



AMERICAN LEADERSHIP ACADEMY

STUDENT HANDBOOK

Welcome to American Leadership Academy!

The educational foundation you receive at American Leadership Academy will, in many ways, determine your future academic path. It is up to you to make the most of the opportunities available.

It is the responsibility and obligation of the student to strive for and to meet the goals, which will lead to his/her success, and maintain an approach that is within the guidelines of American Leadership Academy policies and procedures.

School Mission Statement

American Leadership Academy partners with families to provide comprehensive educational experiences, character development through leadership, and individualized student learning for college and career readiness.

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It is the policy of American Leadership Academy not to discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, disability, age, or any other legally protected classification in its educational programs, activities, admissions, access, treatment, or employment practices.

The policies and procedures outlined in this handbook are intended to help you maximize your learning experiences and maintain a positive learning environment for all students and staff at American Leadership Academy. The school administration, along with the faculty and staff, have high expectations for your involvement in the school. Their expectations require a high level of commitment and cooperation on your part. We trust that you are willing to accept the responsibilities and obligations of good leadership and citizenship that will enable you to enjoy a successful school year.

This handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for our school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. All Board policies are listed on the American Leadership Academy website at www.americanleadershipacademy.org

ADMINISTRATION

Rich Morley	Executive Director
Jan Searle	Business Administrator/Fine Arts Director
Stephanie Diediker	High School Principal
Rhett Anderson	Junior High Principal
Tim Schiess	Dean of Students

SUPPORT STAFF

June Jensen	Counselor 10 th -12 th grades
Anna Luna	Counselor 7 th -9 th grades
Kathy James	Registrar
Kristen Dunford	Power School (SIS)

ALA FIGHT SONG

Screaming Eagles soar through the sky,
We work really hard and we set our goals high.
Braver and stronger than all the rest,
We're brothers and sisters, we're the best.
Honor and courage, integrity,
Are some of the things that we try to be,
Loyal to navy, the red and the white,
Fighting, soaring screaming eagles,
Fight, Fight, Fight!
E-A-G-L-E-S A-L-A is the Best!

ACTIVITY/ID CARDS

Students are issued an identification/activity card at the beginning of the school year. Activity cards provide free or reduced admission to many of the school activities. Each activity card must only be used by the person to whom it was issued and will be confiscated if used inappropriately. Replacement cards are available with a fee of \$5.00. If a student exits the school his/her activity card needs to be turned in.

ALCOHOL AND DRUG VIOLATIONS

School policy prohibits use, possession, sale or distribution of alcohol, controlled substance, imitation controlled substance, or drug paraphernalia on campus or at any school-sponsored activity or in any vehicle used by the school to transport students to or from an activity during any time of day or night. Violation consequences may include, but are not limited to an automatic law enforcement referral, suspension, mandatory parent conference, activity probation, or expulsion.

ASSEMBLIES

Assemblies are for the enjoyment of all students. Students are expected to attend the assembly or another assigned area and remain until the program is over. We expect students to be respectful of others by listening, showing courtesy, and being positive at all times. Disorderly students will be removed from the assembly and may forfeit future assembly privileges. No food, drink or gum is allowed in the auditorium. The use of electronic devices are not allowed.

ATHLETIC EVENTS/SPORTSMANSHIP

Since athletics must operate within the framework of sound educational principles, it follows:

1. Athletic teams at American Leadership Academy come under the jurisdiction of and are required to abide by the rules of the Utah High School Activities Association so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege to participate in athletics, either as an athlete or spectator, are expected to conduct themselves in a manner that does not detract from the educational environment.
3. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Anyone can make a mistake.
4. Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and common sense.

The following spectator behavior is expected. GENERAL SPORTSMANSHIP GUIDELINES (FROM THE UHSAA HANDBOOK):

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. Know the rules. Abide by and respect officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control & reflect positively upon yourself, the team, & the school.
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

Spectators may be asked to leave contests or may be banned from attending future contests.

ATTENDANCE POLICY (POLICY 3010)

American Leadership Academy is committed to quality education. We are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning

experience, and study. Frequent absences of students from day-to-day classroom experiences disrupts their educational and instructional progress.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) require that “every school age child (ages 6-18) be enrolled in school and attend regularly.” Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointment, mental health, family emergencies, and death of family member or close friend, observance of religious holidays and family activity or travel.

Parents/guardians are asked to call or email the attendance office within 24 hours to notify the school of their child’s absence. A 24-hour voicemail service is available for their convenience at 801-794-2226. Voicemail or email messages should include the following:

- Student’s name
- Grade
- Date of the absence
- Reason for absence
- Parent/guardian name

For additional information concerning attendance procedures: *Refer to Policy Attendance 3010 on our website @americanleadership.net*

BEHAVIOR EXPECTATIONS

As an American Leadership Academy student, you will be held responsible for your actions. Your behavior is your decision, and the consequences, positive or negative are yours. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

BELL SCHEDULE

7 th & 8 th Grade			9 th -12 th Grade		
1 st Period	8:00-9:18	78 minutes	1 st Period	8:00-9:18	78 minutes
2 nd Period	9:23-10:46	83 minutes	2 nd Period	9:23-10:48	83 minutes
7-8 Grade Lunch	10:46-11:21	35 minutes	3 rd Period	10:51-12:09	78 minutes
3 rd Period	11:26-12:44	78 minutes	9-12 Grade Lunch	12:09-12:44	35 minutes
4 th Period	12:49-2:07	78 minutes	4 th Period	12:49-2:07	78 minutes
5 th Period	2:12-3:30	78 minutes	5 th Period	2:12-3:30	78 minutes

2022-2023 CALENDAR

First Day of School	August 15	Classwork Resumes	January 3
Labor Day	September 5	MLK Holiday	January 16
First Term Ends	October 14	President’s Day	February 20
Thanksgiving Holiday	November 23-25	Third Term Ends	March 9
Second Term Ends	December 21	Spring Break	April 3-7
Christmas Break	December 22-January 2	School Ends	May 25

CHANGE OF ADDRESS/PHONE NUMBER

It is the parent/guardian's responsibility to contact the school (801-794-2226) in the event of a phone or address change or go to your Power School parent account and change it. Parents should provide the school with both home and work numbers in order that the school may contact them in an emergency.

Students leaving the campus for any reason during school hours must be checked out by a Parent/Guardian with the attendance secretary or front desk secretary. For student safety, students will only be released to persons listed on the approved contact list.

CITIZENSHIP

Students are expected to treat each other and staff with dignity, courtesy, and respect. Appropriate language is expected at school and activities. Abusive, vulgar, and profane language will not be tolerated and is subject to disciplinary action.

CLASS CHANGES

Schedule changes should be made before the start of each semester. Changes after two weeks into the term will cost \$10.00 for each class affected. There is no fee for class changes that are beyond the student's control. There will be no schedule changes at the term break except those initiated by teacher or administrators, when an additional class is added AND when all teachers involved approve the change. No change is complete and official until the teachers receive official notification of the change from counseling. Students are responsible to see that their schedules are correct.

CLUBS (POLICY 3280)

Becoming involved in at least one club greatly enhances your school experience. Every club has its own requirements as well as a social program which affords an opportunity to get acquainted with students who have interests similar to yours. All are welcome to participate. All clubs require a faculty sponsor and approval by the school administration. ALA only allows curricular clubs.

COMPUTER INTERNET USE AGREEMENT

All students and their parents are required to sign a Computer Use Agreement at the beginning of each school year. Access to computers and Internet resources are provided for educational purposes only and students must not send or request offensive or illegal material. Students who violate the rules associated with this agreement may have privileges revoked and subject to disciplinary or legal action.

CONCURRENT ENROLLMENT

Concurrent Enrollment courses are a great benefit to ALA students. Students can experience college coursework in a controlled environment designed for high school students, as well as save time and money. Courses can be taken dually for high school and college credit. Credits will be issued on both an ALA high school transcript, as well as a Utah Valley University transcript. All college bound students are encouraged to take concurrent enrollment coursework before graduation. Students also have the opportunity to complete an AA/AS degree if they choose.

Concurrent Enrollment (CE) classes are taught by ALA teachers in ALA classrooms during the regular school day. The CE courses are approved by UVU and contain college coursework and curriculum. They provide the student the opportunity to attend a smaller class taught by teachers they know that can give one-on-one assistance to the student. Contact the counseling center for further information.

COUNSELING CENTER

Comprehensive guidance and counseling services are available to all students. These services include assistance with educational planning, interpretation of test scores, career and occupational information, evaluation of credits and grades, information on scholarships and financial aid, assistance with personal problems, or any questions a student would like to discuss with the counselor. Counselors will schedule individual appointments with each student and parent to review their Student Education/Occupational Plan (SEOP) during the school year.

DANCES (POLICY 3390)

Only ALA students are allowed at non-date dances. While students are not required to wear school dress code, they are required to dress modestly and may be asked to leave if not dressed appropriately.

DISCIPLINE BEHAVIOR (POLICY 3030)

Students at American Leadership Academy are expected to act as examples and leaders in all settings. This includes making choices in accordance to the Discipline Behavior Policy and taking responsibility for their actions. We believe that every student should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.

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

In accordance with the reciprocity agreements and understandings with other school districts in the State of Utah, it is the practice of American Leadership Academy to recognize and honor disciplinary action imposed upon a student by other school districts and schools. Accordingly, American Leadership Academy will not enroll a student who is currently under suspension or expulsion from another school District or school. In addition, a student may be denied admission to American Leadership Academy on the basis of having been suspended or expelled from another school district or school during the preceding twelve months. Utah Code Ann., 53A-11-904(3).

DISCRIMINATION, HARASSMENT, AND RETALIATION PROHIBITED (POLICY 3080)

The administration will investigate all reports of violations of this policy and will take steps to stop violations, prevent recurrence, and remedy effects of violations as appropriate.

The school prohibits unlawful discrimination, harassment, and retaliation that creates a hostile work or learning environment for other employees or students of the school, in all aspects of employment, and by all students and employees while on school premises, or during school-sponsored activities.

Any student who engages in prohibited discrimination, harassment, or retaliation, may be subject to discipline up to and including expulsion.

Grievance procedures have been established for persons alleging education program discrimination or other related violation of civil rights, including discrimination carried out by employees, students, or third parties. The school encourages all victims of discrimination or sexual harassment, and all persons with knowledge of discrimination or sexual harassment, to report it immediately.

Civil Rights Title IX Coordinator
 Jan Searle
 Assistant Director
 898 W 1100 S
 Spanish Fork, UT 84660
 801-794-2226
jsearle@americanleadership.net

Civil Rights Title IX Investigator
 Rhett Anderson
 JH Principal
 898 W 1100 S
 Spanish Fork, UT 84660
 801-794-2226
randerson@americanleadership.net

Civil Rights Title IX Decision Maker
 Richard Morley
 Director
 898 W 1100 S
 Spanish Fork, UT 84660
 801-794-2226
rmorley@americanleadership.net

DISCLOSURE STATEMENTS

Each teacher issues a disclosure statement for his/her own class at the beginning of the course. All students are expected to abide by classroom standards and procedures as outlined in the disclosure statements.

DISTANT EDUCATION

Live Interactive, previously known at ALA as Ed-net. Courses are broadcasted during the school day via direct live feed from UVU. Students participate in the “real time” college class being taught by a UVU professor. They can ask questions and view all that is occurring in the college classroom through a screen. Courses follow UVU’s academic calendar and are offered spring/fall and summer semester. This program allows a high school student to obtain their Associate of Arts or Associate of Science degree before they graduate from high school if they so desire. Students may begin live interactive courses their freshman year. In order to take live interactive courses, incoming sophomores must have a 3.5 GPA

DRESS CODE (POLICY 3020)

The dress code was created to help promote unity, prevent socio-economic discrimination, and create a learning environment free of unnecessary distractions. The dress code promotes modesty and avoids pit falls of “cool’ fads or styles. Students are required to know and follow the accepted dress code-

AMERICAN LEADERSHIP ACADEMY K-12 DRESS CODE GUIDELINES	
<p>Students must adhere to the Dress Code during school hours, except special circumstance which will be determined by the School Director/Administrator. Students must present a modest, clean and neat appearance at all times. All clothing must be clean, appropriately sized and correctly worn. Clothing must be worn right-side out. No torn, ripped or frayed clothing of any kind will be permitted.</p> <p>Please note: Dresses, skorts, skirts and shorts may not be shorter than 1” above the knee.</p>	
TOPS	BOTTOMS
<p>Colors: Red, White, Navy Blue, Black, Tan, Gray</p> <ul style="list-style-type: none"> Shirts must have a collar and buttons with no logos, patches, lettering or stripes. (Other than an ALA collared shirt with the ALA logo). Shirts must be solid in color- not see through. Short or long sleeves are acceptable. Shirts must be buttoned to a modest level. 	<p>Colors: Tan, Navy Blue, Black, Grey, Blue Jeans</p> <ul style="list-style-type: none"> May be long pants and solid in color, skorts, capris, skirts, or shorts. Must be sized appropriately. No tight fitting and no low riding pants. No sweatpants, pajama pants, leggings, or basketball shorts. Must have a zipper and cannot be pulled on.

<ul style="list-style-type: none"> • Shirts do not need to be tucked in. • Shirts must be long enough that no bare skin is showing when standing, bending or sitting. <p>Other shirts cannot be layered on top of the official school shirt.</p>	<ul style="list-style-type: none"> • Tights/leggings are not to be worn in place of pants. • Must be hemmed at the bottom with no frayed edges and no holes. <p>Jumpers are included in these guidelines. It is recommended that Dress Code colored shorts or leggings are worn under skirts and jumpers.</p>
DRESS GUIDELINES	JACKETS/SWEATSHIRTS/HOODIES
<p>Colors: Red, White, Navy Blue, Black, Tan, Gray</p> <ul style="list-style-type: none"> • Must have a collar and buttons with no logos. • May not be shorter than 1" above the knee. <p>It is recommended that dress code colored shorts or leggings are worn under dresses.</p>	<p>Colors: Red, White, Navy Blue, Black, Tan, Gray</p> <ul style="list-style-type: none"> • Must be solid in color. Lettering, graphics or stripes of any kind will not be allowed. • Can be long sleeved, button or zipper- front or pull over with no logos except school logo. • Hoods must remain pulled down off of the head in any school building. • An official school shirt must be worn underneath.
ACCESSORIES	
<p>Belts: Must be all black or brown. Belt buckles must be small with no graphics or logos.</p> <p>Ties and Scarves around the Neck: Must be solid or patterned in school colors. No graphics, logos or lettering are allowed.</p> <p>Socks: Must be matching in color. No fishnet stockings.</p> <p>Shoes: Must be a matching pair and have an ankle/heel strap. No soft-sole style slippers. No shoes with flashing lights, wheels, electronics, or character logos.</p> <p>Leggings: Will be allowed under Dress Code appropriate skirts, jumpers or skorts in Red, White, Navy Blue, and Black. (They may NOT be worn as pants or shorts).</p> <p>Other Accessories: Hats, beanies, bandanas or distracting hair accessories, gloves or sun glasses may not be worn in class or within the building during school hours.</p> <p>Jewelry: Minimum amount of jewelry is acceptable. No nose rings, tongue rings, place holders, or other facial or body piercing are allowed. All jewelry, if worn must be appropriate for school and must not be a distraction.</p> <p>Tattoos: Are not allowed, and existing ones must be covered at all times. Fake tattoos, (which includes hand drawn or stick on), are not allowed.</p> <p>Backpacks: May not display skulls, drug/alcohol, or gang pictures or references.</p>	
GUIDELINES FOR DRESS DOWN DAYS	
<ul style="list-style-type: none"> • No skulls, no drug/alcohol/gang references. • Nothing offensive or inappropriate to the ALA conduct code. • Clothing must be clean and in good repair with no holes, frayed edges, rips, etc. • Modesty rules apply. Shirts must cover shoulders and midribs. Shorts and skirts may not be any shorter than 1" above the knee. • ALA sweats, generic sweats, and pajama pants are not allowed. • No hats or beanies 	
SPIRIT DRESS CODE DAYS	7-12th P.E. AND FINE ARTS CLASSES
<p>You may wear:</p> <ul style="list-style-type: none"> • a Dress Code shirt, • Spirit shirt or ALA issued shirt in school colors (red, white or navy blue). • Dress code pants with no holes, no ripped or torn pants. No sweats or basketball shorts. <p>No hats or beanies</p>	<p>Any student participating in these classes must purchase an approved school PE uniform for that particular class and wear it only during the class.</p>
UNIFORM AND TEAM WEAR	

All uniforms, team wear, and spirit wear must be in the school colors of Red, Navy Blue or White and contain an ALA logo on the front of the shirt.

DANCE DRESS CODE

American Leadership Academy High School dances are school events and reflect the values and standards of our school. The Dance Dress Code will be strictly enforced at all formal dances and must be followed by all students attending including ALA students and their guests. Anyone not in compliance with the Dance Dress Code will not be admitted to the dance and refunds will not be issued. If you are bringing a date from another school, it is your responsibility to make him/her aware of the Dance Dress Code.

Guidelines

- No strapless or backless tops.
- No exposed undergarments or sleepwear.
- Backlines and sides must cover the torso, chest and back and should be no lower than a normal bra strap.
- Cut-outs or any exposure of chest, midriff, thigh, naval or abdomen are not permitted.
- The dress, skirt, or gown must be no shorter than the student's fingertips when hands rest at their side. This includes slits in dresses or skirts.
- The garment should not be excessively tight and should allow free movement without necessity of adjustment.
- Because of differing body types, the same dress may be acceptable on one person, but not on another.
- No pinning is allowed as an alteration for a dress if, without the pinning, the dress would not meet the Dance Dress Code.
- Dresses need to meet the above guidelines without adding any jacket or cover-up that may be removed once inside the dance.

Prohibited Items

- Shirtless or unbuttoned shirts.
- Clothing that displays an insignia or sign which shows disrespect for any race, creed, color, or nationality.
- Clothing that displays obscene or suggestive phrases, immoral or illegal behavior.
- Cult or gang apparel.
- Bandannas, baseball caps, or hats.

School administration has the final judgement in determining compliance with the Dance Dress Code and making the subjective determination of modesty.

ELECTRONIC DEVICES (POLICY 3070)

Electronic devices may be used during the school day, during school-sponsored activities or transportation as follows:

1. Students may have electronic devices in their possession during the regular school day, but the device must remain out of sight in a backpack or locker and be turned off or on a silent mode. This includes during lunch and transition times.
2. Electronic devices may be used if specifically allowed by law, an IEP, a Section 504 Accommodation Plan, a Health Care Plan, or testing/assessment directions.
3. Students may use an electronic device in an emergency situation that threatens the health, safety or well-being of students (including themselves), school employees or others.
4. Students may use an electronic device for medical reasons.
5. If students intentionally use or respond to electronic devices during the school day the electronic device may be confiscated.
6. Devices may be retrieved by individuals designated by the school. Students may also be subject to school discipline.

7. Teachers may opt to gather devices to be held in a reasonably secure place during instructional, curricular or extracurricular time (including rehearsal, practice, or extracurricular activities) as deemed beneficial to the purpose at hand.

Any type of personal electronic device that has the capability to take photographs or to record video will not be used in restrooms, locker rooms, or any other area that privacy is assumed. No pornography may be on any electronic device. Criminal laws will be enforced if found.

If students intentionally use or respond to electronic devices during instructional time, without teacher permission, or violate this policy, they will have their electronic device taken by a school official. The school is not responsible for lost, damaged or stolen electronic equipment. Students bringing such equipment to school do so at their own risk and bear the responsibility for loss, theft, or damage.

ELECTIONS

Elections for Student Body Officers and Class Officers are held in the spring of each year. Student Body Officer Candidates must have earned at least a 3.0 GPA each of the two quarters immediately preceding the election and no unexcused absences. After elected, the officers must maintain their eligibility and be in good standing or they will be placed on probation or be removed. Students must be enrolled full time in order to be eligible to run or serve in an elected office. No student may hold more than one political office during the calendar year.

EMERGENCY PREPAREDNESS & DRILLS

School fire drills and lock downs are an essential piece of our Emergency Response Plan at American Leadership Academy and as a school we are required to hold them. To ensure the safety of all students and staff, it is imperative that both understand and practice the basic procedures of fire and lock down drills. In the event of an emergency, students will evacuate the building under the direction of their current teacher for roll call and further instructions.

ENROLLMENT

American Leadership Academy has an open-enrollment policy and does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, sexual orientation, religion, gender, income level, disability or any other classification protected by law.

In accordance with Utah State Law, children must turn five (5) on or before September 1st of the school year in order to enroll in kindergarten. Children who do not meet the age requirement will not be enrolled.

FEES/FINES

Information concerning registration will be sent out in July. Registration fees are due at time of registration and can be paid at the JH front office. All fees and fee waiver information is found on the ALA website.

Seniors may not participate in graduation ceremonies if they have outstanding fines or fees due.

Students are responsible for all materials issued to them during the course of the year. If these materials are lost or damaged, it is the student's responsibility to make restitution as soon as possible.

FEE WAIVERS

A parent/guardian may apply for a fee waiver by submitting a Fee Waiver Application. Those applications are made available to all parents/guardians prior to the beginning of each school year and are also available in the Finance office of the school and need to be filled out by October 1. A parent/guardian may apply for free or

reduced lunch by filling out a Free and Reduced Application at the beginning of each school year. These applications can be found at the JH front office.

FERPA (Policy 3140)

School employees are directed not to disclose personal information about students or their school performance unless the individual or agency requesting such information has both a legal right and a legitimate educational need to obtain it. The purpose of this policy is to assure students and their parents or guardians of their rights under the law, including the following:

1. The right to examine and request the amendment of education records (Family Educational Rights and Privacy Act (FERPA)).
2. The right to limit access to student records and/or personal information, in certain circumstances, by requiring the prior written consent of a parent or guardian before the information or records can be released (FERPA).
3. The right to be notified of, examine, and either consent to or opt out of, participating in surveys or educational activities that relate to specific protected areas (Protection of Pupil Rights Amendment (PPRA)).
4. In the event of a security breach that releases "personally identifiable student data," American Leadership Academy will notify a student's parent or guardian of the breach.
5. The right to deny the release of names, addresses, and telephone numbers of high school students to military or college recruiters (Elementary and Secondary Education Act (ESEA)).

FIELD TRIPS

Students will have the opportunity to participate in field trips and will be transported on ALA buses or by adult-driven vehicles. Each child will be required to submit a signed parental permission slip.

Chaperones may be charged an entrance fee to the activity if applicable. Siblings will not be allowed to attend the field trip with the chaperones.

FINE ARTS ELIGIBILITY

American Leadership Academy strongly supports extracurricular activities and encourages students and families participate in wholesome recreational activities. However, as an institution of learning and education, our first priority is to ensure every student is receiving an appropriate education. As such, American Leadership Academy will require all students to be on track academically for graduation prior to trying out for any fine arts team, group, company or club that requires travel, rehearsal, practice, or out of class participation. Grades will be checked at the end of each term and if a student has received an F in a core class they will be not be able to perform until the F is made up.

Procedure: prior to tryouts students will obtain documentation from the counselors that demonstrates the student is on track for graduation. Any student who is not on track for graduation will be required to create a remediation plan with the counselors and their parent, be enrolled in and pay all associated remediation fees, and have an administrator's signature before trying out. If the student does not follow the plan and complete the required coursework as outlined in the plan the student will be dropped from the group, team, company, or club.

FIRE AND SAFETY

No person shall be allowed to use flammable materials, lighters, matches, candles or any kind of open flame in the school building except when using laboratory or domestic science equipment and under supervision of a teacher. Violation of this policy is considered to be a severe infraction which will result in suspension or expulsion and law enforcement referral.

FLIERS, POSTERS & PROMOTIONAL MATERIALS

All promotional materials, reminders, and other posters will be approved by the advisor of the organization and an administrator prior to their display. The organizations shall be responsible for upkeep, removal, and disposal of materials posted.

GRADUATION REQUIREMENTS

A student must earn 26 academic credits in the following areas in order to receive a regular diploma.

Grade Level Specific Requirements

9th Grade

1.0 credit English
1.0 credit Mathematics
0.5 credit Geography
1.0 credit Science
0.5 credit Business Office Specialist
0.5 credit PE

11th Grade

1.0 credit English
1.0 credit Mathematics
1.0 credit Science
1.0 credit World Civilization
0.5 credit Financial Literacy
0.5 credit PE
0.5 credit Leadership

10th Grade

1.0 credit English
1.0 credit Mathematics
1.0 credit Science
1.0 credit US History
0.5 credit Health
0.5 credit PE

12th Grade

1.0 credit English
1.0 credit Mathematics
0.5 credit US Government & Citizenship

Taken in grade of choice

1.5 credits Fine Arts
1.0 credits CTE
6.0 credits Electives

HAZING AND BULLYING (POLICY 3050)

Hazing is defined as the act of harassing or playing abusive and humiliating tricks on individuals, or causing embarrassment to an individual. Hazing is against the law. No hazing of any kind will be tolerated.

Any form of bullying is not allowed at school, on the way to school, on the way home from school, or at school sponsored activities. Bullying is behavior that is intended to cause harm or stress, exists in a relationship in which there is an imbalance of power, and may be repeated over time. Please report any bullying or hazing to a teacher or administrator. Students involved in any hazing or bullying activities may be suspended or expelled from school and face disciplinary action or law enforcement referrals.

IMMUNIZATIONS

Utah law states: "All school age children (K-12) must have a completed Immunization Certificate on file. If the child does not have this certificate on file, he/she can be denied admission to the school." All students entering the school must have immunization records on file, present evidence of exemption, or have the immunization records with them when they register.

LIBRARY

Students are encouraged to use the library often to browse, read, research, and study.

1. Users are expected to conduct themselves in such a manner as to make quiet study possible for all.

2. If the user persists in causing a disturbance after individual library service has been offered, he/she will be asked to leave
3. Students found damaging materials or furniture or vandalizing library property in any way will be subject to disciplinary action.
4. Proof of identification may be required for use of the library facility and all library materials and equipment.

LOCKERS

Lockers are school property and are loaned to students for their convenience. The school reserves the right to inspect lockers. Lockers must be kept clean and free from stickers, fire-hazard material, etc. Fines can be assessed for locker damage or un-cleanliness. Only the student assigned to a locker is eligible to use the locker. For safety measures money and/or valuable items should not be kept in lockers.

LOST OR STOLEN ITEMS

All lost and found articles should be turned in immediately. Items must be accurately identified by their owners before being returned. Useful items that are not claimed will be donated to charity. Everyone should take precautions to avoid the loss of personal belongings. Personal property brought to school for any reason is solely the responsibility of the owner. Lost or stolen items should be reported immediately to the school as well as theft of personal property. The school is not responsible for theft but will assist in filing a police report and conducting an investigation. Theft is a violation of the school discipline policy and may result in disciplinary action and a law enforcement referral.

LUNCH

School lunch may be paid for online or at the JH front desk.

Cost for 9-12 th grade students	\$3.25	7-8 th grade students	\$3.00
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MEDICATIONS

Prescription medication and over-the-counter drugs will be administered to students at school only on the specific written request of the student's parent/guardian. A student Medicine Request Release Agreement form is required. The parent/guardian must deliver all medications to the school. Students are not to carry medications to or from school. All medications are to be delivered in the original pharmacist or manufacturer-labeled container. Any medication not delivered in the appropriate container cannot be administered. Unused medications must be picked up by the parent/guardian at the end of the school year, or they will be discarded.

Ibuprofen or acetaminophen may be requested by a student at school if they call their parent/guardian and get permission to be given this medication.

OBJECTIONABLE MATERIALS

There may be times a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, he/she should contact his/her teacher via e-mail. Teachers will work with parents to find alternative lessons to meet the lesson objectives.

PARKING PERMITS

In order to park on school property, students must have a parking permit displayed on the rearview mirror of the vehicle. To obtain the permit, students must register their vehicle and pay a fee at the JH Administration Building front office.

PE CLOTHES

All students are required to wear a school issued PE uniform during their PE class and can be bought online.

PUBLIC DISPLAY OF AFFECTION

On campus or at a school sponsored activity public displays of affection between students are considered inappropriate. Students who fail to restrain from public displays of affection may be required to be removed from the activity and/or have a parent conference with administration.

SCHOLARSHIPS

Many scholarships are available to students. While donors of these scholarships are interested in students who have achieved scholastic excellence, they also look closely at those who exhibit good citizenship, qualities of leadership, and development of individual talents. Students interested in scholarships should contact a counselor. They will be helpful in providing additional information as well as assisting students in preparing and applying. Students may also write to the Financial Aid and Scholarship Office of any particular college. Senior students should be aware of early application deadlines.

SEARCHES

Do not bring inappropriate items to school or to any school activities. Lockers are the property of the school and can be searched at any time by school administration or their designee. School personnel can also search personal property and vehicles on school campus or during school activities based on reasonable suspicion.

SKATES ROLLARBLADES SKATEBOARDS OR LONGBOARDS

No skates, rollerblades, skateboards or longboards are to be used on any area of the ALA campus.

SNOWBALLS

Injuries can and do occur because of snowballs. Throwing snowballs in a public place is against the law. Violators will be fined \$10. Repeat offenders will be referred to the Spanish Fork Police Department.

SNOW CLOSURE/DELAYED START/EARLY RELEASE GUIDELINES

School will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force school closures, delayed starts or early release. The following information details the procedures to be followed:

1. Parents and employees should check email, website, text or television or radio news for school closures, delayed starts, or early dismissal of students.
2. Authorization will come from the Executive Director or his/her designee. All school closures, delayed starts, or dismissals are for one day only.
3. Parents are encouraged to create an emergency plan for their students. Parents should plan with their students where to go or what to do if the parent is not home and schools are closed, delayed starting or dismissed early.

SPECIAL EDUCATION

To ensure the provision of a free and appropriate public education to all school age children in need of Special Education Services, American Leadership Academy provides special education programs in accordance with federal and state regulations and guidelines. Special education services will be provided

by appointment for students enrolled in American Leadership Academy who are eligible. These services will support the student's IEP goals for access to the general curriculum.

TEXTBOOKS

All students who check out a textbook are responsible for the book that was checked out to them by the teacher or Library. If the student loses a book checked out to them, they must pay the exact cost of the book to ALA so it can be replaced.

UHSAA ELIGIBILITY AND INSURANCE

Utah High School Activities Association eligibility requirements include, but are not limited to no more than one failing "F" grade per term, full time enrollment in school, completion of a physical examination and medical release from a physician, and verification of medical insurance coverage. Student athletes are required to be on track for graduation. Participants in athletic activities are required to have proof of appropriate medical insurance prior to participation in any extracurricular activities. The school does not carry accident insurance and they are not liable for participant's injuries.

VISITORS

Parents are welcome anytime. It is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than just a visit, such as a conference with your child's teachers or the principal, please email or call ahead to schedule a convenient time to meet.

Students from other schools may not be at the school during regular school hours. This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior may be reported to the police as trespassing.

WELLNESS (POLICY 3230)

American Leadership Academy realizes that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. The school supports a healthy atmosphere where children learn and participate in positive dietary and lifestyle practices enhanced through basic nutrition education and other school activities designed to promote student wellness.

Please refer to the American Leadership Academy website to read the student policies in their entirety.