Student Conduct And Discipline

Effective Date: 10/20/2026

1. Purpose

The purpose of Ignite Entrepreneurship Academy Student Conduct and Discipline Policy is to help all students develop positive relationships with other students and adults, take responsibility for their actions and learning, and develop the self-discipline necessary to create an environment that promotes physical and emotional safety for all students. It is also the policy of the school to enforce all Utah laws related to conduct on school premises. The school will foster a school and community-wide expectation of good citizenship for students and a sense of responsibility in the school community for rules and standards of behavior.

2.Definitions

1. "Suspension" is a temporary removal of a student from IEA or IEA-sponsored activities for a period of up to one year. A student who is suspended may, at the discretion of the Director, have access to homework, tests, and other school work through a home study program but will not be allowed to attend classes or participate in any IEA activities during the period of suspension.

2. "Expulsion" is the formal process of dismissing a student from IEA and excluding the student from all programs and activities for the period of expulsion. IEA may work with parents to identify alternative educational placement and programs for the student where appropriate and feasible.

3. "Change of Placement:" For the purpose of the removal of a student with a disability from the student's current educational placement, a "change of placement" occurs if (a) the removal is for more than ten (10) consecutive days or (b) the student is subjected to a series of removals that constitute a pattern because they total more than ten (10) school days in a school year or because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. Any "change of placement" requires compliance with the procedures outlined in the Special Education Procedures Policy and Procedures Manual.

4. "Disruptive student behavior" means the behavior identified as grounds for suspension or expulsion as described within the policy below.

3. Policy

a. Guiding Beliefs and Expectations

IEA's beliefs and expectations encourage a positive and inviting culture for dealing with student behavior issues.

Expectations:

- Students will show respect for other students.
- Students will show respect for adults.
- Adults will show respect for students.
- Students will develop self-discipline.

b. Safe School Environment

It is IEA's policy to promote a safe and orderly school environment for all students and employees. Accordingly, IEA holds all students, employees, and other adults to the highest standards of behavior in the classroom, on school grounds, and during school-sponsored activities. Unsafe behavior or criminal acts will not be tolerated, and any individual who engages in such activity will be subject to disciplinary action, criminal prosecution, or both.

c. Student Conduct Standards

1. **Classroom Behavior**

Students shall conduct themselves in a manner that contributes to a productive learning atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom. Students who habitually disrupt or destroy the learning atmosphere shall be subject to the disciplinary procedures established.

2. Behavior at Assemblies and Activities

Assemblies and activities shall be considered special student privileges where participation is contingent upon appropriate behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending such activities and may be subject to disciplinary action.

3. Protection and Care of School Property

Students shall be expected to use school equipment and facilities appropriately and to behave in such a way that school property is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.

4. Behavior at Competitive Events

Students are expected to demonstrate good sportsmanship at all competitive events and to conduct themselves according to the rules of fair play both as spectators and participants. While healthy competition is encouraged, cheating or rude and disruptive conduct shall not be tolerated.

5. Patriotism and Respect for the Flag

The Flag of the United States of America shall be appropriately displayed in keeping with customary and accepted practices. Students shall show proper respect for their country's emblem. Instruction should include the frequent repeating of the Pledge of Allegiance by students and teachers.

6. Use of Alcohol, Tobacco, Narcotics, and Drugs

Student use or possession of alcohol, tobacco, narcotics, and drugs is prohibited by law. Students who break the law shall be subject to disciplinary action in accordance with the guidelines established.

7. Cellular Telephones

During school hours, including instruction, lunch, recess, breaks, and transitions, students may not use personal cellphones, smartwatches, or other personal electronic devices except as permitted by Utah law. Exceptions include qualifying emergencies, imminent health or safety threats, SafeUT access, IEP or Section 504 accommodations, and medical necessity.

IEA shall provide a process for parents or guardians to request an accommodation for brief student use in a designated area during non-instructional time as permitted by law. Students remain responsible for personal devices they bring to school.

8. Electronic Devices

Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy, or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be subject to disciplinary action in accordance with the guidelines established in the Internet and Online Acceptable Use Policy.

9. Dangerous or Disruptive Conduct

Students who engage in dangerous and/or extreme conduct, including bringing any weapon or facsimile of a weapon to school, committing arson, burglary, larceny, criminal mischief, battery or assault, or who engage in activities which violate federal, state, or local laws, shall be excluded from school. 10.Defacing or Damaging School Property A student who willfully defaces or otherwise damages any school property may be subject to disciplinary action. The student's parent is liable for damages as outlined in Utah Code Section 80-6-610. The student's right to due process will be protected subject to the procedures outlined in this policy.

d. Behavioral Supports and Interventions

1. Procedures for Addressing Disruptive Student Behavior

An administrator, teacher, or counselor designated by the Director will work with students who engage in disruptive behaviors according to school procedure in an attempt to help the student's behavior to improve and to prevent problems from escalating. Incidents of disruptive student behavior and attempts to resolve behavior issues will be documented.

2. Corporal Punishment

School employees may not inflict or cause the infliction of corporal punishment upon a student. School personnel who inflict corporal punishment on a student will be subject to discipline up to and including termination.

e. Bullying, Cyber-bullying, Hazing, and Abusive Conduct

1. **General**

This section implements required procedures for prevention, reporting, investigation, parent notification, corrective action, and staff grievance options. It applies to student-to-student and staff-to-student conduct.

2. **Terminology**

This section uses the terms "bullying," "cyber-bullying," "hazing," "abusive conduct," and "retaliation" consistent with Utah Code §§ 53G-9-601 through 53G-9-606 and related IEA policy.

3. Prohibited Conduct and Scope

Bullying, cyber-bullying, hazing, abusive conduct, and retaliation are prohibited on school property, at school-sponsored activities, on school transportation, and off-campus if the conduct materially disrupts school or infringes on the rights or safety of a student.

4. Reporting

a. Who may report: students, parents or guardians, employees, or third parties.

b. How to report: in person, by phone or email to the Director or designee, or via IEA's reporting form. Anonymous reports are accepted; however, disciplinary action may not be based solely on an anonymous report.

c. Mandatory employee reporting: Employees who witness or receive a report must promptly notify the Director or designee the same school day.

5. Initial Response and Safety

When a report alleges immediate risk, the Director or designee implements interim safety measures, including separation, supervision changes, or schedule adjustments, and notifies parents or guardians of both the target and the accused as soon as reasonably possible.

6. Investigation

a. Start: begin within ten (10) school days of the report when practicable; document any justified delay.

b. Process: interview involved parties and witnesses; collect and preserve evidence, including screenshots or messages.

c. Completion: ordinarily within ten (10) school days of initiation. Findings are documented with conclusions and the basis for each conclusion.

7. Recordings and Shared Media

If recordings, audio, video, or screenshots of bullying are shared with IEA:

a. secure the media as evidence in the investigation record;

b. do not re-distribute student images or personally identifiable information; and

c. note whether the sharing itself caused disruption or additional harm and address as needed in remedies.

8. Determination and Remedies

If a violation is substantiated, IEA implements corrective actions proportionate to the conduct, which may include education and skill-building, restorative practices when appropriate, disciplinary consequences, and an Action Plan for the target identifying supports, monitoring, and points of contact.

9. Notice to Parents or Guardians

Provide written outcome notice to the parents or guardians of the target and the accused consistent with FERPA. The notice shall include whether the allegation was substantiated, a general description of actions taken, and how to seek review or appeal. 10.Retaliation Prohibited Retaliation against any person who reports, cooperates, or participates in an investigation is prohibited and addressed as a separate violation.

11. Staff-to-Student Bullying

Allegations that an employee engaged in bullying or abusive conduct are investigated under this section and applicable human resources or grievance procedures. Substantiated conduct may result in disciplinary action up to termination.

12.Training and Prevention

IEA provides annual training to employees and age-appropriate instruction to students on recognizing, preventing, and reporting bullying, consistent with state requirements.

13.Data and Review

IEA maintains required records of reports and outcomes, monitors for patterns, and reviews this section annually for alignment with state law.

14.Cross-Reference

See Emergency Safety Interventions and Special Education Policies and Procedures Manual for IDEA and Section 504 protections during discipline.

f. Prohibited Discipline Practices

1. Corporal Punishment School employees may not inflict or cause the infliction of corporal punishment upon a student. School personnel who inflict corporal punishment on a student will be subject to discipline up to and including termination.

g. Emergency Safety Interventions (ESI)

1. Definition

An Emergency Safety Intervention (ESI) may only be used when a student presents an immediate and significant danger to self or others, and less restrictive interventions have been attempted or are not feasible under the circumstances. ESI is a temporary intervention used solely to prevent harm.

2. Permitted Emergency Safety Interventions ESI may include:

a. physical restraint, used only when immediately necessary to prevent harm and discontinued as soon as the student is no longer a danger;

b. seclusion, used only when the student poses an immediate danger, the student is visually monitored at all times, and the space meets safety requirements under R277-609.

3. Prohibited Practices The following are strictly prohibited:

A seclusion room may not be used as a behavior intervention. Any room used for emergency seclusion must meet applicable physical and safety requirements. If required seclusion-room standards are violated, IEA shall notify the governing board, implement a corrective action plan, and submit required reports to USBE in accordance with Utah law.

a. mechanical restraint;

b. chemical restraint;

c. prone (face-down) restraint;

d. any physical restraint that restricts breathing;

e. seclusion in a locked, unmonitored, or unsafe space; and

f. corporal punishment (per R277-608).

4. Duration Limits

ESIs must be discontinued the moment the student is no longer a danger to self or others.

5. Parent Notification

Parents must be notified as soon as possible on the day of the incident, and written notice must be provided within twenty-four (24) hours. Parents must be informed of their right to request an IEP or 504 meeting if repeated ESIs occur.

6. Documentation and Reporting

a. Each ESI must be documented in writing within twenty-four (24) hours.

b. All ESI events must be reported to the Utah State Board of Education through the required reporting system.

c. Patterns of ESIs require administrative review and consideration of a Functional Behavioral Assessment (FBA).

7. Annual Training

All school staff who may implement ESIs receive annual training in behavioral de-escalation, crisis response, reporting requirements, and Least Restrictive Behavioral Interventions (LRBI), consistent with R277-609.

8. Students with Disabilities

When an ESI is used with a student receiving special education or Section 504 services, the requirements in the IEA Special Education Policies and Procedures Manual, Rules III and V, must also be followed, including consideration of additional supports or revisions to the Behavior Intervention Plan.

h. Grounds for Suspension, Expulsion, or Change of Placement

1. Suspension

A student may be suspended from IEA for any of the following reasons:

a. Disruptive or Defiant Behavior: Repeated or severe disobedience, defiance of authority, or disruptive actions, including, but not limited to: fighting, gang activity, noncompliance with the dress code, harassment (including sexual, racial, or religious), use of profane or abusive language, or any other behavior that substantially disrupts school functions.

b. Destruction of Property: Willful damage to or defacing of IEA property.

c. Threatening Behavior: Behavior or threats that pose an immediate risk to the safety or well-being of other students, staff, or the operation of the school.

d. Substance Abuse: Possession, distribution, use, or sale of alcohol, tobacco, drugs, or controlled substances.

e. Contraband: Possession or distribution of illegal items or materials that cause or threaten to cause substantial disruption to school operations, such as fireworks, lighters, pornography, or drug paraphernalia.

f. Inappropriate Use of Electronic Devices: Use of electronic devices that disrupt the educational environment.

g. Criminal Activity: Engagement in any criminal activity.

h. Violence or Threats: Serious threats or acts of violence that harm or threaten harm to IEA students, staff, or property.

i. Bullying, Cyber-bullying, Hazing, Abusive Conduct (including staff bullying): Violations as defined in Utah Code §§ 53G-9-601 through 53G-9-606 and IEA's Bullying, Cyber-bullying, Hazing, and Abusive Conduct Policy.

2. Expulsion

A student may be expelled for any of the suspension-related offenses if the violation is serious or persistent, based on the student's previous conduct record. An expulsion must be reported to the IEA Board of Directors in a closed session at the next scheduled board meeting. When a student eligible under IDEA or Section 504 is recommended for expulsion, the school must follow the requirements in the IEA Special Education Policies and Procedures Manual, including manifestation determination procedures, services during removals, and consideration of an interim alternative educational setting when applicable. These IDEA and Section 504 protections apply in addition to the general expulsion provisions in this policy.

3. Mandatory Expulsion or Suspension

The following violations will result in mandatory expulsion or suspension:

a. Violent or Threatening Behavior: Any act that threatens or harms another student or staff member, or occurs in a school building, on school property, or during a school activity, including:
i. possession, control, or actual or threatened use of a real weapon, explosive, or hazardous material resulting in mandatory one-year expulsion;

ii. actual use of violence or sexual misconduct; and

iii. actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities resulting in mandatory one-year expulsion.

b. Drug-Related Violations: Sale, distribution, or possession of illegal drugs, controlled substances, imitation drugs, or drug paraphernalia.

c. Felony or Class A Misdemeanor: Any act involving force or threatened force that, if committed by an adult, would be a felony or Class A misdemeanor.

d. False Emergency Reports: Making a false emergency report (e.g., bomb threats) under Utah Code § 76-9-202(2)(d).

4. Mandatory Expulsion for Weapons Violations

A mandatory one-year expulsion will result from any violation above which involves weapons, as defined below:

a. Weapon Definition: A weapon is any item (device, instrument, or material) capable of causing serious bodily injury or death. This includes, but is not limited to, guns, explosives, and certain noxious materials. A pocket knife with a blade shorter than 2.5 inches is not considered a weapon.

b. Serious Bodily Injury: Refers to injuries that involve substantial risk of death, extreme physical pain, permanent disfigurement, or loss of bodily function.

5. Due Process for Weapons Violations

a. Re-enrollment Review: Parents or guardians of students facing expulsion due to weapon-related offenses may request a re-enrollment review within twenty (20) school days of the expulsion. The review panel will meet within forty-five (45) calendar days of the expulsion. The panel will consist of the following members: Board Chair, Executive Director or Designee, Student Support Services Designee, and additional staff members as assigned by the Executive Director. The panel will assess:
i. conditions for re-entry after the expulsion period;

ii. probationary status in a regular school setting, if applicable; and

iii. whether modifying the expulsion term is in the best interest of the student and school, ensuring a safe environment for all.

b. Appeal of the Grounds for Expulsion: Parents or guardians may appeal a weapons-based expulsion to the IEA Board Appeals Panel within five (5) school days of the date of expulsion. The Appeals Panel may only overturn a weapons expulsion if the student has not possessed or threatened to use a weapon (real or look-alike) on school grounds.

c. Special Education Students: For students receiving special education services under IDEA or Section 504, the IEA Special Education Policy will guide the placement procedures.

6. Mandatory Suspension or Expulsion for Drug and Substance Abuse Violations

A student will be suspended or expelled for any of the following:

> IEA shall refer a student to juvenile court following a third qualifying drug-possession offense on school property when required by Utah law. Confiscated electronic-cigarette products shall be transferred to law enforcement when required and otherwise destroyed or disposed of as required by law.

a. possession, use, or distribution of illegal drugs, alcohol, or controlled substances at IEA or during school activities;

b. misuse or distribution of prescription medication or over-the-counter remedies. When a student involved in a drug violation is receiving special education services or accommodations on the basis of disability under IDEA, Section 504, or ADA, procedures outlined in the Utah State Board of Special Education Rules shall be followed in accordance with the IEA Special Education Policies and Procedures Manual. Students suspected of substance abuse may be subject to drug testing at IEA's expense. Students who refuse to cooperate with required drug testing or counseling may face expulsion.

j. Parental Responsibility During Removal

1. Responsibility for Continued Education If a student is suspended for a period longer than ten (10) days or expelled, the student's parent or legal guardian is responsible for undertaking an alternative education plan that will ensure that the student's education continues during the period of expulsion.

2. School Assistance School officials may assist the parent or legal guardian to determine how the student's education will continue through private education paid for by the parents, or an alternative program that will reasonably meet the educational needs of the student.

3. Ongoing Communication for Students Under Age 16 IEA shall contact the parent or guardian of each student under age 16 who has been expelled from all IEA programs and services at least once a month to determine the student's progress if the parent or guardian of the expelled student has expressed a desire for the student to return to IEA.

4. Students with Disabilities Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

k. Alternative Education Pathways and Re-Entry Supports

1. Alternative Education Pathways

When a student is removed, excluded, suspended for an extended period, or expelled, IEA provides an alternative education pathway designed to support continued academic progress and a successful return to the regular school program. Students who are removed or excluded from their regular educational placement are given access to appropriate alternative education services, which may include:

a. access to credit-bearing coursework through online or competency-based programs;

b. individualized assignments aligned with Utah Core Standards;

c. teacher-supported remote or alternative instruction; and

d. appropriate special education or Section 504 services, when applicable.

2. Re-Entry Planning

Before the student returns from an extended suspension, exclusion, or expulsion, school administration develops a re-entry plan that may include:

Statutory Reintegration Following Serious Offenses. The Director or designee shall coordinate any reintegration plan required following qualifying notice of a student's arrest, charge, or adjudication for a serious offense. IEA shall meet applicable statutory deadlines, including the five-day and seven-school-day requirements when triggered, and convene the required multidisciplinary team with appropriate student and parent or guardian participation.

The plan shall address legally required safety measures, interventions, relevant student records, and placement restrictions. IEA shall not reintegrate a student into a school attended by a qualifying victim when prohibited by law and shall arrange an alternative educational placement consistent with legal requirements and disability protections.

a. expectations for student behavior and participation;

b. a schedule or transition period to support successful reintegration;

c. check-ins with a designated administrator, counselor, or case manager;

d. academic or behavioral supports; and

e. coordination with the student's IEP or Section 504 team, when applicable.

3. Access to Coursework

Students removed or excluded from school maintain access to academic coursework that enables them to make progress toward grade-level standards and graduation. Students may earn credit through alternative means, including online courses, competency demonstrations, or approved make-up work.

4. Students with Disabilities

For students receiving special education or Section 504 services, all alternative education placements, services during removal, and re-entry plans must be consistent with the IEA Special Education Policies and Procedures Manual and federal IDEA and Section 504 requirements.

I. Alternatives to Suspension, Expulsion, or Change of Placement

1. Continuum of Intervention Strategies

A continuum of intervention strategies shall be available to those students whose behavior in school repeatedly falls short of reasonable expectations. Prior to suspending a student for more than ten (10) days or expelling a student for repeated acts of willful disobedience or defiance of authority, good faith efforts shall be made to implement a remedial discipline plan to allow the student to remain in school.

2. Required Intervention Efforts

Before referring a student for long-term suspension, expulsion, or change of placement, IEA staff should demonstrate that they have attempted some or all of the following interventions:

a. conference with the student;

b. class schedule adjustment;

c. phone contact with the parent or guardian;

d. informal parent or student conferences;

e. behavioral contracts;

f. after school make-up time;

g. short-term in-school suspension (ISS);

h. short-term at-home, out-of-school suspension (OSS); and

i. appropriate evaluation.

3. Detention

In the event that a child is required to serve detention as a consequence for negative or disruptive behavior, parents will be given reasonable notification of this prior to the detention. Efforts will be made to do this during the school day, during recess, or lunch. If lunch detention is required, it will be in a quiet, isolated location, while the student is still provided with the opportunity to eat lunch. After-school detention will not be utilized at IEA.

m. Due Process and Appeals

1. General Due Process Rights

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of a student is being evaluated for suspension or expulsion. The student has the right to be fully informed

about his or her alleged breach of behavior and must be provided the opportunity to respond to such charges. IEA will adhere to the requirements of state and federal law and constitutional due process, including but not limited to appropriate written notice, an impartial hearing, access to evidence, opportunity to present witnesses and evidence, and opportunity to have counsel present.

2. Appeal of Disciplinary Decisions

In the event that a parent or guardian disagrees with the Director's disciplinary decision to either suspend or expel a student, or has proof that the child is not at fault, an appeal may be made to the Ignite Entrepreneurship Academy Board of Directors Appeals Panel.

3. Appeal Request Timeline

Requests for an appeals hearing must be made, in writing, within five (5) school days of the suspension or expulsion. Once notification has been received by the Appeals Panel, the student is entitled to receive a timely hearing and the hearing will be scheduled for no more than five (5) school days following the request by the parent or guardian. Allowance may be made to extend this timeframe by mutual agreement of the parties, inability of the school to contact the parent or guardian despite documented good faith efforts, or lack of cooperation by the parent or guardian. If school administration offers the student and parent or guardian the opportunity to have a hearing and the student or parent or guardian refuses or waives the right, due process is satisfied.

4. Status During Appeal

The suspension or expulsion remains in effect during the appeals process.

5. Appeals Panel Authority

The IEA Board of Directors Appeals Panel is composed of board members given the assignment or duty of Appeals. The Appeals Panel will ensure that procedural due process is satisfied throughout the hearing process.

6. Appeals Panel Determinations

After completion of the hearing, the student and his or her parents or guardians shall be notified either orally or in writing of the panel's decision to uphold, modify, or reverse the suspension or expulsion within two (2) school days of the hearing. Written notification must follow. The Appeals Panel may take one of the following actions:

a. waive the charge or charges;

b. reduce the charge or charges;

c. change or modify the Director's recommendation and disciplinary action;

d. support the Director's recommendation and disciplinary action; or

e. increase the recommendation and disciplinary action.

n. Investigations

1. Authority to Investigate

Whenever the Director has reason to believe that IEA rules or policies have been broken, he or she shall proceed with an investigation or assign another trained investigator to conduct an investigation. If the Director believes that laws have been broken or child abuse has occurred, he or she shall request appropriate authorities conduct an investigation. The Director has the authority and duty to conduct an investigation and to question students pertaining to infraction of school rules, whether or not the alleged conduct is a violation of criminal law.

When IEA receives notice of an alleged student offense that triggers statutory parent notification, IEA shall notify the parent or guardian as required by law and protect the identity of the employee who initially reported the offense from disclosure to the student or parent except as permitted or required by law.

The Director or designee may conduct a lawful school investigation, including authorized searches, before law enforcement notification where permitted. Evidence shall be preserved and delivered to law enforcement when required by law.

2. Investigation Guidelines

The Director or investigator shall conduct investigations according to the following guidelines:

a. investigations shall be conducted in a way that does not unduly interfere with IEA activities;

b. witnesses and offenders shall be separated in an attempt to prevent collaboration of statements, and all parties shall provide separate statements concerning the incident under investigation; written statements are preferable when possible;

c. the student suspected of wrongdoing shall be advised orally or in writing of the nature of the alleged offense;

d. students suspected of wrongdoing shall be provided an opportunity to give their version of the incident under investigation;

e. when questioning students, IEA personnel should have another adult present whenever possible; and

f. accommodations shall be made for students with disabilities and young children unable to write their own statements through use of tape recorders, scribes, or similar supports.

3. Retaliation Prohibited

All students involved in the investigation shall be instructed that retaliation is prohibited. Any act of reprisal against any person who has participated in the investigation is subject to disciplinary action.

4. Documentation and Confidentiality

When the investigation is completed and if it is determined that disciplinary action may be in order, due process requirements must be met. Investigations shall be thoroughly documented and must include records of witness statements, pertinent policies, records, communications, and video recordings if applicable, and final conclusions drawn by the investigator. Investigation records shall be kept highly confidential and evidence must be secured.

5. Investigator Training

Investigators will be trained annually.

o. Coordination with Law Enforcement

1. Custodial Interrogation by Law Enforcement

Nothing in this policy authorizes or permits custodial interrogation of a student by school personnel. When a student is subject to custodial interrogation by a peace officer, juvenile probation officer, or any individual acting on behalf of law enforcement, the requirements of Utah Code § 80-6-206 apply, including advisement of rights and the presence of a parent, legal guardian, or other authorized adult as required by law.

2. Authority

The Director has the responsibility and the authority to determine when the assistance of law enforcement officers is necessary.

3. Criminal Conduct

During an investigation for violation of IEA rules, it may become evident that the incident may also constitute a violation of criminal law.

4. Procedures When Law Enforcement Is Involved

If the Director has reason to suspect that a criminal act has been committed and law enforcement is involved, the following procedures shall be followed:

a. the Director shall request that law enforcement officers conduct an investigation during school hours and question those students who are potential witnesses;

b. the Director shall make reasonable efforts to notify the student's parent or legal guardian as soon as possible that law enforcement involvement is anticipated or has occurred;

c. unless circumstances require immediate action to protect student safety, a parent or legal guardian shall be given the opportunity to meet with the student and to be present with the student during any questioning by law enforcement authorities on IEA grounds;

d. a school administrator or employee shall not be considered a "friendly adult" for purposes of law enforcement questioning, except when immediate action is required to ensure student safety and a parent or legal guardian is unavailable despite reasonable efforts to contact them;

e. any instance in which a school administrator or employee is present in lieu of a parent or legal guardian must be documented, including the reason parent or guardian presence was not possible and the steps taken to attempt notification; and

f. if the parent or student refuses to consent to questioning by law enforcement authorities, the law enforcement authorities shall determine the course of action to be pursued.

5. Cooperation with Law Enforcement

School officials shall cooperate with law enforcement authorities carrying out official duties.

6. Access to School Grounds and Records

When a law enforcement officer can show a need to do so, the officer shall be permitted to conduct an investigation on IEA grounds during school hours. Law enforcement officials may not access student education records, aside from directory information, unless authorized by law, subpoena, court order, or parent or guardian consent.

p. Searches of Person or Property

1. General Authority

Given IEA's custodial and tutelary responsibility for children, and the Board's intent to preserve a safe environment for all students and staff, the Board recognizes that the Director must have the authority to conduct reasonable searches of students and student property.

2. General Guidelines for Searches of Person or Property

Students have no right or expectation of privacy in school lockers. While lockers are under the joint control of students and IEA, lockers are solely IEA property and may be searched at any time by IEA officials with or without cause. Searches of a student's person or personal property may be conducted whenever the student's conduct, and/or witness statements create a reasonable suspicion that a particular IEA rule has been violated and that the search is reasonably related to the suspicion and not

excessively intrusive in light of the age of the student and nature of the infraction. Circumstances warranting a search include those in which IEA officials have a reasonable suspicion that the student or student property is concealing items including but not limited to weapons, drugs, alcohol, tobacco, unsafe contraband, pornography, pagers, or lost, stolen, or misplaced items. All searches of student property by IEA officials shall be witnessed by an objective third party (such as another teacher or support staff member) to observe that the search is not excessively intrusive.

Any search of a student's person or personal property shall be supported by a reasonable belief as required by law, be reasonably related to the objective of the search, and not be excessively intrusive in light of the circumstances, the student's age and sex, and the nature of the suspected offense. Search procedures expressly apply to suspected controlled substances, weapons, and electronic-cigarette products.

3. Searches of Person

School officials shall make sure the search of a person meets the following guidelines:

a. the search shall be conducted in a private area of IEA by a school official of the same sex as the student being searched;

b. the search shall be observed by an objective third party of the same sex as the student being searched;

c. school officials may ask the student to remove his or her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband; and

d. under no circumstances may school officials require students to remove any other items of clothing or touch students in any way during the search.

4. 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:

IEA shall make this search policy available to students and parents upon enrollment in the forms required by R277-615 and provide training to staff responsible for searches.

a. the time, date, and place of the search;

b. the reasonable suspicion giving rise to the search;

c. the name and title of individuals conducting and observing the search;

d. a statement about evidence that was found or not found as a result of the search;

e. a statement about who took possession of contraband, if applicable; and

f. information regarding attempts made to notify parents about the search.

q. Student Discipline Records

1. Permitted Disclosure

School officials may disclose student discipline information to teachers and other school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

2. Restrictions on Disclosure

School officials shall not release personally identifiable student discipline records to other governmental agencies, including law enforcement agencies, unless the agency produces a subpoena or court order, or unless the student's parent or guardian has authorized disclosure.

Credible student threats shall be assessed, reported, flagged, shared, retained, and removed in accordance with applicable Utah law, student privacy requirements, and IEA school safety and threat-assessment procedures. This provision does not authorize disclosure beyond what law permits.

r. Training and Communication

1. Employee Training

All new employees shall receive information about this policy at the IEA "Critical Policies" annual training. All other employees shall be provided information on a regular basis regarding this policy and IEA's commitment to a safe and orderly school environment. Employees who have specific responsibilities for investigating, addressing, and resolving issues addressed in this policy shall receive annual training on this policy and related legal developments.

2. Communication of Policy

The Director shall be responsible for informing students, parents, and staff of the terms of this policy, including the procedures outlined for investigation and resolution of violations.

s. Policy Dissemination and Review

1. Dissemination

A summary of this policy shall be posted in the school and on the school website. A summary of the policy shall be published in the student and employee handbooks, and other school publications as directed by the Board.

2. Review

This policy shall be reviewed as necessary with appropriate revisions recommended to the Board.

- R277-608
- R277-615
- 2026 Utah SB 181, HB 188, SB 34, SB 167, SB 51, and SB 69

References

- R277-609
- Utah Code Annotated 53G-8
- Utah Code Annotated 53G-8-203 through 53G-8-205 and 53G-8-208
- Utah Code Annotated 76-2-401(3)
- Individuals with Disabilities Education Act (IDEA), 34 CFR 300
- 20 U.S.C. § 7151

Revisions

- Date originally approved: May 8, 2018
- Revised: January 20, 2026