We have started another great year at Provo High with an enthusiastic student government and student body, a dedicated faculty, and counselors and administrators who truly care about your student’s success.

In our efforts to achieve our school mission of “helping ALL students be successful,” we have begun implementing a new intervention program this year. As you may have heard from your students, teachers are available for intervention from 7:00-8:00 a.m. Tuesdays through Fridays. Mondays are reserved for teacher collaboration time.

The primary focus of the intervention time is to give teachers the opportunity to reteach concepts to students who may need extra help or support. A secondary focus of intervention time is for students to make up work they have missed. Every Monday, students receive a grade printout during their 5th/6th period class to let them know which classes they are either failing or may need extra help in. Students with F’s are expected to attend intervention that week with the teachers whose classes they are failing. Priority days are given to core subject areas: Tuesday is math priority, Wednesday is English priority, and Thursday is science priority. Fridays are open for all other subject areas. For example, if a student is failing math, s/he is expected to be in math intervention on Tuesday morning with his/her math teacher.

Before and after school tutoring is also available in the media center where qualified tutors can help your student with homework any day of the week. Tutors are available at the following times:
- Monday – 7:30-8:00 a.m.
- Tuesday – Friday, 7:00-8:00 a.m.
- Monday – Thursday, 2:15-4:15 p.m. (with busses running at 4:20 p.m.)

Elective credit is being offered to students who attend the after-school program on a regular basis. Packet scholarships are also available to help students cover the cost of credit recovery.

So far we have been pleased with the number of students attending intervention. Classrooms and the media center are busy places in the morning, and we’re also getting a good turnout at our after-school tutoring programs. Please continue to check your student’s grades and encourage his/her attendance at intervention as needed. There’s nothing more important than your parental support as we work together to help all of our students achieve.

Sincerely,

PHS Administration
Hemos comenzado otro gran año en Provo High con un gobierno entusiasta, estudiante y el cuerpo estudiantil, una facultad dedicada, y los consejeros y administradores que realmente se preocupan por el éxito de su hijo.

En nuestro esfuerzo por alcanzar nuestra misión de la escuela de “ayudar a los estudiantes a tener éxito”, hemos comenzado a implementar un nuevo programa de intervención de este año. Como usted pudo haber oído de su hijo/a, los profesores están disponibles para la intervención de 7:00-8:00 A.m. de Martes-Viernes. Lunes se reservan para el tiempo de colaboración de los maestros.

El objetivo principal del tiempo de intervención es dar a los profesores la oportunidad de volver a enseñar conceptos a los estudiantes que necesitan ayuda o apoyo. Un objetivo secundario del tiempo de intervención es que los estudiantes hacen el trabajo que se han perdido. Todos los Lunes, Los estudiantes reciben una copia impresa de grado durante su quinta/sexto período de clase para hacerles saber que las clases están bien fallando o pueden necesitar ayuda adicional. Estudiantes con F’s se espera que asistan a la intervención de esa semana con los profesores de las clases que están fallando.

Días de prioridad a las materias básicas, Lunes es prioridad matemáticas, Miércoles es prioridad inglés, y Jueves es prioridad la ciencia. Viernes están abiertas para todas las demás áreas de asignaturas. Por ejemplo, si un estudiante está reprobando matemáticas se espera que vaya a la intervención de matemáticas los martes por la mañana con su profesor de matemáticas.

Antes y después de la escuela también está disponible en la sala de prensa, donde los tutores calificados pueden ayudar a su hijo con la tarea en cualquier día de la semana. Los tutores están disponible en los siguientes horarios:
Lunes- 7:30-8:00 A.m
Martes-Viernes 7:00-8:00 A.m
Lunes-Jueves:2:15-4:15 P.m.(Hay autobuses después de la escuela)
Crédito electivo se ofrece a los estudiantes que asisten al programa después de la escuela en una base regular. Becas de paquetes también están disponible para ayudar a los estudiantes a cubrir el costo de la recuperación del crédito. Hasta ahora hemos estado encantados con el número de estudiantes que asisten a la intervención. El centro de medios de comunicación son lugares concurridos por la mañana y que también están recibiendo una Buena participación en nuestros programas de tutoría después de la escuela. Por favor continúe revisando sus calificaciones de los estudiantes y fomentar su asistencia a la intervención cuando sea necesario. No hay nada más importante que el apoyo de los padres a medida que trabajamos juntos para ayudar a todos nuestros estudiantes a alcanzar.

Sinceramente, La administración de PHS
Please click on “Calendar” on the PHS Website, www.phs.provo.edu, to view all school events, athletics and activities.

**Calendar of Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Teen Driving Week</td>
<td>October 1—4</td>
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<td>Early Release</td>
<td>October 3rd</td>
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<tr>
<td>Fall Break</td>
<td>October 10—14</td>
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<td>Red Ribbon Week</td>
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<td>Term 1 Ends</td>
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<td>Spooky Days</td>
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<td>Sadie Hawkins Dance</td>
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<td>November 4—8</td>
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<td>Guys Week</td>
<td>November 11—15</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 27—29</td>
</tr>
</tbody>
</table>

**School Community Council**

will be held on Wednesday, October 9th at 2:30 PM in the Principal’s Conference Room.

**Before and After School Programs:**

Provo High offers tutoring in the library for students Monday – Friday from 7 – 8 a.m. and Monday – Thursday from 2:15 – 4:15 p.m. We have amazing tutors and volunteers to help your student with homework. The computer lab is also open at these times, and there are iPads available to use. Snacks are offered in the afternoon.

Enrichment classes are coming! The classes will run from 2:30 – 3:30. ACT prep, zumba, and cake decorating classes are starting soon. A small fee will be required to attend.

Here are two more reasons to come to the After School Program: Elective credit and scholarships for packet fees. If a student comes to the library, he/she can receive ¼ credit for every 35 hours spent working with a tutor on homework. If your student needs to complete a packet, we can provide scholarship money for the packet fees. The packet needs to be completed in the library during the homework lab time.

For more information about the After School Program, please contact Mary Hutchings at maryh@provo.edu, or come to the library after school.

**Provo High ofrece clases particulares en la biblioteca para los estudiantes**

Lunes a viernes de 7-8 a.m y Lunes- Jueves de 2:15-4:15 p.m. Tenemos asombrosos tutores y voluntarios para ayudar a los estudiantes con sus tareas. El laboratorio de computación también está disponible a estas horas, tenemos Ipads disponible. Ofrecemos aperitivos en la tarde.

Clases de enriquecimiento se asercan! Las clases son de 2:30-3:30. Preparación para el ACT, zumba, y clases para aprender a decorar pasteles. Será necesario pagar una pequeña cuota para asistir.

Aquí hay dos razones para asistir a las actividades de la escuela: Crédito electivo y becas para los honorarios de paquetes. Si un estudiante llega a la biblioteca pueden recibir un cuarto crédito por cada 35 horas dedicadas a la tarea. Si el estudiante necesita hacer paquetes, podemos ofrecer dinero de la beca para los honorarios de paquetes. Los paquetes deben ser completados en la biblioteca durante el tiempo de laboratorio de tareas.

Para más información sobre el programa después de la escuela, póngase en contacto con Mary Hutchings a maryh@provo.edu, o ir a la biblioteca después de la escuela.
Congratulations!!

PHS Senior Parker Henrie was the grand prize winner of the "Bike to School Week" this past month.

Winners were pulled from a daily drawing to encourage students to bike to school.

Thank you to all who participated and congratulations to the winners!

Parent Lunch Day!

Parents: come eat lunch with your student!

When: Thursday, October 17th
Where: Provo High School
Time: 12:14—12:55 PM
Cost: $3 per adult

Featuring: Our yummy Fiesta Salad on main line

Also Serving: Rib-A-Q, Pizza, and build your own sandwich

Hope to see you there!

All fees are due the first day of school!

Please come to the Business Office and arrange to pay fees or pay online at Myschoolfees.com.
Fee Waiver applications are in the Main Office or online at www.phs.provo.edu under Policies & Forms.

Todas las tarifas del estudiante tienen que ser pagados el primer día de escuela. Puedes pagarlas en la Oficina de Negocios o hacer arreglos para pagarlas. También puedes pagar sobre internet en el sitio www.myschoolfees.com. Ademas la forma de exencion de cuotas esta en la Oficina Principal o sobre el sitio www.phs.provo.edu en virtud de las politicas y las formas.
Thanks from one high school to another...

“The start of the school year was a little rough down here in Manti, Utah. We have had a couple of real difficult situations concerning some former students. One of these former students had a terrible accident and it has resulted in his paralysis from the chest down. The students of Manti High School decided to do a fundraiser during the football game when we hosted the Provo High School Bulldogs. It went over really well. We were able to raise almost $700.00 dollars for the family during the few minutes between the first and second quarters. When the fundraising buckets came back, I was surprised to see a bucket come back from the Provo stands. It really touched my heart. It was good to see the generosity of people who have no idea who they are helping. They just wanted to help.

I just want to thank the students of Provo High School and families of the Provo High School football team. Your school should be very proud of you! You were and are a class act, on and off the field. Best of luck in your school year.”

George C Henrie, Principal at Manti High School
(this letter was originally published in the Daily Herald on Sept. 17, 2013)

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PHS Ballroom News

PHS Ballroom Dance is hosting their 1st Annual Ballroom Benefit Bash!
It will take place on October 4th at 7:00 PM in the PHS Auditorium!
The cost is $5 a person and ALL proceeds will go to help a family from PHS that has suffered a loss from cancer. Come make a difference!

Candles for sale!
Students from the Ballroom Dance Company will be selling SALT CITY CANDLES! This is a fundraiser for students to pay for their tour and fees. Make your holidays smell great with Salt City Candles!

Ballroom Dance Christmas Concert
December 7th 2:00 and 7:00 in the PHS Auditorium
Tickets are $5 at the door, $3 if purchased from a dancer before the concert. See any Ballroom student for tickets.

Ballroom Dance Couple Class
Yes, it is back!!!!
For all of you who have wanted to learn to dance with your sweetheart, now is your chance! Buy a "punchpass" for 4 classes that will have you whirling around the dance floor in no time! We will be learning the Foxtrot, Cha cha, Waltz and Swing! Use it as a stocking stuffer for Christmas!
Classes will be held at 7:00 PM on January 8th and 10th, 15th and 17th and include a Friday night entrance to the Provo High School Dancesport Festival on January 24th! We also have babysitting available for a fee of $1 per child.
Cost: $50 per couple.
Counseling Office News

Intervention

We have started implementing Academic Intervention this year, and we have seen our student’s improvement already begin! Academic Intervention is the time our students are given before school from 7:00 – 8:00 AM Tuesday – Friday to spend with their teachers in order to be given additional time and support for learning and understanding their class assignments.

Parents & Students

In order for students to get the most out of Intervention, we are asking parents and guardians to get involved in the program as well! Parents, please take the time on Monday nights to meet with your students to check their grades and assignments online. You can do this by going online through PowerSchool (for more information on how to log on to PowerSchool, please refer to page 8) and from there you will be able to check the student’s progress in school, allowing you to see their current grades and any assignments that may be missing. Once you are able to see where your student needs the most help, it is important for the student to plan when they will attend Intervention that week. Our teachers are very willing to help our student’s and want to see them succeed! Please take full advantage of this program!

How to Talk to Your Teachers

Realize it is hard to face a situation you are not happy with. Don’t scare yourself out of it by putting off the meeting, avoiding the teacher, or going to the counseling center to bail out. Have courage to deal with your mistakes! This ability to face your mistakes will lead to greater respect between you and your teacher. It will give you confidence to deal with the many other tough situations that will come up in life.

Here are a few suggestions:

- Offer your teacher a sincere apology for missing the class, not doing the work not turning the work in, etc.
- Ask for advice from your teacher such as study techniques for studying the material from class. Ask about what chapters or information you should emphasize in your study. Consider other people you might get together with that understand the material and form a study group.
- Offer solutions such as doing extra work to prove you know the information. Ask for a study session to be held, and then make sure you attend!
- End your conversation with a sincere thank you and handshake. Be confident in your abilities and invest the time to make the solutions you arrived at work.

Oftentimes we avoid classes, teachers, parents, etc because we fear failure or rejection however, you can overcome this. This process of overcoming our fears is an important part of learning and becoming successful.
Attention: All Parent of Juniors and Sophomores

Your student needs to take the 2013 PSAT/NMSQT

Wednesday, October 16th (Wednesday after Fall Break)

7:30 am ****Auditorium and/or Commons

(Preliminary SAT/National Merit Scholarship Qualifying Test)

Register at the Business Office before Oct 15th - Pay $18

ALL Honors/College Bound Students

are HIGHLY recommended to take PSAT,

but this is a great idea for all students!

It provides a great practice opportunity in Preparation for ACT

A practice booklet will be given to you when you register

The sooner you register, the more time you will have to study!

Test Availability is on a first come basis!

Your student can also get a free tutorial in UTAH Futures.org
under Portfolio/ Practice Tests/College Preparation

The PSAT/NMSQT is the qualifying test that students must take to enter

National Merit Scholarship Corporation competitions

for college scholarships that will be awarded in 2014

Test Time - 7:30 am - 2 hr. 10 min testing & 35 min. for test related activities.

Sophomores - Are recommended to take PSAT/NMSCT as a measure and preparation for taking it officially during junior year. It is also a great preparation for the ACT.

Juniors - Official year as qualifier for National Merit Scholarships

Additional benefit - Great preparation and practice for the ACT & SAT

Results - Score reports will be available Mid-December or beginning January

January Seminar - Teach students how to interpret PSAT scores as a guide for what skills need improvement. PSAT gives your student's great feedback of their strengths and weaknesses. This gives specific feedback for students studying for the ACT!

On-line Access - Students will receive the following tools

Summary of answers and skills AP Potential

ACT & SAT Preparation 2012 Summary Report:

My Road - Schools receive free educator access to this career, major, and college exploration tool.
How to get into PowerSchool & School Email

TO LOG IN TO POWERSCHOOL
Please log onto www.phs.provo.edu and on right hand side you will find the ESSSENTIALS and under that you will see GRADES AND ATTENDANCE

Once you click on Grades and Attendance, you will be asked for a Username. The Username will be students first and last initial and their student number:

EXAMPLE:
Student Name: Jon Doe
Student Number: 983029
Example Username: JD983029

The Password will be the student’s birthday, but DO NOT use all four digits at the end.

EXAMPLE:
Birthday: March 7, 1990
Example Password: 3/7/90

STUDENTS LOGIN TO SCHOOL EMAIL
Go to gmail.google.com

For your username, you will enter your initials, ID number (must be six numbers) @stu.provo.edu

EXAMPLE:
Username: ss983029@stu.provo.edu

Your Password will be your Birthday with slashes, no lead in zeros, and a 4 digit year

EXAMPLE:
Password: 3/7/1995

TO GET ONTO GOOGLE DOCS
Look at the black toolbar on the top of the webpage once you are logged on to your email account; click it, and on the left hand side you will find the Create link; click that and then you click Document – You are ready to type!
Create a Parent Account

Please log onto www.phs.provo.edu and on right hand side you will find the ESSSENTIALS tab and under that you will see Grades & Attendance (PowerSchool)

Once you click on the Grades and Attendance link and are taken to the next webpage, please click “Create a Parent Account.”

From there you will be able to create your own desired username and password, and will be able to check on all of your students within the Provo School District (not just Provo High!)

When it asks: Link Students to Account you will need to do the following:

Enter the Access ID (Student Number—no leading zeroes/initials)
Enter the Access Password (Student’s Birthdate)
And then select a Relationship for each student you wish to add to your Parent Account.

After you have entered all of the information above, press Enter at the bottom of the page and your parent account will be created! In the future, you will only need to enter in your chosen Username and Password to access the account.

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Health Insurance Forms

Dear Parents/Guardians:

There is available in the main office at Provo High some information on how you may be able to purchase some inexpensive insurance for your children while attending school. The insurance is available to all students from Pre-school through 12th grade. If you are interested please come in and pick up a brochure and a claim form.

Donny Bills MAED, ATC-L
Provo High School
Athletic Trainer

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Drivers Ed

Second Term Driver Education Registration forms will be available on September 15th, 2013. You can begin registering for the class then. The class will begin November 5th and end December 19th. Students must have a current Learner’s Permit to register for the class.

Class fee: $140.00 / Class Time: 2:30pm to 3:30pm or 4:00pm to 5:00pm.

Contact Coach Wendy Bills for more information.
You are invited to participate in the GEAR UP program. Gear Up stands for Gaining Early Awareness and Readiness for Undergraduate Programs. In order to prepare students for college, GEAR UP provides many **FREE** services including:

- **One-on-one Tutoring (before and after school):** individualized tutoring in the subjects you need help in.
- **Scholarship/Financial Aid Assistance:** assists in finding scholarships for college and will “walk” students and parents through the process of applying for financial aid.
- **College Preparation** – provided innovative ways to help you get ready for and enroll in college.
- **College Campus Tours:** provides tours of multiple college campuses so that you can get a feel of what it is like to be a college student.
- **ACT/SAT Assistance:** We help prepare you for ACT/SAT and provide waivers for the test.
- **Career/Study Skills Workshops:** prepares you for the job market and effective ways to study.
- **Academic Support:** counselors meet individually with students and parent in order to provide further assistance.
- To receive these services, you must be enrolled in GEAR UP; only qualification for enrollment is students must **qualify** for free/reduced lunch or fee waiver. Applications are available in the College/Career Center. For more information, contact Helen Patterson, GEAR UP counselor. Phone 801-863-6278 or email helenp@uvu.edu.
COLLEGE TESTS

October 16th - PSAT/NMSCT – All Juniors and Sophomores

Register at the Business Office by October 15th - cost is $18. All Honor/College bound students are highly recommended to take the PSAT.

October 26th – ACT – All students

Registration Deadline – September 27th, Late Registration Period – September 28th to October 11th. Cost $51.

November 2nd – SAT – All students

Registration Deadline – October 3rd, Late Registration Period – October 18th. Cost $36.50 without writing.

Scholarships

October 15th - CIA Undergraduate Scholarship Program – High School Seniors and College Freshman only.

REQUIREMENTS: US Citizens, age 18 by April 1 of senior year, ACT of 21 or higher, at least a 3.0 GPA, has financial need and available to work in Washington DC. Scholarships were developed particularly to assist minority and disabled students seeking to work in government work. [https://www.cia.gov/careers/student-opportunities/undergraduate-scholarship-program.html](https://www.cia.gov/careers/student-opportunities/undergraduate-scholarship-program.html) Award amount: $18,000/year plus benefits

October 15th – American Legion High School Oratorical Scholarship Contest – Seniors

Contest will be held in the fall of 2013. Names will need to be submitted earlier. If you are interested please talk to Ms. Betts in the College & Career Center for more information. [http://www.legion.org/oratorical](http://www.legion.org/oratorical) Award amount: $25-$18,000

October 15th – Military Academy Nominations – ages 17-22

REQUIREMENTS: Nominations are based on SAT/or ACT scores, class rank, GPA, high school transcript, extracurricular activities and service. Students wanting to attend a military academy need to be nominated by a Congressional representative. Contact Congressman Jason Chaffetz for a registration packet 801-851-2500. More information is available online at his website [http://chaffetz.house.gov/serving-you/service-academy-nominations](http://chaffetz.house.gov/serving-you/service-academy-nominations) Award amount: Nomination only. No money is attached.

October 16th – PSAT National Merit Qualifying Test – Juniors

Test taken in 11th grade. Top scoring students in the state will become semi-finalists and considered for scholarships. Test date October 16, 2013. $18 test fee needs to be paid in the Business Office by October 15th.
October 25th - Horatio Alger Scholarship – Seniors

REQUIREMENTS: Community service, extracurricular activities, letter of support, financial need, minimum GPA 2.0 U.S. Citizen. For those students who have exhibited integrity and perseverance in overcoming personal adversity. [https://www.horatioalger.org/scholarships/apply.cfm](https://www.horatioalger.org/scholarships/apply.cfm) Award amount: State and National Scholarship $5,000-$20,000

October 26th - Make a Difference Day – All Students

Win cash awards for a charity by doing a community project and submitting your idea to “Make a Difference Day”. [http://daytabank.handsonnetwork.org/](http://daytabank.handsonnetwork.org/)

October 31st - Coca-Cola - Seniors

REQUIREMENTS: Planning to pursue a degree at an accredited US post-secondary institution, 3.0 minimum GPA. For students who demonstrated leadership, commitment to community and academic achievement. Applications are only online September 1st – October 31st. [www.coca-colascholarsfoundation.org](http://www.coca-colascholarsfoundation.org) Award amount: Four year college scholarship. $10,000-$20,000

ZIONS BANK’S PAYS FOR A’S Getting good grades in school pays off—literally. You’ve worked hard for your grades; it’s time to get paid for it! Hardworking 7th-12th grade teen students (ages 13-18) in Utah and Idaho can earn $1 per "A" on their 2013-2014 report cards. Plus, for each "A," students get automatically entered into drawings to win one of 152 scholarship savings accounts, worth up to $1,000. [www.zionsbank.com](http://www.zionsbank.com) Click on “in our community” or try [https://www.zionsbank.com/in-our-community/pays-for-as.jsp](https://www.zionsbank.com/in-our-community/pays-for-as.jsp)

November – Centennial Scholarship for Early Graduation Certificate – Juniors and Seniors


November 1st - Ron Brown Scholar Program – African-American senior


November 1st – United States Senate Youth Program – Junior and Senior student government/class officers

REQUIREMENTS: Senate Youth competition and portfolio. Talk to Andrea Betts or Todd Smith if you are interested in competing for this. Award amount: $5,000 and a trip to Washington D.C.
November 1st - Bennington Young Writers Award – Sophomores, Juniors, and Seniors

Submit one of the following: Poetry (a group of three), fiction (a short story or one-act play), or nonfiction (a personal or academic essay). Apply online. www.bennington.edu/go/news/young-writers-competition Award amount: $250 or $500.

November 1st – Nestle – Very Best in Youth – ages 14-18

REQUIREMENTS: Two letters of recommendation, transcript, and consent form. http://verybestinyouth.nestleusa.com Award amount: $1,000 for your favorite charity and prizes and a trip for you and a parent to go to California.

November 1st – Distinguished Young Women Scholarship Program – Junior Girls

Start exploring this option now! Deadlines will be further into the year. The program awards college scholarships to young women who have distinguished themselves at school and in their communities. It is their goal to provide this experience to every eligible young woman in Utah. Those who participate in these programs develop interview skills, self-confidence, and other life skills that lead to future success. The competition for scholarships begins at the local level. Contestants from each of the 14 local programs advance to the state competition. All State Distinguished Young Women will compete for a share of at least $150,000 in cash scholarships. For more info: Co-directors: Cynthia Gaufin 801-836-9249 and Shristen Massic 801-368-1131 www.ajm.org

November 1st - PTA Reflections – All high school students

Recognition awards in photography, music, literature, film/video, dance, theater, and visual arts. Receiving recognition from PTA Reflections would be a great addition to a college application and/or resume. Contact PTA President for more information. Entries are due January 30, 2014. The 2013-2014 theme is: “Believe, Dream, Inspire” https://www.utahpta.org/reflections

November 1st - Voice of Democracy – All high school students

REQUIREMENTS: Patriotic 3-5 minute audio/essay competition. 2013-2014 theme: "Why I’m Optimistic about our Nation’s Future!" www.vfw.org/Community/Voice-of-Democracy Award amount: Prizes and scholarships at local, district, state, & national level with the grand prize of $30,000.

November 5th - Prudential Spirit of Community Awards – All students

Recognizes students that have demonstrated exemplary community service. One student chosen per school. www.prudential.com/spirit Award amount: State honorees - $1,000 and an all expense trip to Washington D.C. National Honorees – state award plus an additional $5,000.

November 6th - Intel Science Talent Search – Seniors

REQUIREMENTS: Bright, ambitious, senior science, math, and engineering students doing scientific research. www.intel.com/about/corporateresponsibility/education/sts/index.htm Award amount: $1,000 to $100,000 and a trip to Washington D.C.
The following information is a summary of the Provo School District Attendance Policy. To read the entire policy, please go online to the following website for more complete information:
http://www.phs.provo.edu/policies/attendance-procedure/

State Compulsory Attendance Law  Utah State Law requires students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school.

The Board further recognizes that:

1. All students are expected to be in class and on-time every school day, in every class.  Provo School District will follow state law and federal guidelines as they pertain to attendance.
2. Excused or unexcused absences, frequent absences, and/or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process.
   a. Excused absences – Schools will allow students with excused absences to remain current in their classwork by allowing make-up work in a prompt and timely manner.
   b. Unexcused absences – Schools may or may not allow students with unexcused absences to make up missed assignments.

Parent/Guardian Responsibilities:

1. Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent.
2. Parents have the responsibility to assure their student will be in school and on time.
3. Parents will notify the school attendance office of each student absence.
4. Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
5. Parents will be responsible to monitor their child’s attendance either electronically (i.e. Powerschool) or by contacting the school.
6. Parents may fill out an appeals form to waive attendance penalties. A parent/principal meeting will be held to review concerns and determine waiver outcomes. If the parent or guardian is not satisfied, they may contact the Executive Director of Student Services for further review and a final decision.

Student Responsibilities:

Students will be expected to be prepared for and to fully participate in classroom lessons.

1. Students will assume increasing responsibility for regular and prompt school attendance as they progress through the educational system. A conscientious effort will be made to attend daily.
2. Students will adhere to the attendance procedures as defined by each school.
3. Students will cooperate with school officials and support personnel to correct any attendance problems that may develop.

The purpose of this procedure is to implement the Student Attendance policy. Further, it is the purpose of this procedure not to emphasize the punitive aspects of compulsory attendance, but to underscore to students and parents the importance of children being in school every day.
Attendance Procedures: Secondary Students

Definitions

“Notification of Attendance” letters are warnings to alert families of attendance concerns and/or providing an opportunity to resolve issues with the school administration.

“1st Citation” letters are referrals to Provo School District’s Truancy School.

“2nd Citation” letters are referrals to Provo School District’s Attendance Court (PAC).

High Schools - When Attendance Letters are Issued

| 3 unexcused absences in the same class per term or 6 unexcused absences in different class periods per term | Notification of Attendance Letter |
| 10 unexcused class periods | 1st Citation Letter |
| 14 unexcused class periods | 2nd Citation Letter |

Students having excessive absences during a term may be contacted by the school administration to schedule a conference with parents to discuss the impact of absenteeism on student learning and to make an attendance plan and/or contract. Further absences without an administrative conference may be counted as unexcused absences. Students having excessive excused absences due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school. This requirement will be discussed at the absenteeism conference between parents and school administrators.

Valid Excuses

Valid Excuses are absences for an illness, family death, approved school activity, military block leave, excuse consistent with student’s IEP, 504-accommodation plan, or a school/school district valid excuse definition (Utah Code R277-607-1).

Parent Information:

- Parents may fill out an appeals form to waive attendance penalties.
- Parents are encouraged to excuse absences immediately and must excuse absences within two school days after returning to school for a legitimate reason according to Utah State Code 53a-11-101-105. If the absence is not excused according to the guideline listed above, the absence/s will be recorded as unexcused.
- Parents are requested to excuse their child’s absence by calling the school, sending an email, fax or a note.
- Students who are ill are encouraged to stay home.
- Intervention letters may be sent before the Notification of Attendance letter.
- Letters are sent as determined by the school administration.
- Excessive tardies may be cited as determined by the school administration.
- Unexcused absences are determined by periods missed.
- A truancy letter may be issued to a student for willful truant behavior.

Principal or designee determines appropriate procedures for truancy and has the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

20/20 Rule—In general, all teachers will ensure that they keep students in the classroom during the first 20 minutes and the last 20 minutes of each class period.

Hall Sweeps—Administrators and trackers will periodically sweep the halls to find students who are out of class without a valid excuse. These students will receive a lunch detention.

Attendance Check-in/Check-out—All students are responsible to check-in and checkout at the attendance office any time they enter or leave campus during the school day.