

UTICA ACADEMY OF SCIENCE

HIGH SCHOOL | GRADES 9-12



STUDENT HANDBOOK

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SCIENCE ACADEMIES OF NEW YORK
COLLEGE PREPARATORY SCHOOLS

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MISSION STATEMENT

The Utica Academy of Science Charter School (UASCS) will provide support, challenges and opportunities for its students, and it will instill the necessary skills and knowledge in math, science, and technology to empower students, through high intellectual standards, preparing them for college, career, and citizenship. The school seeks to graduate students who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues.

1. Student Rights & Responsibilities

Student Rights:

- To feel safe in the school environment
- To take full advantage of the learning opportunities
- To work in an environment free of disruptions and chaos
- To express their opinions, ideas, thoughts and concerns
- To have a healthy environment that is smoke, alcohol, and drug free
- To expect courtesy, fairness, and respect from all members of the community
- To have the right to due process

UAS Scholar Responsibilities:

Treat all members of the UASCS Community with respect, and kindness.

Follow Scholar's Checklist in class daily

- Be on time
- Be prepared for class
- Be in proper uniform
- Be on task

Follow school rules, regulations, and policies

Follow the academic and behavioral guidelines in order to participate in clubs, extracurricular activities and sports

Follow all reasonable requests which come from any member of UASCS staff and faculty.

Dean's List / High Honor Roll and Honor Roll Requirements

Requirement for Dean's List is as follows:

Average is at or above 98%

Requirement for High Honor Roll is as follows:

Average is between 93% - 97%

Requirements for Honor Roll is as follows:

Average is between 87% - 92%

Grading Scale and Course Requirements

All classes at UASCS will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

| Letter Grade | Min Point | Max Point |
|--------------|-----------|-----------|
| A+ | 98 | 100 |
| A | 93 | 97 |
| A- | 90 | 92 |
| B+ | 87 | 89 |
| B | 83 | 86 |
| B- | 80 | 82 |
| C+ | 76 | 79 |
| C | 73 | 75 |
| C- | 71 | 72 |
| D+ | 69 | 70 |
| D | 67 | 68 |
| D- | 65 | 66 |
| F | 0 | 64 |

2. UASCS Diploma Requirements

Utica Academy of Science Charter School grants two types of diploma, which conform to New York State regulations citing the specific number of credits and state examinations, which must be successfully completed. The following chart describes the number of course credits as well as required examinations necessary for a high school diploma.

| Subject Area | Diploma Types | | | Regents Exams | |
|---------------|---------------|----------|-------------|---------------|--------------|
| | UASCS | Regents | Adv. Regent | Regent | Adv. Regents |
| ELA | 4 | 4 | 4 | 1 | 1 |
| Mathematics | 3 | 3 | 3 | 1 | 3 |
| Science | 3 | 3 | 3 | 1 | 2 |
| Social S. | 4 | 4 | 4 | 2 | 2 |
| F. Lang. | 1 | 1 | 2 | | 1 |
| Physical Ed. | 2 | 2 | 2 | | |
| Health | 0.5 | 0.5 | 0.5 | | |
| Fine Arts | 1 | 1 | 1 | | |
| Electives | 7.5 | 3.5 | 2.5 | | |
| Service Hours | 50 hours | 20 hours | | | |
| Total | 26 | 22 | 22 | 5 | 8 |

- Regents Diploma require following Regents Exams 1 Math, 1 Science, 1 English, 1 Global History, and 1 US History.
- Advanced Regents Diploma require following Regents Exams 3 Math, 2 Science, 1 English, 1 Global History, 1 US History, and 1 Foreign Language.

3. Community Service Requirements

Utica Academy of Science requires scholars to accumulate 50 hours of community service to meet graduation requirements. The community service hours for each grade is as follows:

| <u>Grade</u> | <u>Community Service Hours</u> |
|--------------|--------------------------------|
| 9th Grade | 10 hours |
| 10th Grade | 10 hours |
| 11th Grade | 10 hours |
| 12th Grade | 20 hours |

Although community service hours is a requirement for graduation at UAS, there are many benefits to completing community service. Other benefits include but are not limited to:

1. Community service is often a criterion of college admissions or of scholarships.
2. Enables young people to grow in maturity and to broaden their worldview.
3. Developing skills in leadership, communication, working well with a team and time management.

In order for a student to receive credit for his/her community service, the following criteria must be met:

1. The service must be unpaid, volunteer service which benefits the community (typically for a non-profit or community-based event)
2. The community service/volunteer hours log sheet is to be filled out when completing community service.
3. The community service/volunteer log sheet is provided to Mrs. Paul in the Guidance office in order for her to keep track of your hours.
Remember to always keep track of your hours for your own records

4. Homework Policy

Homework assignments are given for many purposes in including but not limited to prepares students for national and statewide exams and tests. reinforces what's being taught in the classroom as well as practicing time management, organizational skills.

- Failure to complete assigned homework on time is unacceptable and result in certain consequences at UASCS including but not limited to restricted lunch, AES, losing the privilege of participating in extracurricular activities and sports.
- All homework assignments must be turned in on time. Assignments turned in late will be reduced by 10% each day. After 5 school days in the middle school and 3 school days in the high school, assignments will not be accepted.
- It is students' responsibility to make up missing assignments as early as the next school day.
- Grades will be updated within a week on the school tool database unless otherwise communicated by the teacher.

5. Promotion Policy

The passing score is at 65%. The average of the four marking period percentages represents the student's final grade for the year. The 9th – 12th grade promotion from one grade to another in UASCS shall be based on the following criteria:

Grades 9-12 Graduation and Promotion

- a. Students must complete the UASCS core curriculum, and pass courses and exams required by the NYS education department to receive credits toward graduation.
- b. If a student earns a passing score on the State test or Regents exam, they will pass the course with a 65%, automatically.

- c. If a student challenges a high school regent course and pass the regent with minimum 85% passing score doesn't need a seat time for the course credit.
- d. At the high school level, students will need to pass all required courses. They need to attend an approved local district summer school program and provide written proof of passing in order to receive a course credit.
- e. Starting with the freshmen class of 2016-17, UASCS students are to complete 10 hours of community service in grade 9-11 and 20 hours of community service in 12th grade to meet graduation requirements.

6. Arrival and Dismissal Times

No students will be allowed in the school building prior to 7:45 AM.

Arrival: Students may enter the building at 7:45 AM for breakfast and Advisory

Dismissal: 8th period dismisses at 3:32 PM for all students unless students are scheduled to attend tutoring, after school detention or club activities. Late bus dismissal is at 4:15 PM for all students.

7. Attendance Terms

School Excused: An absence, tardiness or early departure may be excused if due to illness, death in the family, medical appointment, religious holiday, court appointment, counseling appointment, road test or college exploration.

School Unexcused: Absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, oversleeping, missing the bus, and working)

Notes:

- a. The above excused absences still require verification and legitimate written excuses. An excused absence simply means that the student provided appropriate documentation for the absence; it does not automatically eradicate the absence.

- b. A parent note without formal documentation may only excuse three (3) total absences in a school year.
- c. If a student is absent for three (3) consecutive days due to an illness, he or she will be required to bring in a note to the Main Office from a health care physician.
- d. The missing assignments due to absences must be completed within a week. It is scholars' responsibility to get the assignment.
- e. If a student is absent from school, the parent/guardian should inform the school of the reason for the absence.
- f. Written excuses for absences ARE REQUIRED BY NEW YORK STATE LAW! Upon returning to school, the student must have a written explanation giving the following information:
 - o Student's name
 - o Date(s) of absence
 - o Grade
 - o Reason for absence
 - o Signature of Parent/Guardian
 - o Letters/notes for absence due to court appearance, college visits and doctor visits due to illness are required.

8. Grades 9-12 Attendance / Course Credit Policy

- a. If the student exceeds 20 absences, he/she will audit the class and participate. The student who (1) successfully audits the course, (2) maintains appropriate classroom behavior, and (3) accrues less than 30 absences for the course will be eligible to attend summer attendance program.
- b. Alternative Education Setting (AES) and out of school suspension (OSS) will not be counted toward the maximum number of allowable days missed.
- c. If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the student's parents or guardians should contact the building administrator regarding tutoring. The student's physician/mental health professional, must verify any such absence. Tutoring counts as school attendance. In addition, for those students with chronic health concerns that cause intermittent attendance issues, the building principal will work with the student, parents, and classroom teachers of the student to develop an action plan for credit recovery. Such plans may include, but are not limited to,

homebound instruction, tutoring after school, extra class work, etc. Successful completion of this plan will enable the student to receive course credit.

9. Attendance Hearing

- Parents will receive a phone call/letter after the 5th day of unexcused absence.
- The school may hold a parent meeting after the 10th day of unexcused absence. Students may be placed on an Attendance Contract and will meet weekly with school personnel to discuss attendance and academic progress.
- The attendance hearing will be held at the 15th day of unexcused absence.

Note: Students may lose privileges, extracurricular activities, or field trips after the attendance hearing.

The school may file a PINS (Person in Need of Service) case for scholars with excessive absences.

| Days of unexcused absence | Consequence |
|---------------------------|--------------------------------------|
| 5 | Phone call/letter |
| 10 | Parent meeting / Attendance Contract |
| 15 | Attendance hearing/Pre-PINS |

10. Early Dismissal Policy

When a student needs to be dismissed prior to the end of the school day:

- Parents need to inform the office in writing of an early dismissal.
- In order to keep our students safe, parents need to physically enter the building to sign out students.**
- Students who drive must provide a note from a parent if they need to leave early.
- Students may not leave school without signing out in the main office.

11. School Tardiness Policy

It is expected that students arrive to school on time each day. Students who exhibit excessive tardiness to school will meet with school administration / behavioral specialist to identify issues that may be keeping them from getting to school on time. Students who continue to be late may be subjected to multiple disciplinary consequences up to and including referral to PINS.

| Days of unexcused tardiness | Consequence |
|-----------------------------|--------------------------------------|
| 5 | Phone Call / Letter |
| 10 | Parent Meeting / Home Visit |
| 15 | Parent Meeting / Attendance Contract |

12. Class Tardiness Policy

It is expected that students arrive to class on time each day. Students who exhibit excessive tardies to class will meet with school administration / behavioral specialist to identify issues that may be keeping them from getting to class on time. Students who are late more than 3 times in one week may be subjected to multiple disciplinary consequences.

| Possible consequences including but not limited to: |
|--|
| Lunch Detention / After School Det. |
| Parent Meeting / Home Visit |
| Parent Meeting / Attendance Contract |

13. Extended Leave

New York State Law does not permit legally excused absences for family travel or extended educational travel. Please be advised that the school attendance policy applies to extended leave. Under no circumstances will Regents Exams, State Tests, Final Exams and Benchmark exams be excused without medical documentation.

14. School Closing and Delay Announcements

Utica Academy of Science aligns snow day school closings with Utica City School District. UASCS will post all “no school” or emergency school closings/delay announcements using the following channels:

- Local channels, i.e. WKTV
- Utica Academy of Science Websites & Facebook page
- Automated calls for all students and parents

15. Sickness or Injury During the School Day

- a. UASCS will have a school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns.
- b. When you are sick, report to the nurse’s office. If the nurse is unavailable, students report to the main office. If you do not inform the office and simply miss class, it is skipping class and you will receive a disciplinary consequence.
- c. All doctors notes should be given to the main office to be filed in the nurse's office.

16. Communicable Disease

A student who is absent due to a communicable disease will be readmitted only when all symptoms have subsided and a doctor’s note is provided. Please contact your child’s school nurse for further direction.

17. Medication Policy

Medication should not be brought to the school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- a. Parents must bring the medication to the nurse with a Doctor’s order
- b. Students CANNOT carry ANY medication or supplement with them to school.
- c. The medicine must include the following information:
 - Student Name
 - Name of the medication
 - Dosage
 - Time of the medication

18. Electronics Policy

- a. Students must store all cell phones and electronic devices, including smart watches, in their electronic lockers during breakfast.
- b. The electronic devices cannot be stored in the regular locker. Students who carry their electronic devices are subject to disciplinary consequences.
- c. UASCS is not responsible for the damage, loss or theft of electronic devices. Violating this policy will result in disciplinary action.

21. Locker Policy

UASCS will not be liable for loss/theft or damage of personal items. To keep your school items safe,

- a. Students **MUST** keep their locker combinations private for all lockers
- b. Lockers should not be traded or shared with other students
- c. Students should report any damage, vandalism or non/working conditions to the office
- d. Remember that your lockers are school property and the school reserves the right to access any locker at any time with regards to search and seizure law.

19. School Lunch Policy

As of 2017-18 school year, all UAS scholars will receive **free school breakfast and lunch**. Scholar may also bring their breakfast and lunch from home. However, they cannot distribute their food to the other students due to strict health codes and regulations in NY State. Lunch is to be consumed in the cafeteria. You will be expected to pick up after yourself and dispose of all recyclables, organic compost, and trash appropriately.

20. Food and Drink

It is expected that all food be consumed in the cafeteria. Only water in a clear plastic container is allowed in the building.

21. Public Areas

Classrooms, hallways, stairwells, and lavatories are areas used by all members of UASCS. Because everyone uses these areas, there are rules of conduct that all students must follow.

- a. Students may not loiter in the halls, lunchroom or lavatories or on staircases.
- b. Students must walk in the halls, lunchroom, lavatories, or on the staircases.
- c. Students may not yell, scream, hit lockers, school property or otherwise make excessive noise.
- d. Students must keep these areas clean and safe.
- e. Students must report any leaks, spills, or other problems to a teacher.
- f. Students can be in these areas only with a hall pass.

22. Phone Calls

UASCS restricts the use of phones during school hours. Parents calling the school during school hours to speak with their child are restricted unless there is an emergency. Messages will be taken and delivered to students. Students are not allowed to use classroom phones to call their parents during class time, unless it is an emergency. Students may be allowed to use main office phone after school.

23. School Activities

UASCS will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, all school rules will apply to these activities.

24. Field Trips / Extracurricular Eligibility

Field Trips offer exciting ways to learn. UASCS students will have the opportunity to go on field trips at various times throughout the school year.

For all field trips or extracurricular activities, the following guidelines will be followed:

- a. Students who get OSS or more than 1 AES within the month prior to a field trip will not be permitted to go on the field trip , **subject to administrative approval.**

- b. Be advised that academic restriction may apply for students who do not show adequate effort to pass their classes. (Failing more than 1 subject)
- c. Students must bring the field trip permission slip signed by the parents or guardian by the specified date. **NO phone calls will be accepted as permission.**
- d. Students must wear the school uniform unless otherwise specified.
- e. Students must not bring their electronic devices, unless otherwise specified.
- f. Students must abide by the UASCS Code of Conduct while on the field trip. Students who display behavior unbecoming of a UAS scholar, will not be allowed to attend future field trips.

25. After-School Activities

Students must follow these rules during after school:

- a. Students cannot leave the building at dismissal and then return unless they are instructed to do so.
- b. Students must be with the event supervisor at all times.
- c. Parents must arrange the transportation and arrive promptly for student pick-up.
- d. Students must abide by the UASCS code of conduct.
- e. Students may not stay after school to wait for another student.

26. Textbook, Electronic devices and supplies

If requested, UASCS may provide students with textbooks /electronic devices. The students are responsible for the condition of the textbook/electronic devices issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Parents will be responsible to pay for or replace any books that are damaged or not returned.

27. Visitors

Visitors must report and sign in to receive a visitor badge and a contract if they will visit a classroom. Visitors must wear the badge at all times while on school property. Parents must call to arrange an appointment to meet with teachers and sign into the building. Refer to UASCS visitors policy for more details of school visit.

28. Athletics Eligibility

Athletics Program is an integral part of the UAS Academic Program and instrumental in raising scholar athletes. Each scholar is expected to show respect, good sportsmanship and dedication to the team, the coach and the school. The following are the basic eligibility requirements for UASCS Sports:

- At least 75% cumulative GPA on the last progress report card
- At least 90% attendance (school's minimum attendance requirement)
- No more than 5 discipline referrals.
- Students cannot play with more than one failing course. In case they fail one course only, they will be in probation and can only play with the AD's permission

29. Fire Drill

Fire Drills are mandated by New York State law. During a fire drill, all students will exit the classroom in an orderly manner maintaining silence and listening for teachers or administrators instructions. Students will follow the evacuation route, which shall be posted in the classroom. In the event the original route is blocked, students will utilize alternative routes.

To maintain the safety of all, no talking is allowed during fire drills. Students who do not follow the directions and talk will face disciplinary consequences.

30. School Property

At UASCS, "School Property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the School or on a school bus. In certain cases, students may be disciplined for conduct occurring off-school property where the conduct at issue bears a relationship to the school, threatens the orderly operations of the schools, threatens another student's ability to attend school or pursue his or her education, or has the potential to disrupt the educational environment.

31. Academic Dishonesty

Cheating on assignments, tests, and research papers is a serious behavioral infraction. Whether a student gives or receives information, the consequences are the same. Cheating results in a zero on the assignment. The incident could result in the loss of privileges and a mandated Academic Workshop.

1st offense—“Zero” on activity, Academic Workshop

2nd offense—“Zero” on activity, placement on Academic Contract, parent conference

3rd offense—“F” for the quarter grade, 3 days OSS, parent conference

Further consequences will be assigned after third offense, including expulsion.

UAS STUDENT DISCRIMINATION, HARASSMENT, AND BULLYING PREVENTION AND INTERVENTION POLICY

Policy Statement

The Board of Trustees (the “Board”) for the Utica Academy of Science Charter School (the “School”) recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act (the “Act”), the Board will aim to create an environment free of bullying, cyberbullying, discrimination and/or harassment and will foster civility in School to prevent and prohibit conduct which is inconsistent with the school's educational mission. This policy will be strictly enforced.

Bullying Prohibited

The Board condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other protected characteristic. This restriction applies to school employees, students, parents, school contractors, or visitors on School Property and at School Functions. In addition, any act of bullying, cyberbullying, discrimination and/or harassment at School Functions, which can reasonably be expected to materially and substantially disrupt the education process or a student's education, is strictly prohibited.

Definitions

For purposes of this policy, the following terms will be defined as follows:

1. "School property" means in or within (1) any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the School and (2) a school bus.

2. "School function" shall mean a school-sponsored extra-curricular event or activity, including but not limited to school concerts, sporting events, or any event where speakers are invited to speak with students. Included in this definition are events that take place off school property, such as competitions in other schools.
3. "Sexual orientation" shall mean actual or perceived heterosexuality, homosexuality or bisexuality.
4. "Gender" shall mean actual or perceived sex and shall include a person's gender identity or expression. This means that discrimination or harassment against transgender, gay, or lesbian students is prohibited
5. "Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach School property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
6. "Cyberbullying" shall mean harassment or bullying that occurs through any form of electronic communication, such as home computers, iPads, cell phones, or other electronic devices. For example, harassing messages sent through Facebook may constitute cyberbullying.
7. Threats, intimidation, or abuse shall include verbal and non-verbal actions.
8. "School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other

persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

9. "Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.
10. "Discrimination" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
11. "Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.
12. "Employee" means any person receiving compensation from the School or employee of a contracted service provider or worker placed within the school

Dignity Act Coordinator

Heather Paul (High School: 315-574-3000), Janelle D'Aoust (Middle School: 315-266-1072) is the School's Dignity Act Coordinator. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), sex,

and any other characteristic protected by law. The School will share the Coordinator's name by: a) Listing such information on the School website; b) Providing such information to parents and guardian through orientations and parent teacher conference; and c) Posting such information in highly visible areas at the School.

The Dignity Act Coordinator will: (a) Serve as the lead person responsible for facilitating implementation of the Act; (b) Participate in required training in order to respond to human relations in the areas of (including but not limited to) actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other characteristic protected by law; (c) Be accessible to students and other staff for consultation and guidance as needed relative to the Act; (d) Accept reports (either written or verbal) regarding potential violations of the Act; (e) Investigate reports of the Act; (f) report to the Board of Trustees about any findings of a violation of the Act; and (g) facilitate resolution of any claims or incidents of violations of the Act.

Training and Awareness

The School will establish guidelines for training all staff about the requirements of the Act.

Training will be provided each school year to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on School Property or at a School Function. Training will include ways to promote a supportive school environment that is free from bullying, cyberbullying, discrimination and/or harassment, emphasize positive relationships. Any training or education about the Act will include demonstrations on prevention and intervention techniques to assist employees in recognizing and responding to bullying, cyberbullying, discrimination and/or harassment as well as ensuring the safety of the victims, and reducing and addressing problems of exclusion, bias, and aggression in the School.

Upon incidents of bullying, the School may hold additional training or disseminate educational material concerning the Act.

Teachers and students are encouraged to suggest to the Dignity Act Coordinator other methods and procedures for training and raising awareness about the Act.

School technology and School Functions may be employed to disseminate awareness of the Act.

Rules against bullying, discrimination and/or harassment will be included in the Parent-Student

Handbook, publicized School-wide and disseminated to all staff and parents. An age-appropriate summary of the Act shall be distributed to all students at the beginning of each school year.

The School's policy concerning the Act will be disseminated to employees at least once per year.

The School will annually review its Parent-Student Handbook and update it if necessary, taking into consideration the effectiveness of its provisions and consistency and fairness of its administration.

Teaching Students about Bullying

School instruction will include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. The School will also incorporate instruction designed to reduce any instances of harassment, discrimination, or bullying into extracurricular or school-sponsored programs and activities.

Instruction will also be provided during the School year in the safe, responsible use of the Internet and electronic communications, which will be designed to reduce instances of bullying and cyberbullying.

Reports and Investigations of Bullying, Discrimination and/or Harassment

Any person who has been a victim or who knows of a potential incident of bullying, discrimination, or harassment is required to report it to the Coordinator. School employees who witness harassment, bullying, or discrimination, or receive a report of such harassment, bullying, or discrimination must verbally notify the Coordinator or the School Director no later than one school day after the employee witnesses or receives a report of harassment, bullying or discrimination. School employees must also file a written report with the Coordinator and School Director no later than two school days after making the oral report. The content of the written report should be sufficient to allow the School or the Coordinator to investigate the allegation or report of violations of the Act. All school employees are expected to participate in the investigation of any allegation of violations of the Act.

Students may make reports of harassment, bullying, or discrimination to the Coordinator in person, by e-mail, or confidentially through other means. After receiving a report of potential violation of the Act, the Coordinator will promptly investigate all complaints of bullying, either formal or informal, and take prompt corrective measures, as necessary. If, after an appropriate investigation, the School finds that this policy has been violated, prompt corrective action will be taken to end the harassment, bullying or discrimination, and eliminate any hostile environment. The School may also implement other remedial measures to ensure the existence of a positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the students. The School Director will promptly notify the appropriate local law enforcement agency if any harassment, bullying or discrimination constitutes criminal conduct.

The School will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on date as determined by the Commissioner.

Reporting

The Director will regularly report on data and trends related to harassment, bullying and discrimination to the Board.

Prohibition on Retaliation

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report.

The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participate in the investigation of a complaint of bullying, discrimination and/or harassment.

UTICA ACADEMY OF SCIENCE

HIGH SCHOOL | GRADES 9-12



STUDENT CODE OF CONDUCT

2 0 1 8 - 2 0 1 9

Dear Parents and Students,

UAS administration and faculty are dedicated to establishing a positive school climate that promotes a safe and comfortable educational environment. The first component of a positive school culture is establishing clear expectations for students.

UAS Scholar Responsibilities:

- Treat all members of the UASCS Community with respect, and kindness
- Follow Scholar’s Checklist in class daily
 - Be on time
 - Be prepared for each class
 - Be in proper uniform
 - Be on task
- Follow school rules, regulations, and policies
- Follow the academic and behavioral guidelines in order to participate in clubs, extracurricular activities and sports
- Follow all reasonable requests which come from any member of UASCS staff and faculty.

A. PBIS, UAS CHARACTER TRAITS & INCENTIVES

UAS Positive Behavior Intervention and Support (PBIS) program is value based program, which helps scholars to learn, practice and demonstrate respect, and kindness for each and every member of the UASCS Community. UAS teaches and promotes various character traits each month with various in school and out of school events and team building activities. It is essential for each scholar to understand and practice these traits daily since they are essential part of our school culture at UASCS.

A1. UAS CHARACTER TRAITS

| Month | Trait | Definition |
|-----------|------------------------|--|
| September | Respect | “The 3 C’s” Showing <u>consideration</u> , <u>care</u> , and <u>courtesy</u> for yourself, someone or something. |
| October | Accountability | Doing what is required, needed, or expected of us. The role each individual plays to influence the desired outcome. |
| November | Gratitude | Thankfulness and appreciation. |
| December | Compassion | Caring about the suffering of others and working to help. |
| January | Self-discipline | Having the self-control, motivation, and grit to reach goals despite challenges. |
| February | Integrity | Total honesty and sincerity. |
| March | Perseverance | Sticking with goals until they are achieved. |
| April | Diligence | Consistently working hard. |
| May | Optimism | Think positive. Have a growth mindset |
| June | Self-reflection | The three r’s: <u>revisit</u> , <u>review</u> , <u>revise</u> |

INCENTIVES: UAS believes positive reinforcement for good behaviors improves scholars’ academic and behavioral performance. There will be

many opportunities for scholars to be rewarded as provided by building level.

A2. DRESS CODE AND ELECTRONIC POLICIES

Dress Code Policy and Procedure

UAS has a dress code policy, which contributes to create an intellectually and physically safe learning environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Furthermore, we believe that the studious look in their dress code prepares scholars for the workplace, and allows them to show pride in being part of the UAS family.

Scholars are expected to arrive to school in proper uniform. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. Only scholars in proper uniform will be allowed in the classroom.

For regular school days, scholars are to wear only:

- Khaki / Blue slacks* or ankle length khaki skirts or knee length or longer khaki dress shorts (No jeans, cargo pants, joggers, spandex, leggings, yoga pants or other designs)
- Dark Blue, Light blue and burgundy school shirts with logo
- School fleece, sweatshirt or hoodie
- Any color of shoes (No flip-flops, open toe-shoes, or sandals)

In physical education classes, scholars in grades 5-12 must wear:

- UAS Atom GYM T-Shirt,
- UAS Atom shorts or plain navy blue sweatpants,
- Sneakers

IMPORTANT:

1. Scholars who arrive to school out of Dress Code will be immediately sent to the office to call home and required to return in Dress Code.

2. The scholars will receive a Notice of Dismissal and will be dismissed with parents' written consent.
3. Repeated Dress Code Violations will result in a parent conference. Students will only be able to "dress down" when that privilege is earned.
4. No undergarments should be visible
5. Wearing uniform inappropriately is considered a Dress Code Violation (see appendix-C for more details)
6. Hats, hoodies and scarves are not to be worn in the building and will be considered a dress code violation.
7. Any outerwear not issued as part of the uniform cannot be worn in the building
8. Dress Down days will be announced to staff, students, and parents/guardians in advance and will not be a regular occurrence.
9. Hoodies are NOT allowed to be worn under school shirts. Only navy, black, white and burgundy long sleeve crewnecks are allowed.
10. Scholar athletes are not permitted to wear their team jersey in place of their uniform. Scholar athletes are allowed to dress up on the day of an athletic event.

Electronic Device Policy

Scholars must put all electronic devices, including but not limited to, phones, smart watches, ipads and tablets in electronic lockers when entering the building. Electronic devices will only be allowed on field trips or other school sponsored activities during the school day with consent of administration.

If the students are caught with electronic devices:

- a. Scholars must surrender the phone to the school staff
- b. The Behavioral Specialist will keep the phone and contact the parent.
- c. The school keeps the phone:
 - First Offense - The device is kept until parent or guardian pick it up
 - Second Offense - The device is kept for 3 calendar days
 - Third Offense - The device is kept for 5 calendar days with parent meeting
 - Fourth Offense - Formal Hearing

***Electronics can only be picked by legal parents and guardians, it will NOT be given to students.

A3. UAS Scholar Checklist: UAS scholars are expected to enter each classroom with the following non-negotiable checklist items.

- **Be on time:**
 - Scholars are expected to be in classroom and ready to start bell work.
 - Any student who is out in the hallway after the bell may be referred to the behavioral specialist for intervention.
 - Scholars must get a pass to see any staff member in between periods. Otherwise it is considered unexcused tardiness.
 - Any scholar who is tardy more than 10 minutes is considered cutting class, which is code blue infraction.
- **Be prepared for each class:**
 - Scholars are expected to bring their required classroom materials with them before the bell.
 - School agenda is a required school supply and must be carried with students to every class.
 - Missing classroom supplies result in poor participation grade as well as out of class referral.

- **Be in proper uniform:**
 - You are expected to be in proper school uniform before when you arrive the school in the morning.
 - Only scholars in proper uniform will be allowed in the classroom.

- **Be on task:**
 - Scholars are expected to take full opportunity to learn in each and every class.
 - Any scholar who is not on task and doesn't respond to classroom interventions and prevent other scholars' learning will be referred to behavioral specials for further consequences.

B. MINOR INFRACTIONS

In class Interventions: UAS teachers are trained to manage their classrooms with set of expectations and school wide routines for a safe and positive learning environment. Teachers are expected to apply to in-class interventions in accordance with the general school rules and classroom expectations to address any misbehavior in their classroom. If a student doesn't respond to in-class interventions, teachers are expected to have a student conference or assign teacher detention before write a formal referral on schooltool. Student conferences or teacher detentions will be a part of disciplinary progression therefore must be documented in schooltool by teachers.

C. MAJOR INFRACTIONS

If a scholar doesn't respond to any classroom intervention she /he will be referred to the behavioral specialist. The referrals for such infractions are listed below often require immediate and serious attention by the behavioral specialist and the principal. The referral is followed up by an investigation and communication by multiple stakeholders before the consequences are given.

Code Blue Infractions

- 1. Repeated violation of UAS Scholar Checklist**
2. Being restricted or unauthorized area
3. Cutting class
4. Conspiracy to harm others or cause damage to property
5. Disrespectful attitudes toward teachers
6. Excessive disruptions during class (more than three level warning)
7. Failure to follow school-wide rules
8. Leaving the class without permission
9. On-going disrespectful conduct
10. Public display of affection
11. Refusing to follow UAS staff directions
12. Use of another person's locker
13. Verbal confrontation with peers (heated argument)
14. Failure to follow emergency drill directions including talking during fire drill

Code Blue Consequences

- Administrative Detentions / recess restriction – multiple days
- Friday Detention - multiple days
- AES placement from 1 to 5 days
- 1-3 days out of school suspension
- Saturday Intervention Program (S.I.P.)

NOTE: Depend on severity and repetition; any of these consequences may be issued.

Code Orange Infractions

1. Any sort of sexual contact
2. Conduct that ignores the others' health or safety
3. Damage to school or private property (Parent is accountable for any cost of the damage.)
4. Demonstrating disrespectful attitudes toward administrators
5. Entering the school under the influence of drugs or alcohol (smell of drugs or alcohol).
6. Possession of tobacco, alcohol, prescription medications, illegal drugs, or related paraphernalia
7. False activation of the fire alarm
8. Fighting (on or off school grounds)
9. Harassment with efforts to intimidate, bully or ridicule
10. Harassment with efforts to intimidate, bully or ridicule on cyberspace (email, Facebook, Snapchat, Twitter, Instagram, Kick, etc.)
11. Harassment with offensive expressions
12. Harassment with unwelcome sexual advances
13. Harm or destruction of any sort of data
14. Infiltrating the UAS school database
15. Leaving school grounds without permission
16. Offensive, sexually-oriented or threatening messages, pictures or symbols
17. Physical attack on student
18. Profanity towards staff in any format verbal, written, online and etc.
19. Refusing or ignoring to follow administrator's direction
20. Resistance toward public safety officers
21. Resistance toward school administrators or securities
22. Unauthorized possession of a prescription or over the counter medication
23. Verbally or physically challenging administrative authority
24. Posting pictures or video of staff or students on social media without permission.

Code Orange Consequences

- Multiple days of AES
- 1-3 days of out of school suspension + Multiple days of AES
- Saturday Intervention Program (S.I.P.)
- 5 days OSS without hearing
- 5 Days OSS with superintendent's hearing
- Formal hearing

NOTE#1: A student grossly disrespect any staff member cannot continue with his/her regular schedule for the day. He/she is immediately either sent home or place in AES for the day.

NOTE#2: A student who refuses to follow administrative instruction is immediately placed in AES and parent is called to send home for the day.

NOTE#3: Parents and students must sign the code of conduct contract after the first fight.

Behavioral Contract: Students who commit a major infraction or repetitive small infractions will be on behavioral contract. UAS administration will design a written agreement to identify target behaviors, define expectations, and communicate with student, parent and teachers. Such students are usually referred to S.I.P. Any student who is on a behavioral contract will be monitored weekly for progress check. A typical academic contract is for a month and subject to extension based on student performance.

Academic Contract: Students who persistently show low academic performance and effort will be referred for an academic contract until they improve and maintain their academic performance. Such students will be out of all extracurricular activities and will meet with guidance counselors and other adults weekly for progress check. A typical academic contract is for a month and subject to extension based on student performance.

Attendance Contract: Students with persistent attendance problems including truancy and absenteeism will be on attendance contract. Such students will be out of all extracurricular activities including sports and will meet with behavioral specialist or guidance counselors weekly for progress check.

Students with contract who do not show significant progress after multiple intervention and support sessions may be asked to leave the UAS Academic Program permanently.

Code Red Infractions

1. Any sort of assault to a member of school community
2. Any direct threats to school personnel
3. Arson
4. Damage to school property which disrupts or impairs school business
5. Indecent assault
6. Indecent exposure
7. Involvement in, or threatened use of, a bomb or other explosive devices
8. Assaults with a weapon, or where serious injury may result
9. Possession of a weapon (knife, firearm, starter pistol, bb gun)
10. Possession of harmful biological or toxic substances
11. Possession of other deadly weapon
12. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical
13. Rape
14. Retaliation against employee, witness or hearing officer
15. Robbery/Extortion
16. Sale of controlled substances or possession with intent to deliver or distribute
17. Threats related to any other weapon, including biological or toxic substances
18. Threats to kill or seriously injure any member of our school community
19. Posting explicit pictures or video of staff or students on social media
20. Any similar assault/threat which endangers UAS community members

Expulsion Process and Formal Hearings

In all cases involving possible expulsion, suspension will initially occur utilizing the process listed below:

1. Hearing the student
2. Parents are informed about the incident
3. Student is immediately suspended
4. Suspension and pending expulsion letter is sent via overnight mail to the parent outlining the reason for the suspension and pending expulsion.
5. Parents are invited to meet with administration to discuss the case for further clarification
6. The discipline committee listens to the student's, parents' and the school administrators' evidence and concerns or questions
7. The superintendent's decision are sent to the parents
8. The hearing process needs to be completed within five days of out of school suspension.

The school may grant a parent or guardian's request to reschedule the meeting once. However the student cannot attend the school until the superintendent's decision.

| |
|-----------------------------|
| Code Red Consequence |
| Formal Hearing – Expulsion* |

* Unless otherwise decided by the Director based on unique conditions

Appealing Process:

Level I - If a parent has a classroom related complaint, which can be dealt with by the classroom teacher, that teacher should be the first contact by • Call the teacher • email the teacher • Via an appointment to speak with the teacher about the problem

Level II - If the parent, after having spoken with the teacher feels that the teacher did not address the complaint, the parent should contact: • Deans of Academics in Middle School, for complaints regarding academic • Dean of Students for discipline related issues. Parents can call director if the Deans cannot solve the problem.

Level III – If the Director has not addressed the complaint to the complainant's satisfaction, the complainant should submit a written complaint to the Superintendent. The complaint will: 1) be written and signed by the person filing the complaint. 2) Specify the school rule or guideline, law or regulation being violated and the related issue, problem or other concern. 3) Contain information/evidence supporting the complaint and state the nature of the corrective action desired. The Superintendent must have an opportunity to respond, before it is taken to the school board. The Superintendent will respond to the complaint within 7 school days.

Level IV - If the Superintendent has not addressed the complaint satisfactorily, the Board will discuss the complaint in its next scheduled meeting and will advise the school director on the related issue. The School Board will respond to the complaint within 30 day

A. Appendices

Appendix A: Behavior Intervention Plan

| Level | Intervention | Descriptions | Follow-Up |
|---------------------------|--|---|--|
| Level-1 (5 referrals) | Student Conference | Review rules and consequences with an in person meeting. Students sign a letter of acknowledgment. | Evidence-1 Acknowledgement Letter |
| Level-2 (10 referrals) | 1st Parent/ Student Conference | Parents are presented the student's current disciplinary status, rules, and consequences in the presence of the student. Parents and students sign the letter of attendance. NOTE: Students are placed in AES until the parents schedule the meeting. | Evidence-2: 1st Parent-Student Conference |
| Level-3 (15 referrals) | 2nd Parent/ Student Conference | Students check with behavior specialist every other day to get adequate support. | Evidence-3: 2nd Parent-Student Conference |
| Level-4 (20 referrals) | 3rd Parent/ Student Conference | Students are required to see behavioral specialist everyday and expected to show significant effort to correct his behaviors. | Evidence-4: Final Parent Conference with potential hearing meeting |

Important Note: Any code red or multiple code orange referrals are not restricted by 20 cumulative referrals for a formal hearing.

Appendix B: Alternative Educational Setting (AES)

AES is like a directed study in an alternative setting to provide students an opportunity to complete the required work with teacher's individual help. The AES room serves five days a week under the supervision of a school personnel.

The purpose of the AES is to provide students, who are having hard time to comply with the regular education program requirements, to receive the required education in an alternative setting.

AES Procedures:

1. Administrators are the only authority to place the students in AES.
2. Students who fail to meet the regular school or classroom requirements are placed in this program for a short or long term depending on the incidents.
3. The assignments of the day are provided to the students.
4. The students complete each assignment by following the direction.
5. Each teacher stops by the AES room throughout the day to provide instruction and answer students' questions.
6. Students must comply with the AES Code of Conduct while in the AES room.
7. If a student fails to meet the AES Code of Conduct, he or she is sent home.
8. Students must complete the assigned AES days to return the regular classes (any sort of absences are not considered as AES day)
9. Students eat lunch in the AES room.
10. The supervisor collects all the completed assignments at the end of the day.

AES Code of Conduct:

1. Students report to the room at the beginning of first period and sign in.
2. Students sit in the assigned seat only.
3. Students copy and sign the AES contract to return to the supervisor.
4. Students complete the assigned work individually.
5. Students take notes or write questions to ask for help from the teachers when they arrive.
6. Students have to sign in and out when they leave the room for bathroom.

7. Student must follow instructions given by supervisor, teacher or administrator.
8. Students are NOT allowed to:
 - a. Talk to each other
 - b. Work together
 - c. Make any sort of noise/disruption
 - d. Leave the room without permission
 - e. Use the bathroom no more than 2 times
9. Students must return all the completed work to the supervisor before leaving the school
10. Students, who fail to meet the AES expectation, will be sent home after a parent call.
11. Students who are sent home have to make up the missing assignment.

Appendix C- Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, Utica Academy requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

1. Jewelry should be appropriate for school and not attract undue attention. UASCS reserves the right to decide on the appropriateness of jewelry.
2. Students may wear ONE pair of earrings not bigger than a quarter to school that do not attract undue attention.
3. Headbands should only be worn to hold back the hair.
4. Cosmetics should be appropriate for school and not attract undue attention.

The following items are not to be worn or brought into classrooms and should be removed and stored in lockers prior to students' first class: Jackets, hats, caps, berets, scarves, bandanas and other headgear, winter hats, mittens and gloves.

Dress Down Days

1. Shirts must include sleeves.
2. Shorts must be knee length
3. Skirts must be knee length
4. Undergarments must not be exposed
5. No low cut shirts or tank tops are allowed
6. Jeans may not be ripped or have holes
7. Baggy and sagging slacks are not permitted.
8. **Loose sweatpants are okay.**

Absolutely none of the following are permitted:

1. Baggy or sagging slacks: Sagging bottoms are not permitted and displaying of undergarments is a violation of dress code. Those students whose bottoms do not rest appropriately at their waist should wear a belt.
 2. Skinny pants/jeans, skin tight, body-hugging materials
 3. Clothing made from a lycra or stretch material
 4. Jeans/denim fabric including dark wash
 5. Defacing of the Utica Academy uniform polo shirt by writing, cutting, tearing etc; those students whose uniforms have been defaced will be required to purchase a new one prior to returning to classes
 6. Gym shorts or athletic wear including sweatpants and yoga pants
 7. No open shoes (toe and heel) such as slippers, sandals, flip flops, sliders, etc and high heel shoes
 8. Bare legs and stockings where the skin beneath is visible
 9. Waist and/or hem should never be rolled to shorten length of skirt
 10. Hoods must be down at all times in the building (Not worn on head)
 11. Hoodies are NOT allowed to be worn under school's polo shirts.
- If a student is deemed to be dressed inappropriately on dress down days, he/she will be asked to correct their clothing choice to reflect the dress code; should the student refrain from changing his/her clothes, a parent/guardian will be called and the student will be sent home.

Appendix D: Internet Use and Privileges

The list below is by no means exhaustive, but attempts to provide a framework for sites which fall into the category of unacceptable:

1. Adult/Sexually Explicit/Pornography
2. Criminal Skills
3. Drugs, Alcohol and Tobacco
4. Gambling
5. Intimate Apparel
6. Hacking
7. Hate (Crimes)
8. Personals and Dating
9. Violence/Offensive Language or Action
10. Remote Proxies
11. Weapons
12. Social Networking Websites (i.e. FaceBook, Twitter, Snapchat, Kik, Instagram)

Appendix-E: Acknowledgement and Acceptance of Student Handbook

I, parent/guardian of _____, received the UAS Student Code of Conduct. I have read and understood it. I am also aware that the UAS administration is open to discuss parental concerns about students' disciplinary infractions and consequences as long as both stakeholders agree on a scheduled date.

Parent Signature

Date

Note: Please also be aware that the administration reserves the right NOT to meet with the parents/guardians who use inappropriate language or disrespectful manners toward administration or teachers.

I, _____, received the UAS Student Code of Conduct. I understood expectations from me. I am also aware the positive and negative consequences of my behaviors.

I am committed to comply with the UAS student code of conduct.

Student Signature

Date