduct establishes and sets forth the standards of conduct required of the School’s staff.

Definitions

1. “Boundary violation” means crossing verbal, physical, emotional, and social lines that an educator must maintain in order to ensure structure, security, and predictability in an educational environment.

(a) A “boundary violation” may include the following, depending on the circumstances:

- (i) isolated, one-on-one interactions with students out of the line of sight of others;
- (ii) meeting with students in rooms with covered or blocked windows;
- (iii) telling risqué jokes to, or in the presence of a student;
- (iv) employing favoritism to a student;
- (v) giving gifts to individual students;
- (vi) educator initiated frontal hugging or other uninvited touching;
- (vii) photographing individual students for a non-educational purpose or use;
- (viii) engaging in inappropriate or unprofessional contact outside of educational program activities;
- (ix) exchanging personal email or phone numbers with a student for a non-educational purpose or use;
- (x) interacting privately with a student through social media, computer, or handheld devices; and
- (xi) discussing an educator's personal life or personal issues with a student.

(b) A “boundary violation” does not include:

- (i) offering praise, encouragement, or acknowledgment;
- (ii) offering rewards available to all who achieve;
- (iii) asking permission to touch for necessary purposes;

- (iv) giving pats on the back or a shoulder;
- (v) giving side hugs;
- (vi) giving handshakes or high fives;
- (vii) offering warmth and kindness;
- (viii) utilizing public social media alerts to groups of students and parents;
- or
- (ix) contact permitted by an IEP or 504 plan.

2. “Staff” or “staff member” means an employee, contractor, or volunteer of the School with unsupervised access to students.

Code of Conduct

1. A staff member shall avoid boundary violations, as defined in R277-515, with students.

2. A staff member shall not subject a student to:

- (a) physical abuse;
- (b) verbal abuse;
- (c) sexual abuse; or
- (d) mental abuse.

3. A staff member shall report any suspected incidents of:

- (a) physical abuse;
- (b) verbal abuse;
- (c) sexual abuse;
- (d) mental abuse; or
- (e) neglect.

4. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.

5. A staff member shall not make inappropriate contact in any communication with a student, including written, verbal, or electronic communications, regardless of the age or location of the staff member or student.

6. A staff member shall not give a gift to a student that would reasonably suggest or further an inappropriate relationship. A staff member may give small gifts or rewards to all students who achieve a certain objective or goal so long as such gifts or rewards are provided uniformly. A staff member may accept, but not solicit, a nominal appropriate personal gift from a student for the staff member’s birthday, a holiday, or a teacher appreciate occasion, consistent with School policy and Utah ethics law.

7. A staff member shall not employ favoritism, provide special favors, or give preferential treatment to a student or group of students in violation of law.

8. A staff member shall not discriminate against a student on the basis of sex, race, religion, or any other prohibited class.
9. A staff member shall comply with all School policies regarding appropriate use of electronic resources, electronic devices, and social media. A staff member shall avoid interacting privately with a student through social media, computer, or handheld devices and shall never interact with a student – publicly or privately – through such means for non-academic purposes.
10. A staff member shall not possess or drink an alcoholic beverage in the School or on School grounds. In addition, a staff member shall not drink alcohol during work hours, whether on or off School grounds.
11. A staff member shall not use tobacco in any form nor use an e-cigarette (or any other similar electronic oral device) in the School or on School grounds. Staff members shall comply with the Utah Indoor Clean Air Act in the School, on School grounds, and during work hours.
12. A staff member shall not use, control, possess, distribute, sell, or arrange for the sale of an illegal drug or controlled substance, an imitation controlled substance, or drug paraphernalia in the School, on School grounds, or during work hours.
13. A staff member is required to:
 - (a) report any suspicion of child abuse or bullying to the proper authorities;
 - (b) annually read and sign all policies related to identifying, documenting, and reporting child abuse; and
 - (c) with respect to a staff member who is an employee or contractor, attend abuse prevention training required in Utah Code Ann. § 53G-9-207.
14. A staff member shall report the following to their Principal or the Head of School:
 - (a) known violations of this code of conduct; and
 - (b) known violations of the Utah Educator Standards contained in R277-515.
15. This code of conduct shall be posted on the School's website.
16. The School intends for this code of conduct to be consistent with the provisions of Utah Administrative Code R277-517.

Student Dress Code Procedures

Adopted: December 10, 2018

Revised:

Dress Code Application to Online and In-Person Student Participation

Students who attend real-time instruction or School events with the use of video cameras shall follow the School's Dress Code Guidelines, except for the guidelines on footwear. These events include but are not limited to assemblies, grade-level meetings, IEP/504/EL meetings, student council meetings, clubs, social gatherings, etc.

Students who attend in-person School events shall follow the School's Dress Code Guidelines. These events include but are not limited to outings, testing sessions, graduation, family events, prom, field trips, service projects, etc.

Dress Code Guidelines

A. Condition, Wear and Safety of Clothing:

- No clothing that distracts or poses a safety hazard.
- No clothing with holes, rips, or tears that reveal the body.
- No tight-fitting or revealing clothing.

B. Content:

- No clothing with content relative to drugs, alcohol, weapons, or any other controlled substance on them.
- No clothing with explicit language or inappropriate content.

C. Tops/Skirts/Dresses:

- Tops must cover the upper and middle torso at all times.
- Skirts must cover the lower torso with no skin showing between top and skirt.
- Skirts and dresses must be at least mid-thigh in length; no mini-skirts.
- No exposed undergarments.
- No halter, tank or tube tops; no transparent, half, or muscle shirts.
- No exposed shoulders, low cut necklines, exposed cleavage, or spaghetti straps.
- No pajamas, lounge wear, or bath robes.
- Inappropriate tops may not be covered with sheer shirts.

D. Pants/Shorts:

- Must cover lower torso with no skin showing between top and pants/shorts.
- No exposed undergarments.
- No oversized sagging pants or shorts.
- No single rolled up pant leg.
- No "short-shorts" (i.e., shorts must reach to the tips of fingers when arms are extended full length at the side).
- Belt buckle monograms must be appropriate.

- No hanging or extended belt lengths.
- No cut-offs; shorts must be hemmed and at least mid-thigh in length.
- No mini-shorts or spandex shorts.

E. Head Coverings:

- No head coverings (including inappropriate hats or beanies) or sunglasses worn in a building during school events; exceptions are made for religious or medical reasons.
- No bandanas (all colors), do-rags (all colors), hairnets, or surgical/shower caps.

F. Footwear:

- Proper footwear at all times.
- No house slippers.

G. Language / Illustrations on Clothing:

- No clothing with obscene, vulgar, profane, or derogatory language or illustrations.
- No clothing with sexual overtones or anything that promotes alcohol, drugs, tobacco, gang membership, violence or something reasonably deemed a safety issue.

H. Gang Attire: All items that have been identified as gang-related by local law enforcement agencies are prohibited. (<http://www.wvc-ut.gov/DocumentCenter/View/6752/Gang-Handouts?bidId>)

These may include but are not limited to:

- No dangling belts or hanging belt lengths.
- No chains.
- No oversized sagging pants/shorts.
- No single rolled up pant leg.
- No hairnets, bandanas, or do-rags (all colors).
- No colors resembling gang attire or other colors that may be reasonably deemed inappropriate as necessary to protect student safety.
- No altered insignias or graffiti.
- No jewelry or belt buckles symbolizing any gangs.
- No graffiti in or on personal belongings symbolizing any identified gang.

Exemptions

School administration may, at any time during the school year, grant an exemption from the Dress Code Guidelines to a student because of extenuating circumstances.

Dress Code Violations

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the School, the final determination will be made by campus administration.

Students who choose to violate the Dress Code Guidelines will be referred to a campus administrator for clarification and/or disciplinary action. Parents will be contacted and requested to assist in a change of clothes so that the student will be in compliance with the Dress Code Guidelines. Refusal to change clothes, when possible, will constitute insubordination and result in disciplinary action. Repeated violations of the Dress Code Guidelines will be construed as insubordination and further disciplinary consequences will be incurred by the student.

Appeals

Final determinations by administration regarding Dress Code violations and resulting disciplinary actions, as well as whether or not to grant an exemption, may be challenged in accordance with the School's complaint/grievance process.