

Utah Military Academy (UMA) – Constitutional Freedoms Policy Addendum to  
UMA Complete Policy Handbook

Board Policy 2022-4: General Administration Constitutional Freedoms  
Adopted 25 July 2022. Posted: 27 June 2022

**1. Purpose:**

This policy provides information regarding Constitutional Freedoms at UMA in accordance with:

- Utah Code § R277-105

**2. General**

- UMA, in accordance with the laws of the State of Utah and policy of the State Office of Education, may undertake any instructional activity, performance or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history or any other element of the curriculum, including the comparative study of religions, provided it is *designed to achieve secular educational objectives included within the context of a course or activity and conducted in accordance with applicable Utah State law.*
- No aspect of cultural heritage, political theory, moral theory or societal value shall be included within or excluded from school curricula for the primary reason that it affirms, ignores or denies religious belief, religious doctrine, a religious sect or the existence of a spiritual realm or supreme being.

**3. Policy**

- School officials and employees may not use their positions to endorse, promote or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint. UMA is prohibited from sponsoring prayer or religious devotionals per Utah Code 53G-10-202.
- If a parent with legal custody or other legal guardian of a student, or if a secondary student, determines that the student's participation in a

portion of the curriculum or in an activity would require the student to affirm or deny a religious belief of right of conscience or engage or refrain from engaging in a practice forbidden or required in the exercise of a religious right or right of conscience, the parent, guardian, or student may request either (1) a waiver of the requirement to participate or (2) a reasonable alternative that requires reasonably equivalent performance by the student of the secular objectives of the curriculum or activity in question.

- If a student makes such a request, the school principal shall promptly notify the student's parent or guardian that such a request has been made, including the substantive nature of the portion of the curriculum or activity for which the student requests a waiver or alternative.
  - The school principal, in consultation with the student's teacher, and after consulting with the student and the student's parents, shall notify the student and the student's parent or legal guardian of the decision. The school may elect one of the following options:
    - Waive the participation requirement.
    - Provide a reasonable alternative to the requirement.
    - Notify the requesting party that the participation is required.
  - If the school determines that participation is required, the school shall ensure that any limitation on student expression, practice or conduct shall be by the least restrictive means necessary to satisfy the school's interest in fulfilling curriculum objectives, or that the limitation satisfies another specifically-identified compelling governmental interest.

#### **4. Expressions of Belief**

- Expression of personal beliefs by a student participating in school directed curricula or activities may not be prohibited or penalized unless the expression unreasonably interferes with order or discipline, threatens the well-being of persons or property, or violates concepts of stability or propriety appropriate to the school setting.

## **5. Free Expression of Voluntary Religious Practice**

- Free expression of voluntary religious practice or freedom of speech by students during discretionary time, (non-instructional time during which a student is free to pursue personal interests), shall not be denied unless the conduct unreasonably interferes with the ability of school officials to maintain order and discipline, unreasonably endangers persons or property or violates concepts of stability or propriety appropriate to the school setting.
- Any limitation under this section on student expression, practice or conduct shall be by the *least restrictive means necessary* to satisfy the school's interests in fulfilling curriculum objectives or to satisfy another specifically-identified compelling governmental interest.

Utah Military Academy (UMA) – Gang Prevention and Intervention Programs  
Policy Addendum to UMA Complete Policy Handbook

Board Policy 2022-4: General Administration Gang Prevention and Intervention Programs

Adopted 25 July 2022. Posted: 27 June 2022

**1. Purpose:**

This policy provides information regarding Gang Prevention and Intervention Programs at UMA in accordance with:

- Utah Code § R277-436

**2. Definitions:**

- "At-risk student" any student who because of the student's individual needs requires some kind of uniquely designed intervention in order to achieve literacy, graduate and be prepared for transition from school to post-school options.
- "Gang" means a group of three or more people who form an allegiance and engage in criminal activity, which uses violence or intimidation to further its criminal objectives. A gang may have a name, turf, colors, symbols, distinct dress, or any combination of the preceding characteristics.
- "Gang prevention" means instructional and support strategies, activities, programs, or curricula designed and implemented to provide successful experiences for youth and families. Gang prevention activities shall promote cultural and social competence, self-management skills, citizenship, preparation for life skills, academic achievement, literacy, and interpersonal relationship skills required for school completion and full participation in society.
- "Gang intervention" means specially designed services required by an individual student experiencing difficulty in cultural and social competence, self-management skills, citizenship, preparation for life skills, academic achievement, literacy, and interpersonal relationships, within or outside of the school, which may impact the individual's susceptibility to gang membership or gang-like activities.

- "Gang Prevention and Intervention Program" means specifically designed projects and activities to help at-risk students stay in school and enhance their cultural and social competence, self-management skills, citizenship, preparation for life skills, academic achievement, literacy, and interpersonal relationship skills required for school completion and full participation in society.

### **3. Policy**

- School personnel or students shall report suspected gang activities relating to UMA to a school administrator and law enforcement (as needed).
- A student who participates in gang activities may be excluded from participation in extracurricular activities as determined by the school administration after consultation with parents and, as needed, law enforcement.
- Gang-related graffiti or damage to school property shall result in parent/guardian notification and appropriate administrative and law enforcement actions.
- If a serious gang-related incident, as determined by the school administrator in consultation with local law enforcement, occurs on school property or at school-related activities, an *Incident Reporting Form* shall be completed and submitted to the Principal and written notification shall be provided to all parent/guardians of students in the school:
  - Informing them about the incident, but removing all personally identifiable information about students from the notice.
  - Emphasizing the school's concern for safety.
  - Outlining the action taken at the school regarding the incident.
- School personnel shall be trained by community gang specialists or law enforcement as part of comprehensive strategies to recognize early warning signs for youth in trouble, and help students resist serious involvement in undesirable activity, including joining gangs or mimicking gang behavior.
- UMA prohibits:
  - Advocating or promoting a gang or any gang-related activities.

- Marking school property, books, or school work with gang names, slogans, or signs.
- Conducting gang initiations.
- Threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity.
- Displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property.
- Communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.
- The UMA's gang prevention and intervention methods may include provisions that reflect the unique needs or circumstances of the school's population and affiliation with AFJROTC.
- Information regarding students and families related to gangs are subject to FERPA, and the Student Data Protection requirements.
- UMA will use the *Choose Gang Free Program* and *Check & Connect Program* to supplement instruction.
  - *Choose Gang Free Program* will educate our students youth on the realities of gang involvement and to empower them to engage with pro-social peers and extra-curricular activities; as well as develop a plan for dealing with negative peer pressure. Under the ESSR program, UMA intends to also use intervention and prevention services facilitated by UMA Student Advocates to counsel and support those students who exhibit risk factors for gang involvement. [www.choosegangfree.com](http://www.choosegangfree.com).
  - *Check & Connect Program* is an intervention used with K-12 students who show warning signs of disengagement with school and who are at risk of dropping out. At the core of *Check & Connect* is a trusting relationship between the student and a caring, trained mentor who both advocates for and challenges the student to keep education salient. Students are referred to *Check & Connect* when they show warning signs of disengaging from school, such as poor attendance, behavioral issues, and/or low grades.
    - In *Check & Connect*, the “*Check*” component refers to the process in which mentors systematically monitor student performance variables (e.g., absences, tardies, behavioral referrals, grades), while the

*“Connect”* component refers to mentors providing personalized, timely interventions to help students solve problems, build skills, and enhance competence.

- Mentors intend to work with students and families as liaisons between home and school and striving to build constructive family-school relationships. [www.checkandconnect.com](http://www.checkandconnect.com)

Utah Military Academy (UMA) – Parental Notification of Certain Incidents and Threats Policy Addendum to UMA Complete Policy Handbook

Board Policy 2022-3: General Administration Parent Notice of Certain Incidents and Threats

Adopted 25 July 2022. Posted: 27 June 2022

**1. Purpose:**

This policy provides information regarding Parental Notification of Certain Incidents and Threats at UMA in accordance with:

- Utah Code §53G-9-604

**2. Policy:**

- Parental notification of certain incidents and threats are required. UMA notifies the parents of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent's student. Further, UMA will notify parents if the parent's student threatens to commit suicide.
- A school administrator shall promptly notify a parent personally of:
  - A parent's student's threat to commit suicide; or
  - An incident of bullying, cyber-bullying, hazing, or retaliation involving the parent's student as a victim or an individual who is alleged to have engaged in prohibited conduct.
- Record Notification When a parent has been notified by a school administrator of a threat or incident, the school administrator shall complete a *Record of Parent Notification of Student Threat or Incident form*.
  - This record shall be securely and confidentially maintained by the school consistent with state and federal law.
- UMA shall provide a student a copy of the *Record of Parent Notification of Student Threat or Incident* related to the student if the student requests a copy of record; and expunge the record maintained in accordance with this section if the student has graduated from high school and requests the record be expunged.

Utah Military Academy (UMA) – School Calendars, Student Membership and Transfer Policy Addendum to UMA Complete Policy Handbook

Board Policy 2022-2: General Administration Pupil Accounting  
Adopted 25 July 2022. Posted: 27 June 2022

**1. Purpose:**

This policy provides information regarding School Calendars, Student Membership, Transfer and Pupil Accounting at UMA in accordance with:

- Utah State Law R R277-419

**2. Calendars and School Days:**

- UMA's School calendar has *at least 990 instructional hours and 180 school days each school year*. UMA holds that the school year is defined as a 12-month period beginning July 1 and ending June 30. Each school day is at least four hours per day in grades 7<sup>th</sup> through 12<sup>th</sup>.
- UMA's required school calculations exclude lunch periods and time passed between classes but may include drill/exercise periods that include organization or instruction from school staff.
- Total instructional time and school calendars are approved by UMA's Board in an open meeting.
- Exceptions to the school calendar and school days minimum standards are as follows:
  - The State Board of Education or the State Superintendent, under the direction of the State Board, may issue a waiver for the school day and hour requirement in extreme circumstances such as a Health Department emergency or pandemic.
  - UMA's Board can make an exception for school attendance for students with compelling circumstances. This exception should be established by the ADA Compliant 6/11/191 student's IEP (Individualized Learning Plan) or SEOP/plan for college and career readiness.
  - UMA's Board plans in their calendar for emergency/activity/weather related days where school may need to be cancelled.

- If school is closed for any reason, the instructional time missed must be made up in order to qualify for full MSP funding.
- State Board Rule R277-419-4(6)(c) allows schools to conduct parent-teacher and student education plan conferences during the school day. Such conferences may only be held for a total of the equivalent of three full school days or a maximum of 16.5 hours for the school year. Student membership for these days should be counted as that of the previous school day.
- Due to school activities that may require a schedule or program modification during the first and last days of the school year, for the first five school days UMA's District LEA may report aggregate days of membership equal to the number recorded for the second five-day period of the school year. For the last five five-day period of a school year, UMA's LEA may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period. UMA Schools shall continue instructional activities throughout the required calendared instruction days.

### 3. Student Membership Eligibility

- Student membership means that a public school student is enrolled and on the current roll of a public school as of a given date. It does not mean the student is in attendance on a given date, only that they are on the roll. Students generate funding by being in membership. In order to be eligible to generate funding, the student must meet the following requirements:
  - UMA follows Utah's ***"Ten Day Rule."***
    - Students cannot have ten consecutive unexcused absences.
    - Membership at UMA stops the 11th day after the consecutive absences and *may begin generating as soon as the student returns to school or has an excused absence*.
  - UMA students must be a resident of Utah as defined under Sections 53G-6-302 of the Utah State Code.
  - UMA students must be of compulsory school age or a retained senior.
    - "Compulsory school age" means the student is at least 5 years old and no more than 18 years old on or before September 1. If the

student is in special education, he/she is at least three years old and no more than 21 years old on or before September 1.

- A “retained senior” is a student who is beyond the regular compulsory education age but who has been authorized by their Local Education Agency (LEA) to remain enrolled as a high school senior after their class has graduated due to sickness, hospitalization, pending court investigation or action or other extenuating circumstances beyond the control of the student.

## 6. Transfer

- A student may request and the Utah High School Athletic Association (UHSAA) shall grant a student eligibility to participate in an interscholastic activity *after the student transfers to another school if the student participates in interscholastic activities at the new school and at least one of the following apply:*
  - The student's full family moves outside of the boundaries of the originating school and into the boundary of the new school;
  - The student's transfer to the new school is a result of a death in the family, which requires the student to move from the student's original residence;
  - The student's transfer to the new school is a result of a divorce, which requires the student to move from the student's original residence;
  - The student moves to live with an individual who has legal custody of the student with full and complete guardianship, which includes therapeutic boarding schools for students who are involved in therapeutic treatment at the new UHSAA member school;
  - The student has been a victim of bullying and the bullying was reported, documented, and investigated by the school or law enforcement. Any student making such a request shall provide such documentation as the Association may require and all requests will be considered on the facts documented.
  - A student whose situation does not meet the criteria above may compete at the sub varsity level at the new school for a period of twelve (12) months from the last day of attendance at the former

school provided they meet all other UHSAA and school/district eligibility requirements. Once a student has enrolled and attended at the new school, that student is no longer eligible at the former school.

- A student establishes initial eligibility upon entry to high school in the ninth grade for the first time. Whenever a student intends to participate in UHSAA, the student's entry to high school, irrespective of the location, shall be used for purposes of the application of this rule.
- A student enrolling in a Utah high school for the first time, as a result of a full-family move, will be deemed residentially eligible for interscholastic activities even if that first entry is at a school not within the student's residential area. This exception to the transfer rule regarding residency for students enrolling for the first time recognizes the prevailing law encouraging open enrollment.
- Unless otherwise exempted, the Transfer Rule will apply to any subsequent transfer.

## Utah Military Academy (UMA) - Emergency Preparedness

Board Policy 2022-1: *General Administration/School Management UMA:*  
*Adopted 25 July 2022. Posted: 27 June 2022*

### **1. Purpose:**

This policy provides a comprehensive resource regarding Emergency Preparedness Planning and Response at UMA in accordance with:

- Utah State Law R277-400-3
- Utah State Fire Code 15A Chapter 5 Section 202
- 53G-9-604 Parental notification of certain incidents and threats

### **2. Policy:**

Pursuant to Utah State Law, each LEA shall establish an *Emergency Preparedness Plan* and review it with teachers, administrators, students and their parents, local law enforcement, and public safety representatives each year.

### **3. Procedure:**

#### **a. Definitions**

- Active Shooter Exercise: A drill or exercise wherein a school or facility utilizes simulated gunfire, mock weapons, or violence to give personnel experience to know how to react in the event of an active shooter emergency. These are not routine drills and must follow the protocols identified below.
- Emergency Preparedness Plan: Developed by an LEA or school to prepare and protect students and staff in the event of school violence emergencies.
- Emergency Preparedness Planning and Response Committee (EPPR): A committee consisting of teachers, administrators and others which regularly certify that *Emergency Preparedness Plans* are being practiced, presented to and reviewed by LEA's. The Committee also reviews and makes recommendations regarding emergency preparedness and security needs at schools.

- Fire (Evacuation): Called to move students and staff from one location to another.
- LEA: Local Education Agency
- Lockdown: Called when there is a threat or hazard inside of the building.
- Lockout: Called when there is a threat or hazard outside of the building.
- Reunification: Includes preparing procedures and standards for how to reunite students with parents in an orderly manner when school is released at an irregular time due to an emergency, lockdown and/or lockout.  
Reunifications are generally conducted in conjunction with Lockdowns or Lockouts.
- Rally Point: A location away from the school where students and parents will be reunited.
- Shelter: Called when the need for personal protection is necessary.  
Examples of relevant hazards may include but are not limited to earthquakes, hazardous materials, and other natural disasters.

b. Emergency Preparedness Plans:

- Shall contain measures that assure that school children will receive emergency preparedness training.
- Students shall be provided with training appropriate to their ages in safety measures appropriate for specific emergencies, and other emergency skills.
- Should be on file in the office of the principal and the School District office. It shall be updated annually, and as the need arises due to structural changes, employment turnover, etc.
- Principals shall review the Emergency Plan with staff at the beginning of each year.
- Each LEA shall review the plan(s) at least once every three years with the Emergency Preparedness Planning and Response Committee (EPPR)

c. Safety Drills

- Drills that may be performed in LEAs include but are not limited to the following: Fire, Lockdown for violence, Lockout, Shelter in place, Active Shooter, Family reunification, Bomb threat, Civil Disturbance, Flood,

Tornado, Earthquake, Hazardous Material spill, Utility failure, Severe weather, Shelter and mass care and other drills that may be appropriate. n

- Administrators are encouraged to periodically perform drills during non-instructional time such as during lunch, between classes, etc.
- Frequency:
  - For middle schools, junior highs and high schools, there must be an emergency evacuation fire drill held every two months, for a total of four a year. State law permits that the second and fourth drills "may be substituted" with a safety drill for sheltering in place, earthquake or lockdowns for violence or active shooter.
  - Schools shall conduct fire drills once a quarter starting in August.
  - The first fire drill must be held in the first 10 days of the school year.
- Execution:
  - During all safety drills, attendance should be taken at the beginning of class, and again after the drill has concluded.
  - Drills should occasionally be conducted before or after school, during lunchtime or between classes.
- Fire (Evacuation)
  - Fire drills shall include the complete evacuation of all persons from the school building or the portion of the building used for educational purposes (R277-400-6D(1)).
  - Students are not to bring personal items like backpacks during an evacuation. Personal items must be left behind.
- Reasonable Delay
  - When a fire alarm sounds, students should stand and stage themselves to evacuate the building in an orderly manner. It is appropriate for staff members to briefly delay evacuation to verify that the alarm was not pulled in order to draw staff and students out of the safety of their classrooms.
  - Unless a staff member has reason to believe that the alarm was pulled to draw staff and students from the safety of their classrooms, facilities must always be evacuated when a fire alarm sounds.

- Fire alarms are for use during fire drills and fire emergencies. They should not be utilized for non-fire emergencies.
- Lockdown
  - The following announcement should be made over the PA system:  
*“Lockdown! Locks, lights, out of sight”*
  - Classroom doors must be locked, lights must be turned off, and windows should be covered.
  - Hallway doors (not to be confused with classroom doors) should latch, but not lock so as to allow law enforcement the ability to access all parts of the building.
  - Students and staff are gathered to an interior wall out of sight.
  - Staff and students must remain quiet.
  - Unless otherwise instructed, bells, alarms, PA announcements and *knocking on classroom doors should be ignored*.
  - Schools are strongly encouraged to partner with law enforcement when conducting lockdown drills.
  - No one should be allowed in or out of the classroom until a uniformed policeman or school administrator opens the door.
- Lockout
  - The following announcement should be made over the PA system:  
*“Lockout! Secure the perimeter.”*
  - Students must be moved inside of the building.
  - Classroom doors should be locked.
  - All exterior doors must be locked, and access into or out of the school must be restricted.
  - Continue with normal activities as much as the situation allows, but no one should be permitted to leave the building’s interior until the lockout has been lifted.
- Parental notification of certain incidents and threats.
  - UMA will use expedient mobile device, Robo call and group email notification means to inform parents of serious issues or events which

may necessitate the need to evacuate the school and unite with students.

- When a parent has been notified by a school administrator of a threat or incident, the school administrator shall complete a *Record of Parent Notification of Student Threat or Incident* form.
- Reunification
  - Establish a Parent Check-In Location or Rally Point.
  - Deliver the students to the student staging area, beyond the field of vision of parents/guardians. “Greeters” direct parents/guardians to the Parent check-In location, and help them understand the process.
  - Parents/guardians complete *Reunification Cards* (found in emergency pack).
  - Procedure allows parents/guardians to self-sort during check in, streamlining the process.
  - Runner recovers student from the student staging area and reunites student and parent at the reunification area.
  - A critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency.
  - Once students are on site, notify parents of location.
  - Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
  - Medical, notification, or investigative contingencies are anticipated.
  - Pedestrian “flows” are created so lines don’t cross.
- Shelter:
  - The following announcement should be made over the PA system: “*Shelter for (type) and (method)*”
  - Shelter drills are not limited to earthquake preparedness. These drills may also be used to practice emergency preparedness skills for most natural disasters.
- Earthquake/Severe Weather:

- The following announcement should be made over the PA system;  
*“Shelter for earthquake! Drop, cover, and hold.*
- Staff and students should drop to the ground and cover under a desk or table until the earthquake is over.
- Tracking/Records:
  - Completion of school safety drills are to be recorded on Spreadsheets kept on file at the school and LEA.
- Where can students report issues?
  - Students are encouraged to use the **SafeUT** app.
  - The app, run by the state, allows students to anonymously chat with crisis counselors or report threats at their school.
  - This is crucial because students are on the ground and may see or hear of a threat before an administrator. Most school threats, another person knows about it before it happens.

#### 4. Security Situations

- **Report** all suspicious or threatening activity immediately to [\*\*911\*\*](#)
- **Be Aware** of the location
- **Lock** office doors, desks, etc.
- **Secure** personal belongings – never leave unattended
- **Wear** your District ID at all times
- **Request** identification of unknown persons in your area
- **Stay Alert**

#### 5. Acts of violence include any act where weapons or physical aggression is used against a person.

- **Active Shooter:** Utah allows teachers with concealed carry permits to carry weapons within a school. UMA acknowledges this law and allows teachers this privilege. Technically, the School cannot ask teachers who carry to disclose. UMA will provide specific “Safe to Learn, Safe to Teach.” training to all teachers.

- **Access points** are places where people can enter a school, including doors and windows. And that's typically considered the place to start for school safety.
- **UMA** locks all doors and has doorbells and video cameras at entrances. The school funnel visitors there for screening before they can come inside.
- **ACTIONS:** One must first **FIGURE OUT** what options there are and then take action:
  - **RUN (Self Evacuation)** - if possible, get out of harm's way.
  - **HIDE (Locks, Lights and Out of Sight)** - if getting out is not an option, close and lock doors where ever possible.
  - **FIGHT** - if confronted by the shooter, do everything possible not to be a victim.

**6. Workplace Violence:** Any behavior, action or statement made by an individual or group directed toward another individual, or group, that is threatening or intimidating and causes any reasonable individual to fear for their safety and/or property.

- **Violence in the UMA environment will not be tolerated in any form.**
- **Should workplace violence occur: Immediately notify your supervisor and Police at 911.**
- **For students exhibiting concerning, disruptive or threatening behaviors:** Call for immediate administrative support.

## **7. Minor Chemical/Biological Spill**

- Alert people in immediate area of the spill
- Deny entry to spill area
- Avoid vapors
- Wear appropriate protective equipment

## **8. Major Chemical/Biological Spill**

- Attend to injured personnel and remove them from area
- Alert people in area to evacuate
- Immediately contact Risk Management at [\*\*801-402-5144\*\*](#).
- Close doors and deny entry to affected area(s)
- Have a person knowledgeable about the incident meet emergency response personnel.