



FAST FORWARD
CHARTER HIGH SCHOOL

Student Handbook
2011-2012

FAST FORWARD STUDENT GUIDE

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MISSION STATEMENT

The mission of Fast Forward Charter High School is to provide a safe nurturing environment where students who may be at risk of not completing high school requirements can be challenged with curriculum presented to accommodate their unique learning styles. Our primary goals are to help students discover their academic potential and furnish them with the tools to promote lifelong learning and civic responsibility.

Faculty and Staff

Eric Lindsey.....	Executive Director
Ryan Marchant.....	Chief Financial Officer
Stephanie Sorenson.....	Principal
Karen Tremayne.....	Counselor
Stephanie Hebert.....	Counselor/Lunch
Dianna Broadbent.....	Director of Special Education
Teddy Lehman.....	Administrative Assistant
Angie Johnson.....	Language Arts
Zakk Lewis.....	Language Arts
Jamie Garn.....	Mathematics
Jessica Davis.....	Mathematics
Judy Bohm.....	Tutor
Jessica Nyman.....	Social Studies
Keith Pebley.....	History
Richard Quay.....	Science
Jillian Schults.....	Science
Ryan Conger.....	Music
Nicole Frye.....	Physical Ed/Health
Lindsay Fairbanks.....	Spanish/Psychology
Andy Lorimer.....	Broadcast Video/Music
Andrew Worrall.....	Fine Arts
Sandy Hepworth.....	Concurrent Enrollment/Library
Samantha Nichols.....	A+/Library
Dennis Lee.....	Director of Technology

Regular Class Hour Schedule

First Period.....	8:00 – 9:55 a.m.
Mid Morning Break	9:55 – 10:05 a.m.
Second Period.....	10:05 – 12:00 p.m.
Lunch	12:00 – 12:35 p.m.
Third Period.....	12:40 – 2:35 p.m.

Early Release Day Schedule

First Period.....	8:00 – 9:15 a.m.
Class Break	9:15 – 9:20 a.m.
Second Period.....	9:20 – 10:35 a.m.
Class Break	10:35 – 10:40 a.m.
Third Period.....	10:40 – 12:00 p.m.

FAST FORWARD 2011-2012 SCHOOL CALENDAR

Teacher Start Date.....	Friday, August 19
First Day of Classes.....	Tuesday, August 23
Labor Day.....	Monday, September 5
Parent Teacher Conference	Wednesday, September 14
School Wide Activity Day	Friday, September 30
School Picture Day.....	TBA
End of First Term	Tuesday, October 4
Professional Development)	Wednesday, October 5
Fall Break	Thur. and Fri., October 20 & 21
Parent Teacher Conferences.....	Wednesday, November 2
End of Second Term	Friday, November 18
Professional Development (1/2day)	Friday, November 18
Thanksgiving Vacation	Wed, Thurs and Fri, Nov. 23, 24, & 25
Parent Teacher Conferences	Wednesday, December 14
Winter Vacation.....	Mon, Dec. 22 through Mon. Jan. 2
Return from Christmas Vacation.....	Tuesday, January 3
End of Third Term	Tuesday, January 17
Martin Luther King Jr. Day (No School)	Monday, January 16
Professional Development	Tuesday, January 17
Parent Teacher Conference	Wednesday, February 8
President's Day (No School).....	Monday, February 20
End of Fourth Term	Wednesday, Feb. 29
Professional Development (No School).....	Wednesday, Feb. 29
Parent Teacher Conferences.....	Wednesday, March 21
Spring Vacation	Mon-Fri, April 2-6
End of Fifth Term.....	Wednesday, April 18
Professional Development (No School).....	Thursday, April 19
Start of Sixth Term	Friday, April 20
Parent Teacher Conferences.....	Wednesday, May 9
Senior Lagoon Day	Friday, May 11
Graduation Practice and Luncheon.....	Friday, May 18
School Wide Activity Day	Friday, May 25
Memorial Day (No School)	Monday, May 28
Commencement	Thursday, May 31
Last Day of School (teacher check-out).....	Friday, June 1

Term Schedule

First Term.....	August 23 – October 4 (30 days)
Second Term.....	October 6 – November 18 (30 days)
Third Term.....	November 21 – January 17 (30 days)
Fourth Term.....	January 18 – February 29 (30 days)
Fifth Term	March 1 – April 18 (29 days)
Sixth Term.....	April 20 – June 1 (31 days)

ATTENDANCE POLICY

Purpose

Attendance at Fast Forward Charter High School (FFCHS) is expected. Students who encounter situations which require them to miss school must understand that grades and credit can be negatively impacted by the absences.

Five (5) absences in a six week term will result in loss of a quarter credit earned per class per term (three [3] tardies equal one absence). In cases where a student is ill or incapacitated as to require homebound instruction, a doctor's note is required for homebound instruction to occur.

By law, school-aged minors in Utah are required to attend school and parents of school-aged minors are responsible to have their students meet compulsory attendance requirements (UC 53A-11-101). FFCHS' attendance and truancy tardy policy is aimed at 1) assisting parents and students in understanding and meeting these legal obligations; and 2) meeting Fast Forward's legal obligation to assist parents/students in resolving attendance problems (UC 53A-11-103).

Students arriving after regular class time must sign in at the front desk or they will be counted as absent. Student leaving school during class time must sign out and sign in through the main office. Teachers are not authorized to sign students in and out and should not be asked or expected to do so.

Students have a twenty minute window in which they are marked tardy (at either end of the class period). After twenty minutes, they are considered absent.

The school recognizes that some absences may be unavoidable. It will be the student's responsibility, through a parent or guardian, to verify the legitimacy of that absence. Parents should call the office between 8:00 and 10:00 a.m. the day of the absence, or in the case of a student going out of town, the day *before* the absence. The telephone number for the main office is 713-4255.

The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance and school attendance is the responsibility of a parent or legal guardian. Therefore, schools shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their children attend school.

Authority

Fast Forward Charter High School's (FFCHS) attendance policy has been developed in accordance with Utah Code (UC) section 53A-11-101 through 53A-11-101, Utah Administrative Code (UAC) R277-607 (modified as allowed by R277-607-5C), UAC R277-609-5, and the NCLB Consolidated State Application Accountability for the State of Utah.

Annual Review

This policy will be reviewed at least annually by the FFCHS board.

Student Attendance Records

Tracking school attendance is a shared responsibility of students, parents, teachers, and other FFCHS staff.

Parents should check their student's attendance on a regular (at least weekly) basis by viewing it online (or by calling the attendance office if internet access is unavailable). Occasionally, errors will be made in attendance recording. Parents and students should consult with teachers and the attendance office to clear up any such errors.

Teachers will take attendance on their electronic student information system (SIS) at the beginning of each class period. If a student is tardy for a class they will need to check in at the main office and obtain a tardy sign-in pass that will need to be given to the teacher for admittance into the class. At the end of each school day the attendance officer will update student attendance making necessary corrections. (Exceptions to daily entry of attendance into SIS can only be cleared by the attendance officer or the principal.)

Classroom teachers will not excuse students' tardiness to another class. Teachers will only excuse tardiness if a student has a "tardy pass" from the attendance, counseling, special education, or administration office or (in the event of mass tardiness due to special circumstances) a public address announcement from the attendance officer.

The attendance officer will require that any changes to a student's attendance record (teacher or staff excusals) be documented in writing.

Excused Absences

Parents may request that their student's absence be excused. Such a request must be submitted in writing to the attendance officer within two (2) school days of the absence. Requests that are late, incomplete, or for reasons that are not excusable will be denied. Request must include the following:

- Student's full printed name
- Date(s) of absence requested to be excused
- Reason for absence
- Parent's printed name
- Parent's signature
- Date of signature
- Phone number where parent can be reached regarding absence note.
- Attached required documentation.

Valid Reasons for Excusing Absences and Required Documentation

Reason for Absence	Documentation
Personal illness	Letter from a physician (after more than two (2) consecutive absences)
Hospitalization/Medical emergency	Letter from a physician
Participation in a legal proceeding	Letter from the court
Death in the Family	Phone call from attendance officer to parent/guardian

Medical/dental appointments
FFCHS sponsored activities
Other emergencies

Letter from a physician
Activity Participation Authorization Form (this authorization must be turned-in to the attendance office **before** the absence.
These will be excused on a case-by-case basis by the principal with appropriate documentation.

Invalid Reasons for Excusing Absences

Except for extenuating circumstances, FFCHS **does not excuse student absences for any reason not listed above**. Students who are at the school, but who miss twenty (20) or more minutes of any class without a valid excuse will likewise receive an unexcused absence. The following are *examples* of invalid reasons for excusing absences:

- **Vacations** (including family vacations)
- Car trouble
- Oversleeping
- Missing the bus or carpool
- Babysitting
- Ski/Snowboard trips

Missed Work/Participation for Excused Absences

Excused absences do not excuse students from classroom assignments, participation, and assessments. Students will have two (2) school days for each excused absence to make-up work when absences are unforeseeable. In situations where it is not possible for a teacher to recreate a graded learning experience, teachers will provide an alternative assignment. In cases where absences are foreseeable, assignment alternatives and due dates should be negotiated between the student and teacher. In all cases, it is the student and/or parent's responsibility to see that make-up work is collected and turned-in. Parents or students may contact their guidance counselor to make necessary notifications to teachers arranging for assignments to be picked up from the office.

Missed Work/Participation for Unexcused Absences

Students who miss school for unexcused absences will not receive full credit for any assignments or activities they miss.

Consequences for Absenteeism

Students who have frequent unexcused absences are subject to lower grades, loss of credit, fines, detention by school and police authorities, and criminal prosecution. Parents of students who have frequent unexcused absences are subject to fines and criminal prosecution.

Actions Taken by Fast Forward High for Unexcused Absences during a School Term

Absences

Action

5

Student will lose half of the available credit for the term for each class with 5 absences.

Such loss of credit will occur regardless of the student's grade in the class.

Absences	Action
2	School principal and/or counselor will call/meet parents and student to discuss the importance of attendance and the legal implications of truancy.
4	Attendance officer will schedule a meeting between the principal, counselor, and parents to discuss attendance.
6	Attendance officer will send a 1st truancy citation by certified letter to parents. (Truancy citations will include: dates of unexcused absences, a request for parental support in resolving attendance problems, a copy of the truancy fee schedule, an invoice for any outstanding fees, and a copy of UC 53A-11-103.) Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor. Counselors will monitor student attendance (for up to 30 days) and may adjust student curriculum/schedule if necessary.
8	Attendance officer will send a 2nd truancy citation by certified letter to parents. Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor. The attendance officer will schedule a pre-court hearing between the principal, parents, and student where the potential for and alternatives to court referral will be discussed.
9	Attendance officer will send a 3rd truancy citation by certified letter to parents. Attendance officer will refer parents who fail to respond to the appropriate County Attorney, District Attorney, or Juvenile Court for the issuance of a Class B Misdemeanor. Attendance officer will issue a Habitual Truant Citation and refer the student to the appropriate County Attorney, District Attorney, or Juvenile Court. (Habitual Truant referral will include: documentation of attendance, achievement, school efforts to improve attendance, copies of truancy citations, and copies of mailing certificates.)
10+	Attendance officer will send additional truancy citations by certified letter to parents. If appropriate, attendance officer will initiate referral of parents to appropriate County Attorney, District Attorney, or Juvenile Court for Educational Neglect.

Procedure for Appealing Loss of Credit and Truancy Citations

If parents feel the school is in error or the school's actions are or were unjustified **given** extenuating circumstances, parents may appeal truancy citations and/or loss of credit due to truancy. **Parents must request a meeting with the principal in writing within ten**

(10) school days of the issuance of a truancy citation (for citation) or posting of term grades (for loss of credit). The principal will convene an appeals committee meeting with the student's teachers, the student's counselor, and the attendance officer. The committee will act to correct any errors in student attendance records. Students and parents must justify to the committee why citations or loss of credit should be overturned. It shall then be the determination of the committee (not the parent or student) whether to change unexcused absences to excused absences or modify the consequences for unexcused absences.

Withdrawal for Nonattendance

Students who are excessively absent are subject to disciplinary action, possible court referral, withdrawal and loss of credit. Students having unexcused absences for ten (10) consecutive days will automatically be withdrawn from school unless they contact the school to explain mitigating circumstances. A student may also be withdrawn after repeated efforts by the attendance office, counselors, teachers, or principal to locate the student have been unsuccessful.

Tardiness

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in the classroom when the tardy bell rings and does not have a valid excuse for being late.

After twenty (20) minutes, students are marked absent unless they have an excusal note for legitimate reasons as listed in excused absence section above.

Actions Taken by Teachers for Unexcused Tardies during a School Term

Tardy	Action
1	Verbal warning given to student. Counseling given to student regarding the consequences for further tardies and the disruptive nature of tardies.
2	Same as for 1 st tardy.
3	Phone or in-person contact with parents will be made to discuss the student's lateness and its impact on the class and on the student.
4	Student will be referred to accountability center (i.e. detention) for one lunch period.
5+	Student will be referred to the accountability center for one lunch period for each additional tardy.

Teachers may also dock participation points (or use similar devices – e.g. tardy quizzes, bell-ringers) to encourage punctuality so long as such points do not amount to more than 20% of a student's grade in the course.

At their discretion, teachers may refer students to the counseling or principal's office for excessive tardies (5+).

Arriving Late/Leaving Early

Any student who arrives on campus after the beginning of school or who leaves school at any time after having been on campus must sign in or out at the main office. Parental consent via phone or writing is required to sign out early. Students who sign out are still subject to the attendance policy for excused and unexcused absences. Parents/guardians are advised not to check students out of school for anything other than emergencies, as this can significantly affect a student's academics. **Parents should not call students directly** to have them sign-out, but should call the main office, which will then release a student from school. Students who are signed-out must still follow the procedure for excusing absences (properly written excusal note, with documentation, within 2 days of absence) as at other times.

Long Term Absences

When a student's absence for personal illness is expected to exceed ten consecutive days, the student may apply for homebound instruction. Parents of students in this situation should submit a home/hospital instruction application to their student's counselor. Students with contagious illnesses will not be approved.

When a student enrolls in homebound instruction, it is sometimes necessary to adjust the schedule to meet the needs of the student. Elective courses not offered by homebound teachers may be dropped until the student returns to school. Core classes will remain on the student's schedule and the classroom teacher retains the responsibility for assignments. Students will receive a total of 2 hours of instruction per week from homebound teachers. Students will not be marked absent during the period of homebound instruction. Homebound instruction must be arranged with a guidance counselor.

Truancy and ADA/IDEA

If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that truancy procedures apply consistent with state and federal law and regulations.

SCHOOL WIDE ACTIVITIES

Students are expected to be in attendance to all school wide activities. Roll will be taken by each teacher. Students who are not in attendance at the school wide activities will be marked absent for the class period that they are missing. (Refer to attendance policy for consequences)

GRADING POLICY

It is the student's responsibility to work with the teacher within an appropriate time limit to

receive a letter grade in each of their classes. If a student is unable to complete coursework for a class within a given term, an Incomplete Grade Form must be completed by the teacher, student, and parent. Students enrolled in a class must receive a grade.

All credit earning options that are above and beyond the normal three (3) period school day are to be contracted with the student's counselor and school principal. These credit options are to be completed no later than the 15th of May of the contracted school year. Any credit options completed after the 15th of May are not guaranteed to appear on that year's transcript.

CHANGING CLASS SCHEDULES

In order for a student to change out of a scheduled class, they must pick up a drop/add form from the counselor's office and obtain the necessary signatures from teachers and parent. The counselor will look at the request, and if class sizes and graduation requirements allow, the change may be made and the students will be notified. ***Filling out the request form and getting signatures does not guarantee the change!* Parents will be called if the change is not advisable.

WORK EXPERIENCE

Students who have jobs or obtain employment may participate in the work experience program at FFCBS. Students must sign up with the counselor to participate. A benefit of participating in this program is that students may earn up to 4 elective credits based upon their work hours. A breakdown for credit earned on work experience is as follows:

1. Working, not in school - one credit for every 480 hours
2. Working, in school only 1 period - one credit for every 360 hours
3. Working, in school 2-3 periods a day - one credit for every 240 hours

The counselor will conference with the student's employer to assess student success on the job. The employer will be asked to evaluate student success. Students are expected to turn in their work hours (check stubs, etc.) to the principal or counselor within 30 days of their completion; otherwise, the hours will not be counted toward credit.

STUDENT AIDES

If the circumstances warrant, students seeking positions as student aides must be aware of and agree to the following:

1. Students who wish to be a teacher's aide must be juniors or seniors with a minimum 2.5 GPA and have a good attendance record.
2. Specific responsibilities of student aides are between the faculty member and the student. The educator is expected to commit for the entire grading period and be willing to supervise that student aide at all times.
3. A student may not drop a required course to be a student aide.
4. The administration allows no more than one student aide per faculty member per term.

SERVICE LEARNING

Students attending FFCHS grades 9th through 12th will be required to complete at least twenty hours of service per year volunteering within the school and/or community. Students will be able to fulfill the twenty-hours per year requirement by participating in a school and/or community project outside of school hours. All service projects will need to be approved by the principal or school counselor.

COUNSELING DEPARTMENT

Students who apply for admission to Fast Forward Charter High School will have their transcripts reviewed in order to determine when they can graduate from the school. This review will enable staff members to plan for future students who desire to attend FFCHS. An * SEOP and possibly *IEP [Student Education Occupation Plan and Individual Education Plan] will be prepared by the student, parent, and counselor.

A school counselor is available to assist students and parents in a wide range of counseling and guidance services. Unless a student is in crisis, students can sign-up for counseling service and will be called to the counselor’s office on a first-come first-serve basis. Long term mental health services cannot be provided in a high school setting. Students needing more extensive counseling services will be referred to outside counseling services.

STUDENT EDUCATION OCCUPATION PLAN (SEOP)

The SEOP is developed in joint effort by the student, parent, and representative from the high school. Graduation requirements are reviewed, career goals are discussed, and decisions are made as to what classes will be needed to attain these goals. Periodically, the student, parent, and counselor reevaluate the plan, monitor the student’s academic progress, and manage the student’s educational and career development.

GRADUATION REQUIREMENTS

FFCHS is on a six (6) term schedule. Students attend three two-hour-block class periods each day. Each class is worth one-half credit (.50), allowing students to earn up to a total of nine (9) credits per year. Students have four years to complete course work and earn a diploma. The number of credits required for graduation is twenty-six (26) with twenty (20) community service hours required per year. The breakdown of the requirements is as follows:

General Subject Area/Requirements

English (3.0)

4 credits for class of 2010

Social Studies (a total of 3 Credits)

- United States History (1.0)
- World History (0.5)
- Geography (0.5)
- United States Citizenship (0.5)
- Other Social Studies (0.5)

Mathematics (a total of 2 Credits)

- Algebra and Geometry (1.0)
- Or

Science (a total of 2 Credits)

3 credits for class of 2010

- Physical Science (1.0)
- Biology (1.0)
- Physical Education (1.5)**
- Health Education (0.5)**
- Vocational/Applied Technology Education (1.0)**
- Fine Arts (1.5)**
- Financial Literacy (0.5)**
- Elective Credit (10.5)**

STUDENT CELL PHONE POLICY

Fast Forward Charter High School has determined that cell phones are a convenience for students and parents, yet their use may create a disruption in the learning environment. Student possession of cell phones in the schools is a privilege only allowable subject to appropriate rules and regulations. Additionally, FFCHS prohibits the use of other communication devices when used for two-way communication in the classroom. FFCHS reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to regulate their use.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security and use of their cell phones. Fast Forward Charter High School shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Use of Cell Phones on School Grounds

Student use/possession of a cell phone depends on the grade level of the student. The following categories outline the grade levels and authorized use/possession of cell phones by students:

- Students may use cell phones before and after school, as long as they do not create a distraction or disruption.
- Students may also use cell phones during passing time between classes and during the lunch break, as long as they do not create a distraction, disruption, or cause the student to be tardy for the next class period.
- Cell phones in the classroom shall be out of sight and powered completely off.

Camera or Picture Cell Phones: While the use of cell phones by students is allowed subject to these rules, the use of a cell phone to take, store, or transmit pictures is strictly prohibited. It is the District's position that picture phones pose threats to privacy. Additionally, picture phones can be used to exploit personal information and compromise the integrity of educational programs. Accordingly, the use of the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and only returned to a parent, upon written request. At no time may any electronic communication device or camera be utilized by any student in a way which might reasonably create an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Sanctions

In cases of policy violation, the user of the device shall be subject to disciplinary action; i.e. warning, confiscation of device, suspension/expulsion, or other disciplinary action. If the device is confiscated and forwarded to the school administration, it may only be returned to a parent or legal guardian.

DISCIPLINE AND CONDUCT POLICY

FFCHS is committed to fostering a safe environment for students, staff, and visitors that is conducive to the learning process and free from unnecessary disruptions. FFCHS has adopted a Safe School policy that is in accordance with Utah State Law. A safe school environment includes school facilities and grounds; school sponsored activities and school related locations where students can function without threat of impending harm.

A student may be denied admission to FFCHS on the basis of having been expelled or having committed a Safe School Violation at any other school during the preceding twelve (12) months.

Prior to suspending or expelling a student for repeated acts of willful disobedience of authority or disruptive behavior which are not of violent or extreme nature where immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school.

Alternatives to suspension, including parental supervision of the student while at school, will be considered in these circumstances.

CONSEQUENCES FOR VIOLATION OF CONTRACT

Students will be **referred** to the Logan City Police Department or other civil authorities and suspended from FFCHS for the following:

1. Possessing, using, selling or coming to school under the influence of alcohol or drugs
2. Possessing or using fireworks, knives, weapons, or other dangerous objects
3. Stealing or damaging school or personal property
4. Engaging in intimidating, threatening, demeaning behavior, or actual physical assault against other students, faculty, or staff
5. Using cigarette lighters to burn, threaten, or tease other students, destroy school property or personal property.

Students will be subject to suspension from school for:

1. Verbal abuse of other students, faculty, or staff
2. Using vulgar and obscene language in speech, writing, gesture, or on clothing
3. Habitually violating school rules
4. Wearing apparel or personal belongings that promote or advertise tobacco,

- alcohol, drugs, sexual information, or gang affiliation
5. Excessive absences and/or tardies (see attendance rules on pg. 4)
 6. Any violation of rules in this agreement or other published school rules.

DANGEROUS OR DISRUPTIVE CONDUCT

The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school-dispatched vehicles.

1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person.
3. Possession or distribution of drugs or alcoholic beverages.
4. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
5. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
6. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
7. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
8. Criminal Mischief—willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
9. Battery—the unlawful and intentional touching or striking of another person against his or her will.
10. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
11. Hazing— to harass with unnecessary or disagreeable tasks.

12. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.

13. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following: (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang; (2) using a name which is associated with or attributable to a gang; or (3) designating turf or an area for gang activities, occupation, or ownership.

14. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. (1) Physical bullying: hitting and/or punching (2) Verbal bullying: teasing or name calling (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging

Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene materials.

Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

Following the conference, and prior to suspending a student for repeated acts of disruptive behavior which are not of such a nature to warrant immediate removal, good faith efforts to implement a remedial discipline plan should be made. Should a disciplinary sanction be determined appropriate, alternatives to suspension should be considered before imposing a suspension from school attendance. A local school administrator shall take appropriate disciplinary action which interventions and/or disciplinary sanctions may include one or more of the following:

INTERVENTIONS

Referral to:

1. School counselor;
2. Anger management/self-discipline classes;
3. Court/ law enforcement agency;
4. Division of Family Services, Child Protective Services or other agency.

SANCTIONS

7. Behavior contract;
8. Community or school service;
9. Inter-class timeout;

10. Lunch/after-school detention;
11. Restitution for damage/harm;
12. Parent/guardian attending class with student (requires teacher permission).

CITATION FOR HABITUAL DISRUPTION

If a student engages in disruptive behavior 1) six times not resulting in suspension, or 2) three times not resulting in suspension plus one time resulting in suspension, or 3) two times resulting in suspensions, the student will be issued a “Habitual Disruptive Student Behavior Citation” and shall be referred to the juvenile court for violation. Within five days after the day on which the citation is issued, the school administration shall provide documentation to the parent, of the efforts made by the school to attempt to resolve the student's disruptive behavior.

DISCIPLINE OPTIONS – PROCEDURES

Students, who violate school rules, disturb, or otherwise cause problems for students, teachers, or staff may receive a write-up. At the teacher/staff discretion, this write-up will be either a time-out or conference. The referral form is filed into the student's personal file and a written description of the student's behavior and consequence for behavior is noted on the student's behavioral history.

A time-out is a minor offense and is meant as a warning to correct behavior. Three time-out offenses equal one conference. Typically, when a student is warned to correct behavior, if he/she does not respond in the appropriate manner after repeated requests, a time-out is written and given to the student. The student is escorted to the office and must visit with either the principal or the counselor. The student will be asked to write a behavioral plan stating what the problem is, and how the problem will be solved differently the next time they are faced with a similar situation.

A conference is a more serious warning given to the student. A student typically receives a conference when he/she has violated school rules and has not corrected his/her behavior from the plan written during a timeout. Also, a timeout may be bypassed due to the severe nature of the behavior.

Following is an outline of procedures that will be followed when a student receives an offense:

1st Offense: Conference with principal or counselor, telephone or mail contact with parents

2nd Offense: Conference with principal or counselor, telephone or mail contact with parents

3rd Offense: Conference with principal, counselor, teacher, parents, & student to determine appropriate intervention option for the offense committed.

4th Offense: Conference with principal, counselor, teacher, parents, staff to explore other possible academic options. Student may receive a citation and be referred to

juvenile court for being a habitual disruptive student. Other consequences may include suspension or expulsion.

Suspensions: Teachers, principal, or counselor may remove a student from class for one day or less for serious misbehavior. The teacher, counselor, and/or principal will make contact with the parent/guardian. A conference will be required with the parent/guardian, student, teacher, counselor, and principal prior to returning to school. The parent/guardian is responsible for taking their child home from school.

The principal may suspend a student from school for up to ten days for more serious misbehavior. The principal will make contact with the parent/guardian. A conference will be required with the parent/guardian, student, teacher, and director prior to returning to school. The parent/guardian is responsible to take their child home from school.

Expulsion: In cases where a student has received his/her 4th offense or student behavior requires more restrictive measures, the principal may order the expulsion of a student from FFCHS. Suspension, exclusion, or expulsion is mandatory for the following violations:

1. Any serious violation affecting another student or staff member, or occurring in the school building, in or on school property, or in conjunctions with any school activity, including the possession of a weapon, explosive, or flammable material under 52A-3-502 of the Utah Code, or the sale, control, or distribution of a drug or controlled substance as defined in 58-37-2 of the Utah Code, an imitation controlled substance as defined in 58-37b-2 of the Utah Code, or drug paraphernalia as defined in 58-37a-3 of the Utah Code: or
2. 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.

Least Restrictive Interventions – Restraint

FFCHS employees or volunteers may not inflict or cause the infliction of physical pain upon the body of a minor child as a disciplinary measure. Corporal punishment is defined as the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstance to:

1. Obtain possession of a weapon, other dangerous objects, or controlled substance in the possession or under the control of a child
2. Protect the child or another person from physical injury
3. Remove from a situation a child who is violent or disruptive
4. Protect property from being damaged.

In the event that a student's behavior requires emergency interventions to prohibit danger to him/her, others, property, or the threatened abuse to the aforementioned, emergency procedures may be implemented. Emergency procedures include the use of redirection, physical restraint, manual restraint, time-out, suspension, etc.

In the event that emergency procedures are utilized, staff will document all periods of emergency behavior control with a justification and authorization for each period. A parent or guardian will be contacted. If student's behavior continues to escalate in terms of severity, additional assistance will be sought through outside agencies (i.e., Logan City Police, Bear River Mental Health).

The ultimate goal of discipline is to help the student deal with the concern and to assure that the student becomes accountable for his/her own behavior.

DUE PROCESS

1. The administrator shall:
 - a. Make reasonable attempts (documented) to notify a parent/guardian immediately of the decision to suspend, exclude, or expel, as well as discuss grounds for action, time period for suspension, and time and place for parent/guardian to meet and review the action.
 - b. Prepare documentation of charges, evidence, behavioral history, and action taken that will be explained and made available to the student. This documentation will be signed by the student and the principal. If the student refuses to sign documentation, the principal will document the refusal.
2. The student shall be given an opportunity to be heard and counseled by school officials.
3. If the student denies the charges, an explanation of the evidence and an opportunity to present his/her version when the student version differs from the charges shall be offered in a hearing with parent or guardian.
4. Parent/guardian notice shall precede the student's removal from school. If, in the judgment of the principal, notice is not possible because of unavailability of the parent/guardian and/or the student's presence poses a danger or disruption to the education process, he/she may be removed immediately. However, in such cases, the necessary notice shall follow as soon as possible.
5. A student's re-admission to school is contingent upon a parent conference. This conference is for the purpose of planning for the student's success and the school receiving the assurance that repeated violations will not occur.
6. Student's non-attendance due to the failure of a parent/guardian to promptly schedule and/or keep appointments for the due process shall be considered truant.
7. The school shall maintain a record of all suspended or excluded students and a record of follow-up contacts which shall be at least once a month during the period of disciplinary action.

Student Rights

1. Students may exercise their constitutionally protected rights of free speech, and/or expressions, giving due consideration to the rights of others - time, place, and manner of the expression.
2. Students have the right to fair, consistent, and respectful treatment by staff members and other students.
3. Students have the right to be informed about rules of the school. When a student is referred for disciplinary action, the student has the opportunity to respond to the allegations.
4. Students sixteen years of age and older, or under sixteen with parental consent, have the right to see their own personal files, cumulative folders, transcripts, and other school records during school hours. Students have the right to insert

rebuttals to information and opinions in their files.

5. Students have the right to present complaints or grievances to school authorities and the right to receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.

FREEDOM OF EXPRESSION

Student speech is protected by the First Amendment of the United States Constitution. Thus, students have the right to express themselves openly on school premises about matters of social, political, and religious importance. However, students may not express themselves in a way that causes a disruption of, or interference with, the orderly conduct of school activities or is inconsistent with the school's basic educational mission. Teachers and administrators may also edit the style and content of student speech at school assemblies, in the school newspaper, in school theatrical productions, and in other school-sponsored activities, where teachers and administrators have legitimate educational concerns.

SEARCH OF PERSON OR PROPERTY

Given the school's custodial and tutelary responsibility for children, and the school's intent to preserve a safe environment for all students and staff, school officials recognize that they must have the authority to conduct reasonable searches of students and student property. School officials engaging in searches of students and property shall abide by the following guidelines:

GENERAL GUIDELINES FOR SEARCHES OF PERSON OR PROPERTY

Student Lockers

Students have no right or expectation of privacy in school lockers. While lockers are under the joint control of students and the school, lockers are solely school property and may be searched at any time by school officials with or without cause. Once a locker is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings of this policy.

Searches of Students, Student Property, and Student Vehicles

Searches of a student's person, personal property (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, etc.) or vehicle may be conducted whenever the student's conduct creates a reasonable suspicion that a particular school rule or law has been violated and that the search is reasonably related to the suspicion and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Circumstances warranting a search include those in which school officials have reasonable suspicions that the student or student property is concealing weapons, drugs, alcohol, tobacco, unsafe contraband, pagers or lost/stolen/misplaced items.

Searches of Personal Belongings and Vehicles

Personal belongings and vehicles may be searched by school officials whenever school officials have reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and vehicles, and to turn over personal property for search by a school official. All searches of student property by school officials shall be witnessed by an objective third party (such as another administrator, teacher, or police officer) to observe that the search is not excessively intrusive.

All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement officers if school officials have reason to believe the contraband is related to the commission of a criminal act.

Searches of Person

School officials shall make sure the search meets the following guidelines:

- The search shall be conducted in a private area of the school by a school official of the same sex as the student being searched;
- The search shall be observed by an objective third party of the same sex as the student being searched (i.e., administrator, teacher, police officer);
- School officials may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband;
- Under no circumstances may school officials require students to remove any other items of clothing or touch students in any way during the search.
- If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

Documentation of Searches

School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

- The time, place and date of the search;
- The reasonable suspicion giving rise to the search (what did school officials suspect to find during the search);
- The name and title of individuals conducting and observing the search;
- A statement about evidence that was found or not found as a result of the search;
- A statement about who took possession of contraband (i.e., police, school, etc.);
- Information regarding the attempts of school officials to notify parents about the search.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the schools' responsibility to protect the health, safety and welfare of its students. It should be made

clear to all that lockers are the property of the school. A student's locker and/or its contents may be searched by building administrators without prior permission in order to uphold the safety and security of pupils and personnel in accordance with Act 451, Section 380.1306.

It is strongly recommended that the student also be present for the search of his/her locker. Except in an emergency it is recommended that the building principal or his/her designee have another adult present during a locker search.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy or rules.

DRUG DETECTING CANINES

FFCHS recognizes that it is the responsibility of the school principal to establish a school climate conducive to preventing and combating student drug use and abuse. Within this expectation, school administrators have a legal and moral responsibility to be fair and to protect students from excessive and unreasonable intrusion of their individual rights.

The invasion of individual privacy should be minimized and students should not be unduly frightened or humiliated within the school setting. Because the sniffing of students by drug detecting canines may be embarrassing or frightening and significantly intrusive **it shall not be permitted.**

Students do not have an exclusive right to possession of individual school lockers and no reasonable expectation of privacy. Because control of lockers is shared between the student and the school, the sniffing of a locker by drug detecting canines will be permitted on a random basis periodically throughout the school year.

If a searched locker contains drugs, alcohol, or tobacco or other contraband, students assigned to the locker and the owner of such materials shall be subject to school disciplinary action. Information about such prohibited materials may be referred to law enforcement officials for appropriate action.

Administrative Guidelines

In creating a proper and effective learning environment within the framework of mutual respect and trust, a school principal will use caution and discretion in determining when to use a drug detecting canine in the school. The principal may also want to consider the establishment of an Awareness Plan to inform the community that drug-detecting canines may be used in the school. The school principal shall have the primary responsibility to determine when, and if, a drug detecting canine shall be used in the school. No drug-detecting canine shall be used in the school without the permission of the principal and the approval of the Chief Administrative Officer or their designee.

When drug-detecting canines are in the school, law enforcement officials shall be present only to handle the dogs. The principal will retain authority and responsibility to conduct any investigation, search of lockers, questioning of students and notification of parents. A

positive response from a drug-detecting canine to a particular locker shall be interpreted by the school principal or designee as reasonable grounds that a search may be conducted without a search warrant. Not less than two (2) school staff members shall be present to verify the procedures used in the search.

When law enforcement officials are conducting a search in the school, either with or without the school's involvement, school authorities shall require that a search warrant is obtained prior to the search. School officials shall not conduct any search in cooperation with law enforcement officials without a search warrant.

As a part of a school's drug prevention and education program, drug detecting canines may be used for demonstration purposes in the school.

Sniffing of students by drug detecting canines will not be permitted.

School officials may turn over to law enforcement officials any drugs, alcohol, tobacco or other contraband found in student lockers.

Drug detecting canines may be used to sniff vehicles in the school parking lot under the same guidelines pertaining to the sniffing of school lockers; however, if there is a positive alert by the drug-detecting canines, no search of vehicle shall be conducted without a search warrant.

ACKNOWLEDGEMENT OF SPECIAL NOTICES (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Fast Forward Charter High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fast Forward Charter High School may disclose appropriately designated "directory information" without written consent, unless you have advised Fast Forward Charter High School to the contrary in accordance with Fast Forward Charter High School procedures. The primary purpose of directory information is to allow Fast Forward Charter High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of 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 local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) 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.

If you do not want Fast Forward Charter High School to disclose directory information from your child's education records without your prior written consent, you must notify Fast Forward Charter High School in writing by 8/29/2008.

Fast Forward Charter High School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- 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

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act ("504 ") and the Americans with Disabilities Act (ADA), Fast Forward Charter High School will provide reasonable accommodations to qualified individual with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Fast Forward Charter High School policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Fast Forward Charter High School educational programs. Fast Forward Charter High School provides English Language Learners (ELL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact the principal at Fast Forward Charter High School.

VENDING MACHINES

Vending machines have been placed in the school cafeteria. Students are asked to respect this service by placing all litter in trash receptacles. If litter in the common areas and classrooms is not controlled or if vending machines are abused in any way the machines may be turned off at the direction of the principal of the school. Students causing damage will be financially liable for repair cost to vending machines.

LOBBY AND HALLWAY GUIDELINES

Littering in the classrooms and hallways shows direct disrespect for our school building. The faculty and staff at FFCHS have asked that all students place their litter in waste receptacles.

BREAKDOWN OF STUDENT FEES

Supplemental class and lab fees will need to be paid within the 1st week of class. Students will receive an “I” (Incomplete) for class grade if lab fees are not paid by the end of the term in which they occurred.

Activity Fee	\$ 30.00
Activity Card, Field Trips	
Lunchtime Activities	
Locker Rental Fee	\$ 10.00
Textbooks	\$ 40.00
Repair, Replacement	
General Computer Usage Fee	\$ 30.00
Printing paper, toner	
Transportation	\$ 10.00
Bus transportation during year	
Total	\$120.00

SUPPLEMENTAL CLASS AND LAB FEE'S Fee's need to be paid within the 1st week of class

Yearbook	\$ 25.00
Publication costs	
Science Lab	\$ 10.00
Materials for science experiments	
English Writing Lab	\$ 8.00
Disks, Printing paper, toner	
Video Production Lab	\$ 20.00
Editing Software	
Cameras and computer reserve for replacement	
Mini DV. VHS Tapes, Blank DVD's	
Music Classes	\$10.00
General maintenance and usage of equipment,	
Guitar strings, picks, capos, cleaning	
Art Classes	\$10.00
Art I, Art II, Sculpture	
Utah State University Concurrent Enrollment Classes	\$10.00

Supplemental class and lab fees will need to be paid within the 1st week of class. Students will receive an “I” (Incomplete) for class grade if lab fees are not paid by the end of the term in which they occurred.

FEE WAIVER POLICY

Students who wish to apply for fee waivers are invited to obtain an application and a copy of the policy from the office. Applications must be made each school year to be valid.

Applications should be returned to the school no later than September 30, 2011. Fee waivers from a previous school are not valid at FFCHS.

SCHOOL LUNCH

Students will be given a forty (40) minute lunch period. During this lunch period, Fast Forward Charter High School will have an open campus. Students are welcome to bring lunch from home, purchase items from the school's lunch counter, or go to one of the local restaurants. Students who choose to eat in the cafeteria need to make sure that they clean their tables after they have finished eating their lunch.

CLASSROOM PARTIES

Utah State Law prohibits students from consuming "homemade" food in a classroom setting. Classroom parties also create added expenses—not only for food but maintenance and cleaning of school facilities. For these reasons classroom parties are discouraged.

PERSONAL APPEARANCE GUIDELINES

Students, parents, and staff at FFCHS recognize that certain standards of dress are desirable in the interest of better education. Fads and extremes of dress will be considered inappropriate.

Extremes in dress will be considered to include, among other things: Lack of undergarments, athletic clothing outside P.E. classes, short shorts, beach wear, shirts with obscene slogans, revealing tank tops, halter tops, low-cut blouses and bare midriffs. Inappropriate phrases, mottos, and insignias are discouraged and should not be placed on clothing worn at school. Clothing with alcohol, tobacco, or another illegal substance advertised on them is prohibited. No gang clothing or insignias will be allowed on campus. Any article of dress that could be used as a weapon will not be worn (i.e. heavy chains, spike gloves, etc.). Appropriate footwear is required by state law.

The hair styles of students are to be determined by the student and their parents. However, the style must not be distracting to the teaching or learning environment.

Exceptions to these rules may be permitted by the administration for special school events and only for a short period of time. The administration and staff at Fast Forward are responsible for each individual case.

INTERNET AND NETWORK ACCESS

Students will have the Internet access as a support to the educational program at FFCHS. All students and their Parents/Guardians must agree to and sign the Internet Policy. Students who access the Internet for appropriate purposes may benefit greatly from the information offered in terms of report writing, research, etc. Any students who violate the acceptable use policy may lose the privilege of using the Internet, be suspended or expelled from school, and/or have civil and criminal charges filed against them.

INAPPROPRIATE DISPLAY OF AFFECTION

Inappropriate display of affection in the school building, on the campus, or surrounding areas, or at any school sponsored function is not acceptable and may lead to administrative action.

ANTI-HARASSMENT POLICY

FFCHS is committed to providing an environment free from harassment and other forms of discrimination based upon sex, race, color, ethnic background, sexual orientation, national origin, religion, creed, age, citizenship, disability, and/or veteran status. It is the belief of FFCHS that an environment free from discrimination and harassment is a necessary part of a healthy learning and working atmosphere. Listed below are examples of Impermissible Discrimination and/or Harassment:

1. Verbal conduct such as derogatory or degrading comments.
2. Visual conduct such as derogatory posters, cartoons, drawings, letters, notes or gestures.
3. Physical conduct such as assault, offensive or unwelcome touching, or interference with school studies, courses, programs or activities.
4. Retaliation for having reported the harassment or discrimination.
5. Denial of any of the benefits of a complete education program for an impermissible reason such as race, religion, sex, sexual orientation, marital status, familial status, national origin, color, or disability.

Discrimination, harassment and retaliation are prohibited by Title IV, VI, and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972. Employment discrimination is also prohibited by the Utah Anti-Discrimination Act, UCA 34A-5. FFCHS is committed to eliminating illegal discrimination through education and administrative support.

Sexual Harassment

All students should enjoy a school environment free from all forms of discrimination, including ones that pertain to: sexual harassment, sexual orientation or preference, and or any unwelcome sexual advances or comments. Sexual harassment is illegal, and therefore will not be tolerated anywhere at Fast Forward Charter High School. The subjecting of another student or faculty member to unwelcome sexual advances, sexually oriented comments, or harassment based on sexual orientation is strictly prohibited.

Definition

Sexual harassment may be in the form of student to student, student to employee, or employee to student misconduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (a) Submission to such conduct is made, either explicitly

or implicitly, a term or condition of an individual's employment, grades or other good standing. (b) Such conduct has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment can take a variety of forms ranging from subtle pressure to physical assault. Although all facts and circumstances will be considered, some examples of sexual harassment may include:

1. Threats of sexual relations or sexual contact.
2. Continuous or repeated verbal abuses of a sexual nature including graphic comments on a person's body, or sexuality.
3. Sexually degrading words to describe the person or proposition of a sexual nature.
4. Sexual remarks, jokes or gestures that may embarrass or offend others.
5. Stalking will be considered a form of harassment and will be dealt with accordingly.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, between non-employees and students, between employees and employees, and between employees and other persons.

Complaint Procedures

Informal Resolution:

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in such conduct that such conduct is offensive and must stop.

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment shall inform the principal or counselor so that he/she may take remedial action.

Formal Complaints:

- (1) Complaints brought by students — an aggrieved student should file a written complaint with the principal.
- (2) Complaints brought by employees or other individuals — an employee or other individual should file a written complaint with either the principal or the Chief Administrative Officer (CAO).
- (3) The informal resolution procedures set forth in paragraph A above are not a precondition to the filing of a complaint.

APPEALS COMMITTEE

This select committee of faculty members, counselors and administrators deals with written appeals in accordance with FFCHS grievance procedures.

BULLETIN BOARDS/WALLS

There are several bulletin boards placed throughout the school in an effort to provide current information to students and staff. The only place that notices/bulletins may be put up is on these approved bulletin boards. Permission must be granted through the main office in order for any notice to be placed on these bulletin boards. Other notices placed in our hallways will be taken down.

TRANSPORTATION GUIDELINES

Fast Forward will provide transportation for student participation in most school sponsored activities. For their own welfare and safety, students are required to use buses arranged for by school officials. The FFCHS administration does not advocate students traveling to school sponsored activities in vehicles operated by other students. Violation of bus rules will be handled as a disciplinary action by the principal.

PARKING

Because of the limited parking the FFCHS administration ask that students consider car pooling, parental drop-off and pick-up of students, and the use of the LTD community busing service.

ELIGIBILITY POLICY

Students representing FFCHS in interschool activities, in elected or appointed positions, or by way of competitive try-outs shall be full-time students. They must maintain acceptable scholarship, display satisfactory conduct and maintain a minimum standard of attendance in all classes. Elected officers found ineligible will be removed from office for the remainder of the term. Upon a second offense, students will lose the privilege of participating in all extracurricular activities, including being an elected officer, for the rest of the calendar school year.

VISITORS

Any individuals visiting the school for any reason must report to the office. Students wishing to bring a visitor must obtain a visitor's pass from the office. Visitors must have a sponsor and will conform to all school regulations. The school may refuse to permit visitors at anytime when such visits are inappropriate or when circumstances warrant such action.

Visitors from other valley high schools will not be allowed to be on campus unless arrangements have been made beforehand by the administrations of both high schools.

EQUAL EDUCATION AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

FFCHS is committed to providing equal education and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, sexual orientation or national origin. Title VII of the Civil Right Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Educational Amendments of 1972 is similar in its prohibition of discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Equal opportunity includes: employment, admission, course offerings, and extra curricular programs, including sports, counseling, and testing.

The policy of the Fast Forward Board of Trustees is that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, or disability in any educational program, activity, or employment.

Responsibility for equal employment and educational opportunity throughout the school system rests with the FFCHS Board of Trustees. All questions, concerns, grievances and requests for information should be referred to:

Eric Lindsey
Chief Administrative Officer
875 West 1400 North
Logan, Utah 84321
(435) 713-4255