



CITY ACADEMY

City Academy's Mission is to graduate responsible, informed citizens who have achieved their best academic success. We do this through distinctive teaching that is engaging, investigative and thought-provoking; close attention to each student's finest learning and personal progress; and involving students in exploration of civic and current issues in our city.

STUDENT–PARENT–SCHOOL COMPACT FOR SUCCESS **Essential Responsibilities of Members of Our School Community**

STUDENT RESPONSIBILITIES:

1. Be present, on time and prepared for school classes, in-person or virtual.
2. Follow the school rules and procedures.
3. Behave respectfully and responsibly.
4. Participate with thought, energy, and enthusiasm.
5. Work with ambition and resilience: give your best effort to get your personal best achievement.
6. Be involved in at least one committee or extra-curricular activity each year.

PARENT/GUARDIAN RESPONSIBILITIES:

1. Expect my student to meet the responsibilities listed above. Support my student in meeting these responsibilities.
2. Ensure my student attends school classes on time each day. Inform the school immediately in case of a necessary absence.
3. Take an active role in my student's education. Talk with my student about what he/she is learning, and what he/she is involved in or with at school.
4. Make sure there is a place at home to do schoolwork. Expect homework to be done on time and well.
5. Check my student's calendar and grades in Canvas together with my student at least once each week.
6. Communicate regularly with my student's teachers and school administrators.
7. Work in partnership with teachers and administrators to make constructive and effective responses to any difficulties my student may have in school.
8. Attend parent nights, parent-student-teacher/advisor conferences, school events, and annual Personal Education Plan (PEP) meetings.

CITY ACADEMY RESPONSIBILITIES:

1. Maintain a safe, respectful, supportive, positive, and aspirational learning environment.
2. Provide high-quality instruction and rigorous, challenging, engaging class work, homework, and courses of study.
3. Communicate regularly with students and their families by posting timely and useful information on Canvas, the Student Information System (Aspire), and our website as well as communicating through conferences, planners, emails, newsletters, and phone calls as necessary.

CITY ACADEMY POLICY

I. UTAH COMPULSORY EDUCATION

Because of City Academy's commitment to quality education, we are concerned when a student misses classes for any reason. Absence from school or class interferes with a student's opportunity to learn and to be fully involved in the school community. According to the Utah Compulsory Attendance Law (53A-11-101) every school-age child must be enrolled in school. Parents are responsible for their children's regular school attendance. According to the law, it is a misdemeanor for parents to fail to ensure that their student attends school regularly.

Occasionally a student must be absent from school for reasons which are acceptable to the school as well as the courts, such as illness, some medical appointments, and family emergencies. Please call, email, or send a parent note or doctor note to school explaining the reasons each time your student is absent. We require a statement from a doctor regarding extended absences for illness or treatment. Wherever possible, please arrange medical and other appointments after school hours. If this is not possible, please check in with the office and sign your student out when they leave campus.

CITY ACADEMY ATTENDANCE POLICY

City Academy Expectation of Excellent Attendance

- ❖ City Academy knows from experience and common sense what research confirms: being in class and in school matters! Students cannot benefit from our investments in quality instruction and more engaging, rigorous curriculum unless they are at school and in the classroom.
- ❖ City Academy places a high priority on the classroom experience: class time is the most important reason why a student is required to attend school. If a student misses class for any reason, the learning cannot adequately be "made up" by sending home an alternate assignment or packet. Homework from a missed class may not be doable without the learning from the class.
- ❖ Chronic absenteeism can be an early warning sign of academic trouble and can be a key predictor that a student will drop out of high school. Students who sign City Academy's Student-Parent-School Compact for Success commit to the expectations of attending school and all classes, and of working hard and producing their best every day. Daily attendance is expected to enable a student to meet these commitments.
- ❖ It is the responsibility of the student to make a prompt and earnest effort to make up learning missed due to any absence.

Shared Responsibility for Attendance

The student will:

1. Attend every school day, except when excused in accordance with school policy.
2. Discuss with the school counselor any issues that may interfere with good attendance.
3. Provide the school office with any communication from parent/guardian about attendance.
4. Obtain from the school office a form for prior approval for any proposed extended absence in advance of planned absences, consult with teachers and arrange schoolwork.
5. Immediately on return to school from a planned or unplanned absence, obtain from teachers any missed work, and complete this work as soon as possible, or as required by a teacher.
6. Follow all school check-in and check-out procedures.
7. Respectfully follow procedures in consequence of any unexcused absence.

The parent will:

1. Monitor student attendance, either online using Aspire (SIS), or through contact with the school office.
2. Contact the front office by 10:00 am if your student will be absent that day.
3. Send a note or email of excusal to the front office upon a student's return: office@cityacademyslc.org
4. Encourage and support the student in maintaining excellent attendance.
5. As much as possible, schedule medical appointments, vacations and other events outside of school time.
6. Attend parent-student-teacher conferences and stay in contact with your student's teachers.
7. Respond in a timely and constructive manner to communication from the school about a student's attendance.
8. Submit the "Request for Pre-Approval of Extended Absence" form at least five school days before the start of a period of extended absence. If five days prior notice is not possible, this form should be turned in as soon as possible prior to the absence.

Teachers and/or school personnel will:

1. Take attendance accurately for each class in Aspire (SIS).
2. Notify a parent when a student is tardy or absent from school.
3. Provide support to a student in maintaining excellent attendance and recognize those students with exemplary attendance.
4. Notify a parent of concerns about a student's attendance, or when a student is subject to consequences for unexcused tardiness or absence.
5. As far as reasonably possible, provide work in advance for approved extended absences.
6. Hold students immediately responsible for missed learning due to absences.

Tardiness

1. Being on time to each class is important. Not only does tardiness affect the learning progress of the student who is late, a late arrival disrupts the learning environment for other students in class. City Academy is a small school campus and the 5 minute passing time, used wisely, is ample time for students to visit with friends, eat a snack or use the restroom in order to arrive at their next class on time, equipped appropriately and ready to learn.

2. A parent may excuse up to three (3) tardies per quarter for personal or family reasons by providing a written note or email to the front office.
3. It is the student's responsibility to ensure that an appropriate excusal note is turned in to the Office Manager on the next school day. Failure to turn in a written excusal note will result in consequences for unexcused tardies.
4. Any unauthorized tardy, or more than three (3) excused tardies in a quarter will be responded to as "unexcused" tardies. Students will be required to make up the missed school time during extended hours. For excessive unexcused tardies students will be expected to complete restitution, may be denied further off-campus privileges, and Students and Parents will participate in developing and implementing an improvement plan.
5. All consequences, meetings, and plans will be documented. Failure to successfully follow agreed consequences and/or plans may be considered Willful Disrespect with the corresponding consequences applied.

Excused and Unexcused Absences

1. If a student is absent:
 - a. Parents should inform the office by 10:00 AM on the first day of the absence. **Parents can email to: office@cityacademyslc.org or call the front office at 801-596-8489.**
 - b. Parents should send either a written note or an email to the front office on the day a student returns to school explaining the absence.
2. Parents may excuse up to three (3) full or partial days of absence per quarter as necessary. A partial day of absence is any one period or more in a day.

If a student has exceeded three excused absences in a quarter, no further absence will be excused without further documentation.

3. In some circumstances a student may need to extend an absence to recover from an illness or for some other unforeseen reason. In these cases, parents are requested to provide appropriate documentation of the reason for the student's extended absence. This may be a doctor's note or other official documentation outlining the reason for the student's extended absence due to illness, hospitalization, dental work or other health concern; participation in legal proceeding; death in the family; participation in sports, music, drama, etc. outside of City Academy; other emergencies or issues; and/or as per IEP or accommodation plan.
4. Approval by the Principal or designee is required in cases where parent request for excusal is more than three (3) full or partial days of absence per quarter.
5. **Chronic Absenteeism** is defined as students missing an excessive amount of school for any reason, specifically when the total of **both excused and unexcused** absences exceeds 10% of instructional days or 10 instructional days in a school year, whichever is least. City Academy measures chronic absenteeism in terms of either school days or number of classes missed in a particular period of the day. When students incur chronic absenteeism an intervention plan to improve attendance will be made with the Counselor and approved by the Principal. Students with chronic absenteeism may forfeit the opportunity to leave campus for lunch, participate in extra-curricular activities, or attend off-campus field trips or educational visits unless deemed an essential component of the assessed work of the class by the subject teacher. Students not attending a field trip will be supervised at school and complete work as a form of restitution for the excessive time missed.

Unexcused Absences

1. Any one unexcused absence or more than three (3) parental excused days of absence in a quarter will be treated as a serious issue. Students are truant when they are at least 12 years old and are absent from a full school day without valid excuse. A "day" of truancy consists of four or more class periods of unexcused absences within one school day.
2. A meeting with the Counselor or designee will be required to develop a contract that will outline steps for the student to have successful attendance, as well as further consequences for subsequent unauthorized absences.
3. Consequences for further unauthorized absences will include Extended Day Study, loss of off-campus privileges, restitution time, parent meeting, and/or other consequences to encourage the student to attend class.
4. Class work, assessments, or due dates missed by a student due to unexcused absences will incur a grading penalty.
5. All consequences, meetings, and plans will be documented. Failure to successfully follow agreed consequences and/or plans may be considered Willful Disrespect with the corresponding consequences applied.

II. OFF-CAMPUS DURING CLASS, LUNCH, OR THE SCHOOL DAY

1. Students may leave campus with a teacher, staff member and/or approved volunteer to participate in fieldwork activities that:
 - a. take place within the duration of a single class period;
 - b. take place as part of the activities of a student's scheduled class for that period; and
 - c. do not involve activities with any significantly increased risk or demands from those carried out in the classroom.
2. Parents will give consent for student participation in fieldwork which exceeds the limitations in 1.(a)-(c) above by completing and submitting the form "Informed Consent for Field Trips".
3. Going off-campus during lunchtime is a privilege, not a right, and only for 9th-12th grade students.
4. During times of high-risk health concerns, like the COVID-19 pandemic, all students must remain on campus during lunch and throughout the day.
5. When allowed, 9th-12th grade students may **only** leave campus during lunchtime after parent/guardian permission has been given in writing AND the student has met City Academy requirements for off-campus privileges.
6. Off-campus privileges may be revoked or suspended for late returns from lunch or other academic or behavior problems.

III. CITY ACADEMY DRESS CODE

City Academy requires its students to dress purposefully for school. In general, student dress is expected to be clean, tidy, decent, purposefully chosen for school and to allow full and safe participation in school activities.

1. Upper Body Attire
 - a. Upper body attire will be opaque, have modest necklines, cover all areas of the torso, and be long enough to overlap pants, skirts, or shorts including when seated.
 - b. Tank-style shirts must have shoulder straps that are at least four fingers wide (as measured by the wearer) with armhole openings that do not extend below the armpit.
 - c. Shirts with sleeves will have sleeves attached to the shoulder strap and will not have openings on the shoulder or arm.
 - d. No undergarments will be visible, including through mesh, lace or transparent material.
2. Lower Body Attire
 - a. Pants, skirts, shorts, or other leg coverings will cover undergarments, be worn at the hips or waist, and must be opaque. Any lower body attire that is skin tight will be considered to be pants or shorts if it has pockets front and back.
 - b. All lower body attire (skirts, shorts, etc.) will extend coverage at least to the fingertips of an outstretched arm of the wearer. If pants have "rips" they must be below the fingertips of an outstretched arm.
 - c. Any skin-tight lower body attire without pockets front and back will be covered by loose fitting clothing that extends coverage at least to the fingertips of an outstretched arm of the wearer.
3. Shoes
 - a. Students will wear some type of shoe, boot, or sandal on their feet at all times unless required by a class activity.
 - b. For PE, shoes should be of the athletic type, must have a non-marking rubber sole, and must cover feet from toes to heel.
4. Head Coverings
 - a. Hats, beanies, headscarves, hoods, and sunglasses are not appropriate indoors and should be removed when a student enters the school building.
 - b. Head coverings are accepted when worn for religious observance.
5. Dress for Holidays and Special Events
 - a. Students may be required to dress for special events in specific ways that go beyond the requirements above in 1-4.
 - b. For Halloween, Spirit Week, or other school-sponsored dress-up occasions, students will follow rules for appropriate and decent attire. Additionally, masks or any other face coverings are not allowed.
 - c. The coach of a sports team, organizer of an activity, or the Administration may issue dress code requirements for special events.
 - d. Students representing City Academy in any activity at any location are required to dress to the specific standards required for that activity, and may be denied participation if not dressed as required.
6. Dress for Safe and Orderly School Environment

Clothing will violate the Safe and Orderly Schools Policy if it depicts or suggests:

 - a. Messages that may cause substantial distraction, disruption or interference of the school environment;
 - b. Gang associations;
 - c. Obscene, discriminatory, harassing or other disturbing messages; and/or
 - d. Illegal activity, weapons or violence.
7. Dress Appropriate for School Activities
 - a. Clothing, jewelry and shoes are not permitted in a class when they restrict a student's ability to perform the activities required in that class, or when they present a danger to the wearer, or to others.
 - b. Students may be required to adjust their dress to make it appropriate for an activity such as field work or a science experiment, and PE class. Refusal to adjust dress to make it appropriate for an activity will be responded to as a violation of the dress code.

IV. CITY ACADEMY LEARNING EXTENSION (CALE)

All students may participate in the CALE program that provides extracurricular teams and programming choices, food, and supervised study hall for students Monday through Friday before and after regular classes, and sometimes on Weekends. The same policies and procedures that apply to the regular school day are applicable during CALE time. Some Teams, Social Events and Field Trips sponsored by CALE may include an additional fee for participation. When participating in CALE at school, students will sign into a program and then sign-out before leaving the building. After a student signs out of a program – even if it is still within CALE hours – City Academy can no longer be held accountable for their safety. Students must register for their desired teams or special activities and pay any fees with the office.

City Academy's ability to keep the doors open, lights on, and amazing teachers and staff working with our students during CALE extended hours is funded through private donations and through a Program Quality Enhancement (PQE) Matching Grant. That grant is run by the Utah State Board of Education (USBE) with the matching funds provided through state legislation. Each year the USBE collects data about student attendance in our extended day programs just as they do for our regular day education program. As we do with all reporting to the USBE, we use dedicated secure channels to communicate a student's name, ID number, demographics, and attendance in extended day programs. Parents who have concerns, should contact the Principal in writing.

V. ELECTRONIC DEVICES

1. Cell phones, gaming devices, MP3 players, iPods, headphones, ear pods or any other such individual electronic device will not be allowed during class time anywhere in the building unless required for a class activity, and as instructed by the teacher.
Exception: Students may use electronic devices during a Personal Learning Time but must use the devices individually and keep the devices to themselves.
2. Unauthorized use of electronic devices may result in the device being confiscated and turned in to the office.
3. Confiscated devices will be held:
 - a. On first instance, until the end of the school day. It will then be returned to the student.
 - b. On second instance, until the parent picks it up from the school.
 - c. On the third instance the student will lose her or his privilege of carrying the personal device during school hours for 10 consecutive school days. If the student needs to bring a personal device to school during the period of denial, the student will be required to check the device in at the Dean's office each morning.

VI. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Upon request, City Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that City Academy, with the previous exception, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, City Academy may disclose appropriately designated "directory information" without written consent, unless you have advised City Academy to the contrary in accordance with school procedures.

The primary purpose of directory information is to allow City Academy to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a performance;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require City Academy to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

Any parent who does not want City Academy to disclose directory information from a child's education records without their prior written consent, must notify City Academy in writing within 10 days of enrollment. City Academy has designated the following information as directory information:

- Student's name
- Street Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and/or height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces. <http://www.ed.gov/policy/gen/guid/fpc/ferpa/mndirectoryinfo.html>

VII. MEDICATION

1. A student may possess over-the-counter remedies at school only in amounts not to exceed the published recommended daily dose including, but not limited to: aspirin, ibuprofen, acetaminophen, cough drops, allergy medication, cough syrup, and mouthwash.
2. In accordance with the Safe and Orderly School Policy, students may not share, sell or arrange for the sale of over-the-counter or prescription remedies.
3. If a student requires the administration of prescription medicine at school, they must have the appropriate form signed by the student's physician and parent and returned prior to the administration of medication.

VIII. TRANSPORTATION – TO/FROM SCHOOL

UTA Passes

Neither City Academy nor the Utah State Board of Education is responsible for student transportation for charter school students. City Academy has partnered with Utah Transit Authority (UTA) to include a UTA pass in the cost of registration for our students. City Academy is not responsible for replacing lost or stolen passes, though a replacement may be purchased for \$20.00 from the front office while supplies last.

Skateboards, Scooters, Rollerblades & Bicycles

1. Skateboards, scooters, rollerblades, and bicycles are not permitted to be ridden on school grounds, the sidewalk in front of school between 600 East and 500 East, or in the entirety of the parking lot area behind the school.
2. A helmet must be worn by all students skating or cycling to or from school.
3. Any skateboard, scooter or bicycle used not in compliance with these terms may be confiscated and held by the school until collected by a parent/guardian.

Students also agree to follow state laws and regulations, and to abide by their decisions pertaining to travel to and from school. Driving, rollerblading and riding a scooter or bicycle to school are privileges that can be revoked due to any abuse of these privileges. Students and parents should understand the risks involved in driving, using skateboards, scooters, rollerblades, and bicycles and understand that serious injury, including the potential for a concussion, and even death, is possible in such participation, and choose to accept such risks.

IX. SAFE AND ORDERLY SCHOOL POLICY

City Academy is proud of its record as a safe and respectful school community. Students are advised that the following are violations of the Safe and Orderly School Policy, which will result in suspension:

1. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language (written or spoken) which significantly disrupts the educational environment of school or the educational opportunities of a student,
2. Behavior which threatens harm or does harm to a person associated with the school, or to property associated with that person, regardless of where it occurs;
3. Fighting, or other behavior, or threatened behavior, or assisting behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
4. Willful destruction or defacing, or theft of school property, or property associated with the school, or property of a person associated with the school regardless of where it occurs;
5. Bullying, harassment, hazing, defamation and/or humiliation, that is spoken, acted, worn, written or cybernetic including but not limited to that of a racial or religious nature, and specifically including sexual harassment;
6. Possession, control, sale, or arranging for the sale, or use of an alcoholic beverage on school property;
7. Possession, control, sale, or arranging for the sale, or use of contraband, illegal drugs, drug paraphernalia, tobacco, pretend weapons, fireworks, mace, pepper spray, laser pointers, pornography on school property;
8. Misuse or abuse of over-the-counter remedies, or sharing, sale, or arranging for the sale of over-the-counter remedies, possession of over-the-counter remedies in amounts that exceed the recommended daily doses including, but not limited to: aspirin, ibuprofen, acetaminophen, cough drops, allergy medication, cough syrup and mouthwash.
9. Obstruction of school safety or emergency procedures, including interfering with fire extinguishers or alarms or disruptive behavior during an actual emergency or drill;
10. Obstruction of a school investigation, including refusal to participate in a search of person or property;
11. Some dress code violations as identified in the Dress Code section Part III above;
12. Unlicensed and/or dangerous driving on school grounds or when driving to and from school or at any time when a student of City Academy is a passenger in the vehicle.

The following egregious violations of the Safe and Orderly School Policy require a mandatory Alternative Placement of 180 consecutive school days:

1. Any behaviors as listed above that are aggravated, coordinated, and/or pre-meditated;
2. The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material, including matches and lighters;
3. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities;
4. The sale, distribution, or arranging for the sale or distribution of a drug or controlled substance, any psycho toxic chemical substance, or an imitation controlled substance within 1000 feet of the school grounds or at any location where another City Academy student is affected or involved;
5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.