<table>
<thead>
<tr>
<th>Boyd McAfee</th>
<th>Seth Hansen</th>
<th>Jason Garrison</th>
<th>Jenni Thurston</th>
<th>Jose Ventura</th>
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<tbody>
<tr>
<td>Student Appeals</td>
<td>Students A-Go</td>
<td>Students Gr-N</td>
<td>Students O-Z</td>
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<td>8th Grade Magnet</td>
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<td>Math</td>
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<td>Accommodations</td>
<td>Advanced Placement</td>
<td>Bell Schedule</td>
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<td>Calendar</td>
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<td>Drivers’ Ed</td>
<td>School Events</td>
<td>Displays Cases</td>
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<td>FMP</td>
<td>Comcast Cares Day</td>
<td>Recognition</td>
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<td>Master Schedule</td>
<td>Student/Parent</td>
<td>Fall Registration</td>
<td>Keys to Success</td>
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<td>Media/Community</td>
<td>Teacher</td>
<td>Field Trips</td>
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<td>Frosh Orientation</td>
<td>Parent/Teacher Con.</td>
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<td>Secretaries</td>
<td>Graduation/Honors Night</td>
<td>Back to school night</td>
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<td>UVU Programs</td>
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<td>Student Recognitions</td>
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<td>Gear Up</td>
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<td>Technology</td>
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<td>Testing</td>
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<td>IEPs/Fee Waivers (Gr-N)</td>
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<td>IEPs/Fee Waivers (O-Z)</td>
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<td>Overnight</td>
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<tr>
<td>Website/Facebook</td>
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</tbody>
</table>
### Monday Collaboration Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Announcements</td>
</tr>
<tr>
<td>7:35</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>8:50</td>
<td>Period 3/4</td>
</tr>
<tr>
<td>10:15</td>
<td>Period 5/6</td>
</tr>
<tr>
<td>11:40</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15</td>
<td>Period 7/8</td>
</tr>
<tr>
<td>1:35</td>
<td>Collaboration</td>
</tr>
</tbody>
</table>

(80 minute classes)

### Tuesday - Friday Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Announcements</td>
</tr>
<tr>
<td>7:35</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>9:00</td>
<td>Period 3/4</td>
</tr>
<tr>
<td>10:15</td>
<td>Period 5/6</td>
</tr>
<tr>
<td>12:10</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45</td>
<td>Period 7/8</td>
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</tbody>
</table>

(90 minute classes)

### AM Assembly Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Announcements</td>
</tr>
<tr>
<td>7:35</td>
<td>Period 1/2</td>
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<tr>
<td>8:45</td>
<td>Period 3/4</td>
</tr>
<tr>
<td>10:05</td>
<td>Assembly</td>
</tr>
<tr>
<td>11:05</td>
<td>Period 5/6</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15</td>
<td>Period 7/8</td>
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</tbody>
</table>

(75 minute classes)

### Early Out Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
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<td>8:30</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>9:35</td>
<td>Period 3/4</td>
</tr>
<tr>
<td>10:40</td>
<td>Period 5/6</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00</td>
<td>Period 7/8</td>
</tr>
</tbody>
</table>

(60 minute classes)

### All 8 Period Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>7:30</td>
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</tr>
<tr>
<td>8:12</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:59</td>
<td>Period 3</td>
</tr>
<tr>
<td>9:46</td>
<td>Period 5</td>
</tr>
<tr>
<td>10:33</td>
<td>Period 7</td>
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<tr>
<td>12:07</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:28</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:15</td>
<td>Period 8</td>
</tr>
</tbody>
</table>

(42 minute classes)

### Early Out Days:
- December 15

### All 8 Period Days:
- August 15

### Testing Days:
- ASPIRE: April 11-12
- ACT: February 27
Personal Leave may not be taken on the following days without the permission of the supervisor and the Executive director of Human resources:

- The first or last five days of school
- Immediately preceding or following winter break
- Graduation days for UVU or BYU unless it is the graduation of an immediate family member.
- Parent Teacher Conference
- Teacher Quality Days

Employees who violate this procedure may be subject to disciplinary action, which may include termination (District Policy 5400 P5).

You will be docked a full day's pay for these days. If you are approved to take a high impact day off, please request a sub through Kelly Services ASAP as it is more difficult to get subs around the holidays.
Theme: Leave Your Legacy

DANCES
Sep 16  Homecoming (Boys’ choice)
Oct 27  Halloween (Girls’ choice)
Dec/Jan  Stomp (Stag)
Jan 19  Cheapskate (Boys’ choice)
Feb 17  Sweetheart (Girls’ Choice)
Mar 23  Morp (Girls’ Choice)
April 21  Prom (Boys’ Choice)
May 11  Senior Dinner Dance (Stag)

ASSEMBLIES
Aug 25  Welcome
Sep 15  Homecoming
Oct 13  Fall Sports
Nov 17  Food Drive
Jan  Spirit Assembly
Feb 16  Sweetheart
Mar 30  Spirit Bowl
Apr 27  Farewell
May 10  Keys to Success

OTHER ACTIVITIES
Dec 14  Talent Show

Spirit Bowl Theme: Avatar
Sr: Fire
Jr: Air
Soph: Water
Frosh/PUPs: Earth
Faculty: ?
Faculty, Department Chair, SCC, and New Teacher Meeting Schedule

Teachers wishing to have items placed on the agenda may notify the principal (for faculty meeting) or department chair (for department meetings). All faculty and staff members are expected to be in attendance at all designated faculty/staff meetings. Absences must be cleared with the administration.

FACULTY MEETINGS @ 6:45 AM in the Presentation Room on the 2nd Wednesday of the month: Sept. 13, Oct. 11, Nov. 8, Dec. 13, Jan. 10, Feb. 14, Mar. 14, Apr. 11, May 9

DEPARTMENT CHAIR MEETINGS @ 2:30 PM in the Principal’s Conference room on the first Wednesday of the month: Sep. 6, Oct. 4, Nov. 1, Dec. 6, Jan. 3, Feb. 7, Mar. 7, Apr. 11 (due to Spring Break), May 2

DEPARTMENT CHAIR/LEADERSHIP TEAM
Responsibilities of Department Chair/Leadership Team:
- Attend monthly Department Chair meetings prepared to share department needs, successes, progress, and to participate as a facilitator of a book discussion;
- Help with the master schedule for your department as needed;
- Participate in the creation of the school improvement plan;

Department Chairs 2017-2018
Business- Chris Eady                       Science- Lorien Francis
Counseling- Emily Jimenez                   Social Studies- Ethan Wilford
English- Albert Ricci                        SPED Facilitator- Steve Barton
FACS- Diane Cluff                           Tech Ed- Sheldon Davis
Mathematics- Stephen Scott                   Visual Arts- Jamie Rees
Performing Arts- Kenny Wiser                World Languages- Hilary Daniel
Physical Education- Colleen Hawkins         AP Rep- Todd Smith


NEW TEACHER ACADEMY LUNCH MEETINGS – During lunch in the Main Office Conference Room the 1st four Wednesdays of the school year and once a month thereafter: Aug. 16, Aug. 23, Aug. 30, Sept. 6, Sept. 20, Oct. 18, Nov. 15, Dec. 13, Jan. 17, Feb. 21, Mar. 21, Apr. 18, and May 16.

DATA REVIEW MEETINGS – 2:30-3:30 Main Office Conference Room the 3rd Wednesday of the month: Sept. 20, Oct. 18, Nov. 15, Jan. 17, Feb. 21, Mar. 21, Apr. 18, May 16.

Other Noteworthy Dates
BACK TO SCHOOL NIGHT – August 24, 4:30-7:30 PM
PARENT/TEACHER CONFERENCE SCHEDULE – 3-7 PM September 27 & February 21

DISTRICT-WIDE PD DAYS (no students at all these days. Full contract days)
- Thursday, August 10 (before school starts)
- Tuesday, Oct. 24 (day after Fall Break)
- Tuesday, Jan. 16 (day after MLK Day)
- Monday, April 9 (day after Spring Break week)

GRADUATION – May 21 @ 5 PM
PHS Programs/Procedures

Lunch Detention
- Will be offered T-Th in Mr. Poduska’s Classroom
- Door will be locked five minutes after bell rings
- Reminders will be given each day to students needing to serve a detention that day
- Lunches will be brought to students
- Students will have one week to serve detention from date given
- Detentions can be given by trackers and by administration. If teachers would like students to receive lunch detention, this needs to go through administration as a referral
- After student has been issued three lunch detentions per semester, for whatever reason, it will result in admin referral
- If detention is not served within the week given, it will result in an admin referral
- Discipline options for an admin referral for lunch detention issues: ISS for one class period tied to lunch up to one day ISS, OSS, parent/admin mtg

After School Program
- For credit recovery, credit advancement, home work lab, enrichment
- Teachers are encouraged to provide enrichment camps in their subject area
- Packet program included

Testing Center
Procedures to be posted soon….
Provo City School District Attendance Policy
Policy 3150

Student Attendance

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.

Attendance Impact on Educational Success The Provo City School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. On-time attendance is a critical starting point for high levels of student achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Parents, students, and school personnel should make decisions that lead to excellent classroom attendance. Teachers should employ strategies that encourage on-time attendance through recognition, rewards, and grades.

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.
3. **The entire process of education requires a regular continuity** of instruction, classroom participation, learning experiences, and study in order to meet student achievement goals.
4. **Holding students and their parents/guardians responsible for attendance** is part of the District’s larger mission to train students to be productive citizens who are college and career ready.
5. **State law reflects the importance of regular attendance** by establishing compulsory school attendance and charging this Board to enforce that law. Ten day rule: By law, any student who does not attend school for ten consecutive days without a legitimate excuse will be dropped from school rolls. The parent will be required to re-enroll their student in school, which could effect students’ choice application, placement in classes and class credit.
6. The Board supports social responsibility (citizenship) procedures developed within the schools.

School Responsibilities:
A. Each school will keep accurate records of student daily attendance as required by Utah State Law.
B. The principal or designee has the authority to determine whether an absence will be approved or denied, and whether an absence is excused or unexcused.
C. Each school will notify parents/guardians of student unexcused and/or excessive absences. Parent notification may include, but is not limited to one of the following:
   • Voice mail systems
   • Teacher contact
   • Attendance office calls or tracker calls
   • Computer-generated letters
   • Progress reports or student on-line information system (i.e. Powerschool)
• Administrator, counselor, social worker or truancy contact

D. Each school will develop procedures to address excessive and/or unexcused absences/tardies.

This program may include but is not limited to the following:
• Teacher notification of parents (attendance concerns, progress report, telephone contact)
• Student-teacher conference
• Parent conference
• Support personnel assistance, (i.e. school nurse, counselor, social worker, administrator, care team, district truancy support programs) Detentions and/or In-School Suspension
• Administrative suspension
• Juvenile court referrals will accept students 17 years old and younger.

**Teacher Responsibilities**
A. Each teacher will be responsible for taking and recording accurate class attendance each period.
B. Each teacher will be required to follow the district’s attendance policies.
C. Teachers will maximize the use of instructional time for the benefit of student learning and engagement.

**Parent/Guardian Responsibilities**
A. Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent.
B. Parents have the responsibility to assure their student will be in school and on time.
C. Parents will notify the school attendance office of each student absence.
D. Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
E. Parents will be responsible to monitor their child’s attendance either electronically (i.e. Powerschool) or by contacting the school.
F. 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**
A. Students will be expected to be prepared for and to fully participate in classroom lessons.
B. 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.
C. Students will adhere to the attendance procedures as defined by each school.
D. Students will cooperate with school officials and support personnel to correct any attendance problems that may develop.
Provo City School District Attendance Procedures
Policy 3150

Student Attendance Procedures: Secondary Students

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.

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

<table>
<thead>
<tr>
<th>3 unexcused absences in the same class per term or 6 unexcused absences in different class periods per term</th>
<th>Notification of Attendance Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 unexcused class periods</td>
<td>1st Citation Letter</td>
</tr>
<tr>
<td>14 unexcused class periods</td>
<td>2nd Citation Letter</td>
</tr>
</tbody>
</table>

Above absences numbers are for each term

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. Illness guidelines may be found in Procedure 3150 P-3.
**School Site-Based Decisions/Actions:**
- 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 keep students in the classroom during the first 20 minutes and 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.

*Complete student attendance policy can be found online at [www.phs.provo.edu](http://www.phs.provo.edu)*
PROFESSIONAL CONDUCT

The Provo City School District Board of Education is committed to standards of professional conduct. All persons associated with the District are expected to exemplify and to encourage responsible and positive behavior at all times. Employees of Provo City School District will exhibit professional conduct by adhering to the general standards of:

- Devoting sufficient time to properly plan, carry out, and evaluate acceptable educational programs;
- Honoring letters of intent, contracts, and agreements;
- Participating in the development of educational improvements in the school or district;
- Participating in professional development programs, including regular attendance at faculty/staff meetings;
- Acting reasonably and prudently to protect the health, safety and welfare of students when they are in school and participating in school sponsored activities on or off campus and on District approved transportation;
- Avoiding the use of foul, abusive, demeaning or profane language while engaged in school or school-related activities;
- Dressing professionally;
- Using District technology according to the District Acceptable Computer System Use Policy
- Following the components of Board Goal 5, Teamwork, Professional Conduct and Civility;
- Preserving and maintaining school property, and
- Reporting to work regularly and on time.

Employees are expected to comply with federal and state laws, USOE educator standards, board policies/procedures, and reasonable directives from supervisor(s). An employee may refuse to carry out an order that may be inconsistent with emergency needs, which threatens safety, or may potentially violate law.

Relationships with Students

- Do **NOT** touch students. Level 4 – Criminal Touching:
  - Patting, touching or pinching
  - Intentional pinching of buttocks, genitals, or breasts
  - Actions not involving physical touching, but which are offensive to the extent that they visually, emotionally, or aurally shock the conscience of a reasonable person
- UCA 76-5-404 defines criminal touching as the actor “takes” or “causes another to take indecent liberties with the actor or another, with intent to cause substantial emotional or bodily pain to any person or with the intent to arouse or gratify the sexual desire of any person, without the consent of the other, regardless of the sex of any participant”
- The foregoing conduct constitutes forcible sexual abuse, which is a 2nd degree felony punishable by a term of imprisonment of not less than one year nor more than 15 years
- No student of any age should travel anywhere alone with a staff member, other than his or her own parent. Do not allow students into your vehicles.
- Do not allow students in your home
- Avoid social media with students
- Never be in your classroom alone with a student
- Keep e-mails and electronic communication appropriate. Use it as though it is public and viewable

UPPAC Definitions:

**Pornography**—Means searching for, downloading, storing, viewing, or otherwise accessing sexually explicit material in any format at school or by using school computer information systems or connections.
Sexual Activity With Student- Means engaging in an inappropriate relationship (not always sexual) relationship with a public school-age student, regardless of school attendance, or recent graduate of school where the educator is assigned.

Sexual Activity With Non-Student- Means any other illegal sexual activity, including soliciting prostitution, sex with a minor who may not be a public student, illegal sex activity with another adult that causes disruption or loss of trust in school setting or lewdness arrests or convictions.

Drugs/Alcohol- Means arrests for drug or alcohol related crimes, and non-criminal misuse of alcohol or prescription drugs which affects the educator’s ability to perform his or her responsibilities, including role model responsibility.

Violence- Means using unreasonable force or other unreasonable disciplinary measures against a student, including actions that demean or embarrass, and any criminal activity involving violence such as assault or domestic violence.

Sexual Harassment- Means unwanted, objectively offensive comments or touching; using sexual innuendo in class; sharing off-color jokes with students in person, in print or electronically; commenting inappropriately or in a sexually suggestive manner on student clothing or appearance; inappropriate touching (back rubs, etc.).

Other- Includes testing protocol violations, theft/fraud/money mismanagement, violating school or district policies in ways that do not involve direct student harm or serious lapses in moral behavior, such as using school equipment or physical facilities for personal use and/or realizing personal financial gain from school resources.

Other Student Related- Means behavior that may cause direct harm to students but is not sexual in nature, such as leaving students unsupervised and causing harm; having a physical altercation with a student; refusing to tell the truth to an investigating administrator about a misconduct incident; and making racially or religiously discriminatory remarks to students.

Insubordination- Means directly disregarding school district policy and directives.

Formal Investigations are neutral and handled completely by District Human Resources.

NON-DISCRIMINATION
Provo City School District does not knowingly discriminate on the basis of race; color; religion; age; national origin; sexual orientation, gender expression or identity; disability, or any other classification protected by law. “ See Provo City School District Policy 3214 at http://provo.edu”
Teacher Evaluations

The Board recognizes that the quality of public education can be improved and enhanced by systematic, fair, and competent annual evaluation of educators and through the remediation of those whose performance is inadequate. The purpose of the evaluation process is to improve student achievement by promoting professional growth and identifying and encouraging quality instruction. To this end, the Board shall develop a comprehensive District Educator Effectiveness Evaluation Plan. In compliance with Utah Code 53A-8a-403, the Board received input on plan development from a joint committee of parents, educators, and administrators.

In compliance with Utah State Board Rule, educator effectiveness shall be based on the Utah Effective Teaching Standards and the Utah Effective Leadership Standards. Teacher evaluations may be completed by: (1) the principal or assistant principal; (2) the employee’s immediate supervisor (in specified cases); or (3) another person specified in the evaluation plan with direct knowledge of the employee’s duties and performance. The Superintendent, or his/her designee, shall evaluate Secondary and District Administrators and the Executive Director of Elementary Education shall evaluate Elementary Administrators.

As per State Board rule, the Educator Effective Evaluation Plan shall include: (1) an evaluation orientation prior to beginning the evaluation process; (2) the use of valid, reliable, and systematic methods and tools; (3) a provision for the twice annual evaluation of Provisional and Probationary employees; (4) a provision for the annual evaluation of all Career employees; (5) the use of multiple lines of evidence; (6) both summative and formative assessment; (7) a reasonable number of observations to ensure reliability; and (8) a method of providing feedback to educators during and following the evaluation process.

Career educators shall receive a summative evaluation once every three years and formative evaluations the other two years of the three-year cycle. Provisional educators shall receive summative evaluations for the first three years of employment with the District. Probationary employees shall receive multiple formative and summative assessments as needed, during their probationary period.

Observations of educator effectiveness shall be done in a variety of locations and situations including, but not limited to, the classroom, professional development activities, collaboration time, leadership assignments, and/or parent conferences using both USOE evaluation protocol and other district adopted formative and summative observation tools.

Educator performance shall be measured using a four-point rubric which will rate educator effectiveness as (0) Not Effective (1) Emerging or Minimally Effective; (2) Effective; (3) Highly Effective.

Provisional and Probationary educators will be assigned mentors and be given training and resources to improve their teaching effectiveness.

Teachers shall be transitioned to the Educator Effectiveness Salary Schedule consistent with state implementation timelines of the statewide evaluation process. The teacher will not advance on the salary schedule if the overall evaluation is below the established acceptable standard of performance unless the employee is Provisional or in the first year of an assignment, including a new subject, grade level or school.

Prior to the 2014-15 school year, the administrator evaluation plan shall include a compensation system that is aligned with the annual evaluation plan.
If, through the evaluation process, an employee’s performance is found to be unsatisfactory, the evaluator shall provide adequate support (mentoring, coaching, training, etc.) to help the employee meet expected standards of performance. Only after adequate support has been provided and the employee still fails to meet the required performance standard, the supervisor will follow “Policy No. 5280 – Disciplinary Action, Non-renewal and Termination” to provide appropriate remediation prior to termination.

Employees are allowed to provide a written response to the evaluation without an appeal within 10 work days of receipt of the evaluation.

Employees that believe their evaluation is not an accurate reflection of their work performance may appeal in writing to the Executive Director of Human Resources within 10 work days of receipt of the evaluation, and provide evidence to support their claim. The Executive Director will issue a written decision within 20 work days. Employees still not satisfied may appeal in writing to the Superintendent and provide evidence to support their claim. The superintendent or designee will respond within 20 work days. Superintendent decisions are final.

The District shall report to the State Board of Education the number and percent of teachers, administrators, and non-teaching educators in each of the ratings categories. The District shall protect the privacy of personal evaluation information.

Seasonal and temporary employees are not subject to this policy.

Utah Effective Teaching Standards:  

USOE Teacher Observation Tool:  

Observer Tab (Observation tool):  
https://www.observer-tab.net/index.php/user/sign_in
Other Issues

**Volunteers** with direct supervision of students must be fingerprinted. There is a $55 fee and the form needs to be filled out and signed by an administrator.

**Attendance** – The Superintendent mandates that you take roll every period every day.

**Fundraisers and Donations/Camps and Clinics** must be pre-approved (Safe and Supervised). Donations may only be made to the school (through my schoolfees.com or Foundation).
Private fundraisers cannot use the school name without permission, and they must rent the facility.

**Gifts** - Do not accept food, clothing, or recognition except from your employer. Even a $10 gift is a violation and can lead to termination.

**Paraprofessional coaches** cannot exceed 29 hours per week.

**Non-Discrimination** – Provo City School District does not knowingly discriminate on the basis of race; color; religion; age; national origin; sexual orientation, gender expression or identity; disability, or any other classification protected by law. See Provo City School District Policy 3214 at www.provo.edu
FUNDRAISING APPROVAL FORM

PROVO HIGH SCHOOL

Organization requesting fundraiser

Dates fundraiser is to be run

Vendor Company

Vendor Representative

Item(s) to be sold

Cost per item:

To public

To school

Profit percentage for school

Shipping costs/taxes/promotions

Quantity ordered (Consignment)

Person responsible for dispensing commodity

Person responsible for collection of money

________________________  ______________________
Approved By                               Audited By

________________________  ______________________
Date                               Date
CAMPS & CLINICS

PHS staff members may not use their position to make profit or receive gifts from students or parents. As a result, all camps, clinics and field trips:

1. Must be prior approved by the principal, and therefore sponsored by the school

2. Will have fee waivers apply

3. Must have supervisors/coaches paid by the school, not by donations, fees, tuitions, travel costs, etc. assessed to students or parents.

4. No student shall be denied any participation in a school sponsored class, activity or event based on inability to pay.

Curriculum and Non-Curriculum Clubs

Faculty members or students proposing curriculum clubs must submit written application for authorization on the District Club Authorization Form no later than October 15 of the year of the club’s inception. Clubs whose membership is determined by student body election, and clubs which are governed by the Utah High Schools Athletic Association, are exempt from the authorization requirements. Written application for authorization of curriculum clubs must include:

1. Recommended club name;

2. Statement of the club’s purpose, goals, and activities;

3. Recommended meeting times, dates, and places; and

4. The proposed club charter, constitution, or bylaws, which shall include at least:
   - the rules of organization,
   - the election of officers,
   - objective membership criteria,
   - meeting rules of order,
   - procedures for amending the rules, and a statement that the club will comply with all applicable Utah laws, rules, and policies,
   - a budget showing the amount and source of any outside (non-District) funding provided or to be provided to the club and its proposed use.
Communications Policy

Provo high School utilizes e-mail to conduct school business. All e-mail transmissions should be for school business only, and are required reading of all staff employees. Please label all non-school business e-mail as "chat."

At Provo High School, students and staff members:

▪ Recognize that free speech is governed by appropriateness to time, place and manner
▪ Recognize that school communications and productions are governed by the same ethical standards which regulate all other aspects of education and which must meet our community's standards
▪ Take care that communication/productions do not disrupt or negatively affect the school setting
▪ Understand that proper communication enhances understanding, helps to alleviate concerns, build relationships, and works to increase our effectiveness
▪ Are under obligation to practice scrutiny. Communications/Productions should not be dishonest or careless. Appropriate communication means respect for individuals.
▪ Avoid communication that may involve defamation of character, harassment, or infringe on privacy rights.
▪ Are models for one another. Profanity, vulgarity or slang do not meet Provo High School standards.
▪ Understand that student information is confidential. Students must only have access to their own information. Substitute teachers are not to have access to confidential records.
▪ Understand that conflict resolution is best done in privacy with those involved and not in public forums.
▪ Use the communications equipment (computers, PA system, radios, etc.) in a professional manner, recognizing that the software and equipment are owned and operated by Provo High. All communications using school equipment are subject to administrative review and prior restraint.
Electronic Resources Procedures

These procedures are written to support the Electronic Resources Policy and to promote positive and effective digital citizenship among students, staff, interns, visitors and volunteers. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-lasting impact on an individual’s life and career.

“Opt-Out”

With technology growing in its relevance and usage in district classrooms, student will be using technology as a normal part of the learning process in schools. Therefore, it is assumed in this policy/procedure that students will have appropriate access to technology as part of or as a supplement to the education provided by the district. In the past, Provo School District has asked parents for permission to use technology with their students as an “opt-in” approach. The district now gives parents a choice to “opt-out,” meaning that they may request that their child/children be restricted from accessing electronic resources at school.

Network Services

As noted in Policy 4202, “Network Services” includes, but is not limited to, wired and wireless computers, devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, Web sites, Web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of and access to the network.

Using the definition of Network Services requires use of the district network, computers and all other district owned/provided Network Services to support education and research and be consistent with the mission of the district. Provo City School District owns the network provided throughout the district, along with all district-provided computers; the district therefore has the right to regulate usage thereof.

Communications on district computers and networks should be assumed to be public in nature. As such, privacy should not be presumed and is not guaranteed, even for personal messages. Therefore, users:
1. Should not include personal addresses, pictures of self, phone numbers, location of school, and personal financial information in electronic communications.
2. Should give notice immediately to a parent, teacher or system administrator if they encounter materials that violate the rules of appropriate use, or if the messages or files sent to them contain threats, sexual references, or if they make them feel uncomfortable.
3. Should never agree to get together with someone they meet “online” without first getting permission from their parent or guardian.
4. Should not divulge their password to another person.

Use of the system must comply with state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Provo City School District maintains technology protection measures to monitor, track, and filter the use of Network Services, including Internet and Intranet, and reserves the right to suspend or revoke privileges and take disciplinary action for unacceptable use of the district network and property.

As a protection of the district’s network and to manage technology demands within the restrictions of technology department staffing, the district reserves the right to deny internet access/network connectivity to personally-owned and non-district equipment. Connectivity of any personal electronic device is subject to district review and all guidelines in this document.
Acceptable network use by district students and staff includes:
1. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
3. The online publication of original educational material with parental permission;
4. Curriculum related materials and student work. (Sources outside the classroom or school must be cited appropriately.); and
5. Accessing cloud resources such as e-mail, file shares, and other educational services.

Unacceptable network use by district students and staff includes but is not limited to:
▪ Personal gain, commercial solicitation and compensation of any kind;
▪ Liability or cost incurred by the district;
▪ Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware);
▪ Support or opposition for ballot measures, candidates and any other political activity;
▪ Using obscene, vulgar or inappropriate language;
▪ Hacking, cracking, vandalizing, disabling anti-virus software, the introduction of viruses, worms, malware, Trojan horses, time bombs, network scanning, etc. and making changes to hardware, software and monitoring tools;
▪ Unauthorized access to district servers, computers, electronic devices, networking equipment and information systems;
▪ Physically damaging computers, computer systems or computer networks;
▪ Cyber-bullying, hate mail, defamation, libel, harassment of any kind, discriminatory jokes/remarks/images;
▪ Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
▪ Using the equipment in any way that is inconsistent with individual school policies;
▪ Circumventing Internet or email filters to access non-CIPA compliant content. (CIPA – Children’s Internet Protections Act);
▪ Violating copyright laws;
▪ Using another person’s password;
▪ Trespassing in others’ folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice);
▪ Intentionally disrupting the system or wasting resources in any way (such as disk space, printing capacity or electronic intrusion);
▪ Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
▪ Attaching unauthorized equipment to the district network. Any such equipment may be confiscated.

The use of Network Services is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including criminal prosecution, suspension, expulsion or termination of employment.

Internet Safety
Internet Safety Training is to be provided to minors by their school and will address:
▪ Appropriate online behavior
▪ Cyber bullying awareness and response
▪ Social networking sites
• Chat rooms

Personal Information and Inappropriate Content:
• Students and staff should not reveal student personal information, pictures/video of student or staff, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
• Students and staff should not reveal personal information about another individual on any electronic medium.
• No student pictures, videos or names can be published on any class, school or district website unless the appropriate permission has been verified according to FERPA regulations.
• If students encounter dangerous or inappropriate information or messages, they should notify the appropriated school authority.

Filtering and Monitoring
Filtering software is used to block or filter access to visual depictions that are obscene or pornographic – and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.
• Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user is responsible for his or her use of the network and Internet and must avoid objectionable sites;
• Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited. These attempts include, but are not limited to, the use of proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
• Teachers and staff will provide appropriate adult supervision of Internet use.
• Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
• Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Internet and Internet Filtering:
The Internet allows unprecedented opportunities for access to information for students and staff. The District maintains a fast connection to the Internet that is constantly monitored for utilization and efficiency, and is periodically upgraded to meet the growing needs of the district.
The district uses an advanced filtering solution that affords students and educators protection against objectionable Internet material. There is also increased record keeping available to track Internet activities to individual computers. Provisions exist for requesting additional sites to be filtered or sites to be unblocked.
Filtering rules currently in effect block the following categories:
• Adult Content: Child Pornography, Pornography, Explicit Art, Obscene, Tasteless, and R Rated content.
• Gambling
• Illegal/Questionable: Criminal Skills, Dubious/Unsavory, Hate and Discrimination, Illegal Drugs, School Cheating, Terrorist/Militant/Extremist
  • Alcohol
  • Tobacco
  • All other CIPA compliant categories as required.

Exception Categories
Education Material: Material under another category that has educational value (such as classic literature, sex education, etc.)

Copyright
Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
All student work is treated as copyrighted. Permission to publish any student work requires permission from the parent or guardian unless the student is at least 18 years old.

Network Security and Privacy
Passwords are the first level of security for any user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.
The following procedures are designed to safeguard network user accounts:
  • Change passwords regularly;
  • Do not use another’s account;
  • Do not insert passwords into e-mail or other communications;
  • If you write down your user account password, keep it in a secure location;
  • Do not store passwords in a file without encryption;
  • Do not use the “remember password” feature of Internet browsers; and
  • Lock the screen, or log off, if leaving the computer.

Student Data is Confidential
District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy
The district provides that network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:
  • The network;
  • User files and disk space utilization;
  • User applications and bandwidth utilization;
  • User document files, folders and electronic communications;
  • E-mail;
  • Internet access; and
Any and all information transmitted or received in connection with network and e-mail use. No student or staff user should presume any expectation of privacy when using the district’s network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws.

**Disciplinary Action**

All users of the district’s electronic resources are required to comply with the district’s policy and procedures and agree to abide by the provisions set forth in the district’s user agreement. All employees agree to all district policies at time of employment, and also yearly when they sign their contracts. Violation of any of the conditions of use explained in the electronic resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school for students, administrative disciplinary action for staff, or revocation of network and computer access privileges for students or staff.
Copyright Guidelines

Computer Software

1. Computer software may not be duplicated without permission of the copyright holder.

2. Multiple loading of software or use with a networked system requires permission from the copyright holder.

3. MECC (Minnesota Educational Computing Consortium) software or other software with district duplication licensing is for use in district schools only.

4. MECC software may be duplicated as needed for use in the school. There is no limit to the number of copies of these programs a school may have.

5. Public domain computer software is extensive but often error prone.

6. A back-up disk of a legally purchased computer software program may be made if the producer does not provide one. This copy is not be used unless the original copy is lost or damaged.

Music and Audio Materials

1. Sheet music may not be copied unless the music is on order, but not yet received by the teacher. A purchase order must have been issued. Copies must be destroyed once the purchased materials are received.

2. Recordings may not be duplicated from record to tape or tape to tape.

3. A teacher may duplicate a single copy of an entire performance or work or if that performance or work cannot be purchased in a larger work and if it is out of print as confirmed by the copyright holder. For nonperformance educational purposes, multiple copies of no more than 10% of the whole work may be made. This may not exceed one copy per student.

4. It is possible to purchase performance rights to copyrighted musical performances (background music for dramatic productions, locally produced video tapes, etc.).

5. A library may make one copy of an album or cassette tape to retain for archival purposes. This copy may not be used except to replace a lost or damaged copy if it is not possible to purchase a replacement.

Photocopying

A teacher may reproduce a single copy of:

- A chapter of a book
- An article from a newspaper or other periodical
- A short story, short poem, or short essay
- A chart, graph, or diagram from a book, newspaper, or periodical
- A picture or cartoon from a book, newspaper, or periodical

The purpose is to permit teachers to conduct scholarly research and/or prepare to teach a class.
Multiple copies of the following may be reproduced:

- A complete poem less than 250 words printed on either one or two pages
- An excerpt from a longer poem, not to exceed 250 words
- A complete article, essay, or story less than 2500 words
- Excerpt from a larger article, story or essay not to exceed 2,500 words or 10% of the whole, whichever is less
- One chart, graph diagram, or picture per periodical or book
- One cartoon* per book or periodical
- Special works combining prose, poetry and illustrations, but no more than 10% of the whole
- All of the preceding must bear the copyright notice

In addition, the following limits exist:

- The copying is made for one course only
- There is only one selection from a single author
- In copying a collective work, only three authors may be represented
- The same item may not be copied from term to term
- There may be no more than nine sets of multiple copies made in one term
- The copied work may not replace a published anthology or collected work
- No charge can be made to student in excess of the actual cost of copying
- The copying of consumable works such as answer sheets, workbooks, tests, and test booklets is strictly prohibited

Current newspapers and news periodicals are exempt from these limitations.

*Copyrighted, syndicated cartoon characters may not be photocopied. (Copyrighted graphics may be purchased for use in the classroom, hallways, cafeteria walls, etc. or on bulletin boards.)
1. Provo High School dances will be scheduled on Fridays with the exception(s) approved by PHS Administration. The PTA may sponsor, plan and supervise 9th grade dances.

2. Dances will not be scheduled on two consecutive nights.

3. All dances will be adequately supervised with one administrator and a team of adult supervisors.

4. Dress for dances will be determined by Student Government officers as noted in the student handbook. Their decisions must be in keeping with the overall dress policy of Provo High School.

5. Revenue from all dances will go to the general fund of Provo High School.

6. Only Provo High students will be admitted into stag dances. Non-PHS guests are welcome to attend date dances as long as one of the couple is a PHS activity card-bearing student.

7. All dances will conclude no later than 11:30 p.m.

8. The Provo High administration reserves the right to refuse admission to any student.

9. The Safe Schools Policy will be enforced at all dances, including the dress code.

10. Contracts for music at dances will be negotiated by administration.

11. Administration reserves the right to monitor volume and selection of music.

12. Location of away dances will be determined by the Administration, PTA, and Student Government.
Discipline

Students have the right to be in a safe, orderly, controlled environment. Students also have the responsibility to behave in ways that are conducive to that environment. Teachers have the right and responsibility to maintain a safe and orderly classroom and to teach in a productive setting. Any behavior that interferes with a safe and orderly classroom environment is inappropriate and should be handled in a direct and professional manner.

All Provo High teachers are expected to establish a classroom discipline plan that emphasizes positive rewards & actions for appropriate behavior, & details consequences for negative or inappropriate behavior. The plan may include warnings, loss of classroom privileges, student-teacher conferences, & participation points as part of the overall grade. If repeated problems occur, parents should always be involved. Students may be referred to administration when classroom interventions & parent involvement have failed to remedy the concerns. Only in the case of a serious violation of the District Safe School Policy, should a student be referred to administration without a prior teacher contact with a parent to try to resolve the situation.

Teachers requesting administrative support for discipline problems in the classroom should follow the steps outlined below:

1. Carry-out classroom discipline plan, including several interventions.
2. Contact parent to share concerns and solicit support.
4. When a student is referred to the office, describe the latest incident with previous incidents and send to the office.

Since not all student discipline issues happen in a teacher’s class, teachers may contact the administration with the time, place, names, specific issue, and any attempted intervention, so that it can be addressed.

Keys to Success

Provo High School participates in the Ken Garff Keys to Success Program. Students are awarded Key Cards with which they can redeem prizes online (to places such as Boondocks, Fat Cats, Hang Time, Hale Center Theater, Arby’s, and Rodizio Grill). Students can earn up to 3 Key Cards in an academic year for Academic Achievement, Academic Growth, College and Career Readiness, Service Learning, Attendance, or other noteworthy achievements. Staff members will be requested to present the Key Cards to students unless unable to do so. Staff can access the Key Card submission form at https://docs.google.com/a/provo.edu/forms/d/1rEnz2zWVmOAMd3Ija80TQ7LzNrob__M470CUQ4XseDo/viewform
Secondary Course Syllabus Requirements Policy 4410 P3

All secondary teachers in the Provo City School District are required to provide course syllabi to each student at the beginning of each semester or yearlong course. Teachers shall make efforts to ensure that every student that enters the course after the official start date receives a copy of the course syllabus. All syllabi shall be posted to each school’s website. Each syllabus shall have at a minimum the following information. Additional information may be added as appropriate to the course. The following information is required:

1. Course Description/Overview/Welcome Statement
   -Course Title
   -Credit Type and amount
   -Grade level
   -General Description
   -Course highlights

2. Learning Expectations
   -Interim objectives/Learning targets
   -Grading Rubric
   -Performance expectations (criterion based grading)
   -Differentiation (GT Plan, etc.)

3. Assessment of Progress and Achievement
   -Formative Assessments
   -Summative Assessments
   -Success Criteria
   -Calendar and/schedule of all interim and summative assessments
   -Student role in Assessment (if you involve your students)

   This section answers the questions, "How will you, the teacher, determine how I am doing and how will I, the student, know how well I am doing?" Grades are not addressed in this section.

4. Course Materials
   -Texts
   -Supplemental materials
   -Supplies needed

5. Classroom Procedures
   -Attendance, absences, tardiness, hall passes, etc.
   -Make-up work, late work
   -Classroom rules and expectations
   -Behavioral expectations
   -Expectations regarding common formats for homework, labs, reports, etc.
   -Homework

6. Calendar of Due Dates for Major Assignments
   -Include all major assignments and projects for each term

7. Progress Reports and Report Cards
   -How to find out the teacher's perspective on how you are doing
   -What Formal Progress Reports are for and what they communicate
   -How Report Card grades are determined.
8. Connecting Home to School (optional)
   - Parent/guardian and student signature or contracts
   - Resources for parents to assist and support student through course
   - Guidelines for parents/guardians to contact the teacher

9. Personal Statement and other items (optional)

* This is a place to provide advice on how to achieve success in the course and encourage students to use resources available to them if they struggle, beginning with the teacher. There may be other activities and opportunities that are not part of the class but are logically linked to it (school clubs, competitions, lecture series, etc.) and this is a good place to challenge students to consider them.

Adopted: March 6, 2017
Emergency Drills

- Each teacher should have an emergency backpack in his/her classroom (including red/green flags, clipboard, pen, class rolls, orange vest, flash light, band aid kit, umbrella)
- Teachers must ensure updated rolls are in backpacks each term
- The State is requiring monthly drills—a fire drill every other month and safety drills (lock down and earthquake drills) on alternating months
- Teachers should expect some drills during non-traditional times (between classes, during lunch, etc.)
- The first drill is required within the first 10 days of school
- Teachers should review drill procedures with students during disclosure discussions.
- If a drill occurs outside of class time, students and teachers should do the following:
  - For a fire drill- go to the evacuation area and find their next class period.
  - For a lock down- students go into the closest classroom/door immediately when the lock down is announced
Student Travel

Field Trips and Overnight Trips are subject to the criteria of possessing a clear educational purpose per language in Policy 4006. Student Travel will not be approved if it is seen to be more of a vacation than an educationally defensible experience. Extended excursions should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home. This procedure delineates all aspects related to student travel. Principals, teachers, coaches and other district staff intending to conduct Field Trips and/or Overnight Trips are required to follow all aspects of this procedure.

Trip Types

Three general categories of Field Trips/Overnight Trips may occur under Provo City School District oversight

1. “Non-Overnight Field Trips” are approved at the school level by the building principal.
2. “Overnight Field Trips of less than 270 miles from Provo and within the state of Utah” are approved by the superintendent and are to be submitted not later than three (3) weeks prior to the proposed event. Further criteria for approval of this type of overnight field trip are a) per-student costs of less than $500, and b) no more than 2 school days missed.
3. “Overnight field trips of more than 270 miles from Provo and out-of-state” are approved by the PCSD Board of Education twice yearly, without exception. Approvals occur in the September and February business meetings of the Board. All applications must be submitted for Board review not later than two weeks prior to the respective board meeting. The Board will consider trip applications in this category that exceed the criteria noted in the two previously listed types of trips.

Approval Processes

The Board of Education respects the right of parents to take their own children to competitions or performances that are not approved by the Board or its designee. However, non-approved activities are not considered activities of Provo City School District and the district assumes no liability for these events. The use of the name or moniker of the district or its schools in fund raising, or in identifying supervisors who are district employees, is forbidden. All other activities or actions that imply district support of these events are also forbidden.

No student will be subjected to undue pressure to participate in school-sponsored travel activities. Non-participation in student travel may not result in loss of credit, reduction of grade, removal from a team or any other negative consequence to students.

Though a final number of students participating in an upcoming travel and/or field trip may not be exact, travel requests needing approval from the Superintendent or Board of Education must be submitted well in advance of the proposed excursion.

Parent Approval

Parents/guardians must provide written consent for all travel. A parent/guardian consent form may be signed at the beginning of each school year giving permission for students to participate in all regularly scheduled local field trips. Overnight trips require a separate consent from that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, and permission to provide emergency medical care. All such documentation must be in hand not later than 24 hours prior to departure. The staff sponsor is required to take a copy of all such documents on the trip. A copy of this same documentation must be left at the school.
Principal Approval

While some travel requests receive final approval by the Superintendent and/or Board of Education, all travel must first be approved and recommended by the principal after safety, supervision and educational justification have been verified.

When the principal is forwarding applications on to the superintendent and the board for approval, all criteria on the form must be clearly and defensibly addressed, and all appropriate signatures are to be in place. The application forms being approved are considered to be binding in that no material variation of the approved plans will be permitted. “Material variation” is defined as no increase in cost per student, no levying of additional fees, no additional days of school missed, etc.

The principal and event sponsor must also be prepared to address concerns around testing schedules and fee waivers, in addition to all other aspects of this procedure.

Non-Commercial Sponsorship

School employees are not to solicit students to participate in any commercial or non-school sponsored trip or excursion. District approved and sponsored trips will not occur through for-profit agencies.

Justifications for Travel

The study of curriculum at the school site provides the basis for student learning in Provo City School District. However, meaningful activities and field trips can enhance the learning and experience for students and are supported by the Board and district administration. To be considered for approval, an activity or field trip must meet the following criteria:

- Has a high degree of educational value and serves a definite educational purpose
- Enhances the quality of students’ educational experience and does not disrupt the basic educational program
- Originates from a current unit of study and is appropriate for the age and maturity level of the group
- Provides understanding to students of the purpose of the trip and the expected learning outcomes
- Assures student safety and meets requirements for appropriate liability insurance

Extra-curricular Trips include travel by such groups as academic teams, athletic teams, performance teams, and other school recognized groups to recognized UHSAA meets, workshops, or other forms of state and national competition that enhance the participants’ skills and performance. These trips must also meet the criteria detailed above.

Limitations on the number of overnight trips per group per school year

No high school group may participate in more than two overnight trips during any school year, nor miss more than two school days on any one trip. This applies to school groups, not to individual students who are participant in approved overnight travel with multiple school groups. Overnight trips for elementary and middle school students are discouraged but may be allowed with the permission of the Board of Education.

The two-day limit is waived for overnight trips emanating from qualification in national academic competitions, namely, DECA, FBLA, FCCLA, FFA, VICA, HOSA, TSA, Central Utah Science and Engineering Fair. The Superintendent must approve this travel.

Risk Management Approval and Insurance

Part of the approval process includes that requirement that all PCSD-sponsored trips are subject to review by the Utah State Risk Management agency. If Risk Management recommends that a proposed travel event (or portion thereof) does not meet appropriate standards, the trip will not be approved and/or the portion of the trip
must be adjusted.

Following trip approval, Utah State Risk Management services will provide Provo City School District with liability insurance. However, as part of the approval process the Board or Superintendent may require additional risk insurance to protect the financial status of the district and to help families cover expenses should an accident occur. A detailed itinerary must be submitted for Utah State Risk Management approval. Once approved, the itinerary cannot be changed.

**Adherence to Deadlines for Trip Approvals**

Advance principal approval for Non-Overnight Field Trips may occur on an as-needed timetable that works for the school, taking into consideration the requirements of making travel arrangements and providing ample notification to parents.

Advance superintendent approval for Overnight field trips of less than 270 miles from Provo and within the state of Utah requires that all request forms and accompanying documentation be submitted to the superintendent’s office not later than three (3) weeks prior to the proposed event.

Advance Board of Education approval Overnight field trips of more than 270 miles from Provo and out-of-state takes place at the Board’s business meetings twice each school year; in September and February. Trip sponsors must plan well in advance to obtain Board approval, and must submit all related documentation to the superintendent’s office not less than three weeks prior to the meeting where the application will be considered. No other provisions are available for Board-approved Student Travel outside of the September and February board meetings.

It is a violation of this Policy and Procedure to conduct any form of Student Travel without having advance approval and without following all applicable aspects of these procedures.

**Chaperoning and Supervision of Students**

Whenever students travel, there shall be adequate and mature supervision to provide for the safety of the students.

Students should never be left behind and or unsupervised while under the custody of the district.

Trip sponsors will provide (and principals will ensure) enough supervision to assure the safety of students. While this supervision will vary across activities, the minimum supervision allowed will be one (1) chaperone to ten (10) students.

If both male and female students will be attending the overnight trip, both male and female chaperones are required.

Care should be exercised in selecting adult supervisors. All trip chaperones are, by definition, volunteers and therefore must pass a fingerprint/background check. They should be persons of good report, a minimum of 21 years of age, preferably older. Chaperones should be the parents or teachers of the participating students. Other supervisors (if used) must be prior approved by the principal. Older siblings of student participants in the trip are discouraged. Supervisors may not share private sleeping rooms, such as motel rooms, with students other than their own children.

**Emergencies, Accidents, and Student Discipline**

In case of an emergency occurring during the trip the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the principal of the school. All circumstances related to any accident will be documented and reported in writing to
the district business administrator (risk management officer).

Academic and behavior standards shall be established prior to trip approval by the principal and published by the teacher on the approval form. Participants in any travel experience should be students in good academic and behavioral standing and approved for travel as per the published standards for the trip and outlined in this policy. Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school and district. Behavior and conduct of students and chaperones fall under the rules and policies for the school, district and State Code (Reference: Utah Code 53A-11-908), in addition to the specific standards adopted for the event. Members of the travel group who violate the behavior expectations outlined will be sent home from the travel experience and will travel home at their own expense.

Trip Organization and Planning

Extended excursion planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Representative students and parents should be involved in all phases of trip planning. A parent information meeting is required for overnight travel. The school must provide evidence of substantial support by members of the group and their parents prior to principal approval.

Trip sponsors are required to develop complete itineraries, including daily 24-hour plans and activity listings. Also included in the documentation will be room assignments, code of conduct expectations, curfew requirements, and buddy groups. Assuming students will be bringing cell phones on the trip, a complete list of student and chaperone cell phone numbers will be compiled and available for chaperone use.

As noted in section XV below, all travel arrangements are required to go through the contracted Utah state travel agency.

Costs and per-student charges, including chaperone expenses

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. No student at any grade level shall be denied participation due to lack of funds if the excursion takes place during the school day. For more extended student travel, students will be encouraged to participate in approved fund-raising projects. Trip sponsors are discouraged from levying an amount per student to cover chaperone costs.

Trip sponsors may be concerned about needing some funds while on the trip. If so, they must make arrangements to access funds in advance of the trip. All receipts and unused funds must be returned to the school finance secretary immediately after the conclusion of the trip. The Provo City School District finance office will provide assistance to the designated school travel contact person in dealing with use of p-card and/or cash advances, and financial reconciliations related to each trip. All such records are subject to audit.

The school will designate a travel contact person who will coordinate travel arrangements per the directions in this policy and procedure. That individual will handle all trip arrangements and will coordinate with the Provo City School District purchasing office.

Fee Waivers

All PCSD-approved trips are required by law to be eligible to all students regardless of a student’s ability to pay for the trip. Trip sponsors cannot deny students participation in the trip due to an inability of the student to meet the cost. For this reason, all trips should be designed to incur as little cost to students as possible. Per state law fee waiver students may be required to participate in fund raising activities.

Fund-raising

All approved fundraising will be in accordance with district fundraising policy and procedure.
Fundraising conducted to provide funds for student travel must be approved by the principal. Individual students may not be assessed amounts to fundraise. However, general fundraisers may be held.

**Travel Safety**

The safety of participants is of primary concern when travel occurs. Schools are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school buses, all passengers will wear seat belts while traveling under the approval of Provo City School District or its designees.

**Transportation and Travel Arrangements**

Under no conditions is travel approved with student drivers. Students are never approved to drive other students to, from or during school-sponsored events.

Elementary school travel ten or more miles from the school requires use of a district bus or licensed public carrier. However, the student may travel with his/her own parent. Elementary school travel less than ten miles from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation, and have completed the online risk management driver video training and test.

Secondary school travel requires the use of a district bus or licensed public carrier. However, the student may travel with his/her own parent. With approval from the principal (day trips) or superintendent (overnight trips), chaperones may transport small groups of secondary students in private, rental, or district-owned vehicles. Secondary school travel less than ten miles from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation, and have completed the online risk management course.

All student travel arrangements must be booked through the contracted Utah state travel agency and in accordance with state travel regulations. No arrangements with other travel agents, including those who have a connection with the school/program/trip sponsor are authorized.

All drivers of private vehicles must sign the Provo City School District Authorization to Transport Students Form (insert Form # here), providing evidence of a current driver’s license and automobile insurance that meets the state minimum liability requirements, and completion of State Risk Management online training. All drivers of rental vehicles must obtain insurance through the rental company. All trips shall be planned to minimize danger through wise choice of roads and decreased speeds.

No student of any age should travel anywhere alone with a staff member or parent, other than his or her own parent.

Extended travel should not be initiated after 10:00 pm and should end prior to midnight, unless it takes place on a commercial carrier.

**Travel Conditions**

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Prior to departure on a trip, the Principal Superintendent and/or Board reserves the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism. If relevant, US State Department Travel Warnings will be taken into account: if a country/destination appears on the Travel Warning list, the trip will be denied and/or cancelled. Should a trip be cancelled due to safety concerns, the school and/or district will not
reimburse travelers for unrecoverable lost fees. Therefore, the district encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.

Foreign travel will generally not be considered except for groups associated with foreign language classes (i.e., German, French, Spanish, etc.) and then only for students who have successfully completed academic work in the content area.

**Conclusion**

While the district administration and Board of Education recognize the educational value of off-campus experiences, it should not be assumed that making application for travel approval means the travel will always be approved. The Board and Superintendent expect that any application for extended travel has sound educational justification and meets the high expectations of the district for student safety and financial equity.

Applications for extended travel are more likely to gain travel approval if:

- There is high educational value.
- The cost per student is not excessive
- Minimal school time is missed.
- There are not equivalent opportunities that are closer and less expensive.
- Safety concerns have been met and cleared.
- Adequate insurance is built into the plan.
- Sufficient student & parent support exists to make the trip a viable education experience & worth the expense.
- Advance planning is such that adequate time and methods exist to earn money for the trip.
- Fee-waiver students have the opportunity to participate in the trip and the school has adequate resources to cover the fee waivers.
- No pressure is placed on non-participating students who are members of the group.
- The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e., no problems).
- Students will be able to meet established and required school, state, and/or national testing schedules.

**Non-School District Trip Guidelines**

Non-School District trips such as “senior parties” or “graduation trips” that take place after high school graduations or trips sponsored by staff or parent groups outside of the regular school calendar are not approved, sponsored, or otherwise endorsed by the District. These trips are private, and/or commercial ventures. The District does not pay wages or any other trip-related expenses for any staff member to supervise the trip and the District has no control over organization of the trip. Such activities are not District “field trips.”

Any staff member and/or parent group/organization conducting a non-District sponsored trip should state prominently on all correspondence and communications regarding the trip that:

- The trip is not a School District field trip and that the Provo City School District accepts no liability for the trip. Neither the name Provo City School District, nor the name of the school (except to identify the specific parent group sponsor), shall be used in correspondence or communications regarding the trip.
- The District is not responsible for any information, claims or representations promulgated to students and/or parents regarding the trip.
- The name of the parent group/organization sponsoring the trip must be clearly noted on all correspondence and communications.
- School uniforms are not permitted to be worn for non-district sponsored activities.
- Staff participating in a non-sponsored trip shall be responsible for assuring the following:
  - All handling of student money/funds will be by the sponsoring organization and collected
outside of the instructional day, including lunch periods.
- There shall be no participation in a trip during regularly scheduled school/work days.
- Review the liability coverage of the sponsoring organization and consult with personal insurance company for additional coverage. The District’s liability insurance does not cover any participants, including students, staff or parents on any non-sponsored event.
- Contracts/agreements are not to be signed by anyone acting as a representative of Provo City School District.
- District employees will receive no compensation or expense reimbursements from the district.
- Use of school facilities for planning meetings shall be in compliance with District facility use procedures.
- Use of District equipment and other resources is limited to musical instruments, sheet music, uniforms, costumes and other ancillary performance items that may be checked out by teachers/students/parents.

Student participation must be voluntary and staff must avoid any actions that might otherwise appear to recommend or promote participation in the trip as related to the educational program.
Provo High School
Field Trip Request

Today’s Date ____________________________

__________________________ requests permission to take ________________ to ____________________.

Teacher class(es) (destination)

Date of Field Trip ____________________________ Time Leaving school ____________________________

Complete Itinerary (approximate times and places) ______________________________________________________

________________________________________________________________________

Date returning to school ____________________________ Time returning to school ____________________________

Purpose ____________________________ No. of Students ____________________________ No. of Supervisors __________

Type of Transportation ____________________________ Private cars and drivers can be used. If used, license
numbers and insurance must be registered in the office. No student may drive a vehicle.

Estimated total cost of District transportation __________________________________________________________

(District Bus - $2.00 per mile + $20 per hour for driver)

Estimated other costs of field trip (motel, meals, admission) ______________________________________________

Money to be collected per student $________________________ Account to bill # ____________________________

Have any students been refused participation or are not going? If yes, indicate why: __________________________

____________________________________________________________________________________________________

Emergency Contact Information: Please provide cell phone numbers and names of adult chaperone(s) in case the office needs to contact your group ________________________________________________

____________________________________________________________________________________________________

The Child Nutrition Program will provide sack lunches if needed. Please indicate how many school
lunches will be needed: _____________. Please provide a list to the Lunch Manager at least 48 hours
prior to your Field Trip, so he/she can keep an accurate record of lunches provided. Please order
lunches for students if you will be returning after the normal school lunch period. Lunches will NOT be
provided for students after the normal lunch period, if not ordered ahead of time.

________________________________________

Teacher Signature

________________________________________

Principal Signature

ALL FIELD TRIP REQUESTS SHOULD BE APPROVED 10 DAYS PRIOR TO EVENT. FIELD TRIPS
REQUIRE A PARENT RELEASE FORM PER STUDENT. ROSTER OF PARTICIPANTS DUE TO OFFICE
THE DAY BEFORE THE TRIP.
Provo High Field Trip/Tour Checklist

The following items must be completed before going on any overnight trip or tour. Please check each as it is completed.

☐ Teachers must have a complete itinerary, including:
  - plans for meals (including which meals are paid for by the school and which meals the students will need to pay for)
  - all planned activities and stops
  - curfew times (including times students are expected to be in the hotel room and times for lights out and wake up)

  Once your trip and itinerary is submitted and approved by Utah State Risk Management, it cannot be changed, so be sure to include possible contingencies such as changes in performance times, etc.

☐ Teachers must have a parent information meeting where you
  - go over all rules of the trip/tour
  - provide a copy of room assignments to students and parents
  - provide a written code of conduct for students and parents
  - assign buddy groups

☐ Medical release and parent release forms must be filled out completely and must include the nature of all activities in which the student will participate

☐ Teachers must follow all district policies for student travel as outlined on the district website:
PROVO HIGH SCHOOL
FIELD TRIP

MEDICAL RELEASE & PARENT APPROVAL - OFF CAMPUS ACTIVITY

During the course of our school program it is sometimes necessary for our students to travel away from our campus to participate in school related events or activities. It is necessary that we obtain your approval for your son/daughter to participate in these off-campus programs. The teacher or school cannot assume responsibility for your son/daughter beyond the normal supervision of the advisor in these events. Each of these activities, however, is under supervision of an assigned advisor.

If you approved your son/daughter participating in the event listed below, please sign this form and return to the advisor.

Activity__________________________________________________________

Sponsoring Class, Club or Team________________________________________

Name and contact information of Adult Supervisor________________________

Date______________ Departure Time______________ Return to PHS Time______________

Destination__________________________________________________________

Type of Transportation_________________________________________________

Principals Signature__________________________________________________

Advisor's Signature___________________________________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

I approve my son/daughter ______________________ participation in the above event. I hereby authorize the adult supervisor responsible for my student on this field trip to secure medical help if necessary. Permission is hereby granted to any licensed physician to take whatever action deemed necessary in the interest of health and well-being of my child.

Parent Name________________________________________________________

Emergency Contact Number(s)__________________________________________

Date______________________________________________________________

Parent Signature____________________________________________________
Provo School District
Request for Student Travel
Requiring the Endorsement of the Superintendent and/or Board of Education

Educators submitting this request should first read the Provo School District Procedures and Policy Related to Student Travel and Field Trips. This form must be submitted at least two months in advance of the planned travel.

Indicate the travel category for which approval is requested:

- Athletic competition in excess of 150 miles (one-way)
- In-State of one-night stay or more
- Out-of-State
- Trip requiring a per-student cost of $500 or more
- Foreign travel
- Trip requiring more than two days out of school
- Other__________________________

School________________________________________________________

Teacher(s) Leading Trip__________________________________________

Group_________________________________________________________

Event__________________________________________________________

Destination_____________________________________________________

Dates of Travel_______________________ Days of School Missed ________

How many other overnight trips has the group taken this year? ______

This request will not be considered for approval or advancement without complete answers to the questions below:

Educational Justification: What are the educational objectives of the trip? Can these objectives be replicated with closer, less expensive travel?
**Standards for Participants:** What are the academic and behavioral standards that must be met by participating students?

**Safety:**
In what ways will you insure the safety of students while traveling or participating in activities? (Describe special instructions to students, supervision guidelines to chaperones, etc.).

Where will students be staying at night?

Number of Students Traveling ______

Number of Adult Chaperones _______ (a student must have a chaperone of the same gender)

Date of Parent Meeting ___________ (Required for Overnight Travel)

Method of Travel: (Check all that apply)
- School Bus
- Charter Bus
- Parent Transporting Own Children
- Chaperone Transporting Children
- Airline (Disclose ground transportation plans:_________________________)
- Other (Specify)______________________________

Participation by Student is:  Optional  Mandatory

If overnight travel, have parents signed consent forms?
    Yes     No, but they will prior travel
Financial: As a school sponsored activity, fee waivers apply. How will you cover the potential costs of fee waivers?

How much must a student pay or fund raise to participate? __________

Total cost of trip per student (if other funds used): _________

I have read the Provo School District Policy and Procedures Related to Student Travel and Field Trips and understand I am responsible for the safety and well being of students while on the proposed excursion.

______________________________                    ____________________
(Signature of Group Leader)                    (Date)
(must be PSD employee)

I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator. I have confirmed that no student will be penalized in any way if he/she cannot participate in this travel experience. I recommend this travel to the Superintendent.

______________________________                   ____________________
(Signature of Principal)                                              (Date)

Approval of Superintendent

_______________________________                   ____________________
(Superintendent)                                                     (Date)

Special Conditions Related to Superintendent or Board Approval:
Grades and Credit

Grades: Teachers always have final ruling on student grades. Teachers should submit grade changes to the registrar in writing within 30 days of the time grades are published.

Credit:
- Provo High School uses a quarter credit grading system
- Credit in one class equals .25 credits per term, or 1.0 credits per year
- Students should be enrolled in 8 classes each semester
- Credit exceptions towards graduation are considered by a school-based graduation credit committee. All requests for exceptions must be made by December 1st of each school year.

Reporting to Parents: PowerSchool must be updated weekly for every class and every student. Course disclosures must detail ways parents are notified of failing grades in time to make a difference.

Grading and Progress Reports: High Schools 4420 P1

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
<th>GPA Point Value</th>
<th>Related Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>4.0</td>
<td>Excellent performance, superior achievement</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>3.3</td>
<td>Good performance, substantial achievement</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>2.3</td>
<td>Standard performance and achievement</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>1.7</td>
<td>Substandard performance, marginal achievement</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>0.0</td>
<td>Unsatisfactory performance and achievement</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>0.0</td>
<td>Some work is yet to be completed by the end of the semester. For a final grade, remaining work must be completed within specified timeline.</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
<td>0.0</td>
<td>A rarely-used option, requested in the first two weeks of the course.</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>0.0</td>
<td>The student withdraws from the class within an approved window of time.</td>
</tr>
<tr>
<td>NG</td>
<td>0.0</td>
<td>0.0</td>
<td>In rare cases, the student receives no grade for the class.</td>
</tr>
</tbody>
</table>

Grading and Grade Interpretation

1) Grades issued when a student withdraws to go to another school: Letter grades will be issued to students who withdraw from school after the first three (3) weeks of the first term of either semester. For three weeks or less of attendance prior to withdrawal, the school may issue W or I grades.

2) Students transferring to a Provo City School District school will have their exit grades from the previous accredited school accepted into the new school when possible.

3) A “W” (withdrawal) will be indicated for a student-initiated withdrawal from a class after the first 10 days of each semester’s 1st term. A “W” Grade might also be issued in rare, extreme cases such as a death in the family, severe medical condition, etc.

4) A student seeking Pass/Fail progress grades must make that request by the end of the 10th school day at the beginning of term 1 for the semester. Pass/Fail will not be considered for students...
trying to avoid a negative GPA impact of a low letter grade. Pass/Fail grades earn no credit toward graduation. Exception: credit recovery courses via “packets.”

5) GRADES/CREDITS (A-F) will be awarded to students who withdraw from the school after day 36 to the end of the term. The new school is expected to award the grades/credit once it has been verified by receipt of records from the previous school.

6) An incomplete grade (I) must be made up before the end of the immediate next semester (half of a semester) or it automatically reverts to an “F”. An “I” received in a school year 4th term for a 12th grade student will be treated as an F in terms of meeting graduation requirements.

Impact of Cheating on Grades
Issues and consequences regarding academic integrity are defined in Policy/Procedure 4485.

Grade Changes
After receiving a request from a student/parent, the teacher may initiate a grade change, and principals must approve any changes. Principals, counselors, or other administrators may not arbitrarily change grades issued by teachers. Grades may only be changed at the school where they were issued. Grade appeals are to be addressed to the teacher and the principal within 15 calendar days of receiving the grade. If the parent believes that the teacher has violated district or school policies and procedures regarding grading, and the teacher and/or principal do not settle the appeal, the parent may then appeal to the executive director of Teaching and Learning within 15 calendar days. The decision of the executive director of Teaching and Learning will be final.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade. All changes must be made before the end of the next grading period. If the grade change request involves a teacher who has left the school, the principal and department chair will review and consider the request.

After a semester letter grade (A-F) has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "I," and the grade changed when the work is completed within the required time frame.

See also Policy 4425 Credits and Transcripts.

Rounding a Grade
All grade averages with a remainder of .5 or above will be rounded off to the next highest full number, including 69.5, which rounds off to 70. Grades with a remainder of <.5 will be rounded down to the next lowest full number

What Does Not Impact a Grade
- Nonacademic considerations such as attendance or participation in extracurricular activities are not used in determining grades.
- Until or unless state regulations permit, standardized state assessment scores do not impact course grade.

Incomplete Grades
In rare cases when a cycle grade cannot be determined, the teacher may choose to report that the grade is “Incomplete”. Any grade reported as “Incomplete” must be resolved before the last day of the
immediate next semester. It is the responsibility of the teacher issuing the Incomplete to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade.

A grade reported as “Incomplete” for the final grading cycle must be resolved by the end of the regular summer school program.

If an "Incomplete" grade is not made up within the prescribed time frame, a grade of zero (0) should be given for each missing assignment and then all assignment and test scores will be averaged to determine the final semester grade.

**Grading Periods and Progress Reporting**
Throughout each school year, four (4) official grading periods are created and to the extent possible, balanced in the number of instructional days per quarter/term. Progress reports will be issued as follows:

1) Mid-Semester 1 Term 1 (around late October): Progress reports will be issued for students in any course with a current grade standing of a C or lower. Teacher may choose to issue grades for students with grades higher than a C at that point, but are not required to do so.

2) End of Semester 1 (Mid-to-late January): Official report cards will be issued at the conclusion of Semester 1.

3) Mid-Semester 2 Term 3 (around late March): Progress reports will be issued for students in any course with a current grade standing of a C or lower. Teacher may choose to issue grades for students with grades higher than a C at that point, but are not required to do so. Secondary students receiving such reports will be enrolled for Summer School to ensure that they remain on track for graduation.

4) End of Semester 2 (Late May): Official report cards will be issued at the conclusion of Semester 2. In June, all high school students will also receive an updated transcript.

Provo City School District teachers enter student grades for assignments, tests, and other assigned work on a regular basis into PowerSchool. Parents are encouraged to create a PowerSchool account and regularly check on the academic progress of their child/children.

Adopted June 6, 2016
Key Security

Staff members will only be issued keys to rooms and areas for which they have direct responsibility or to which they need access to accomplish their job assignment. They will also receive key fobs for exterior doors.

Administrators: Campus masters
Teachers: Wing key, class key, office key, activity area key
Secretaries: Wing key, office key
Custodians: Wing masters, no office keys

Policy Guidelines:
1. No key will be made or copied without administrative approval. Key changes will be paid for by the department requesting the change.

2. Keys that are lost, as well as the lock which subsequently must be replaced, will be replaced at the staff member’s expense. Lost or stolen keys must be reported to the administration within 24 hours of the recognition of the loss.

3. No key will be loaned or given to a student or non-staff member for any reason at any time, for any period of time. Students in the building must always be supervised by a staff member who provides appropriate access to facilities and equipment.

5. All doors will remain locked during non-school hours. All staff members are expected to close, lock and check their room doors and wing doors behind them during non-school hours. Staff members are advised to lock office and classroom doors when those areas are unsupervised.

6. Family members of staff members are welcome at Provo High School only when the staff member is present and is the guardian of the key.

7. Key Fobs:
   o Building Level Administration: (Principals, Assistant Principals, Facilitators, Custodians and others approved by the principal or facility administrator) This access is unlimited and credentials will be assigned that give these individuals 24/7 access to their building level assignment.
   o Building Level Limited Access: (Teachers, Counselors, and others approved by building level administration) This access is limited to between the hours of 6:00 a.m. and 10:00 p.m. on both weekdays and weekends to their building level assignment.

All exterior doors to buildings are to be locked at all times other than designated school opening and closing times. Exterior doors must not be propped open or have the push bar engaged in the unlocked position. Any employee in violation of this procedure will be subject to disciplinary action.

Access credentials allow employees to access the exterior doors of their assigned building/school. Credentials are assigned to the individual employee and are not to be shared. Employees are responsible for actions associated with their assigned credential. The Human Resources Department assigns the credential at the time the employee begins employment. Access is determined by position responsibilities or administrative approval. The loss of a credential must be reported to their
administrator immediately. The Technology Department will deactivate the credential if it is lost or stolen. The cost of a lost or stolen credential is $10.00. Malfunctioning credentials will be replaced at no cost to the employee. Credentials will be automatically disabled upon termination of employment. Credentials must be returned to Human Resources Department before the final paycheck is issued. A fee of $10.00 will be charged for credentials that are not returned.

The Human Resources Department and building administrators control key distribution. Keys will be assigned based on position and shall be accounted for on an annual basis. Keys must be accounted for before the end of the school year. If an employee is leaving the school, the key must be returned before summer vacation begins. Employees are responsible for actions that are associated with their assigned key(s). Keys are not to be shared at any time. The loss of a key must be reported immediately to the appropriate building administrator. The cost of replacement for a lost or stolen key(s) is the cost to replace locks that the key can access. The employee is responsible for this cost unless waived by the building administration based on individual circumstances. Keys must be returned to the building administrator upon termination of employment and before final paycheck will be issued. Duplicate keys shall not be obtained from any source other than the district locksmith. Any key badly worn or broken will be replaced on an exchange basis. Any employee who knowingly makes, duplicated, causes to be duplicated, or has in their possession any key to a building without authorization, will have key privileges revoked and will face discipline up to and including termination.
Licensed Employee Leave Requests

Leave request forms can be found on the district website and in the Main Office. All leave requests should be submitted for approval prior to an absence for all reasons, except in the case of personal illness or emergency.

Completed forms should be submitted to the principal. Requests are approved and signed by the Principal.
SOLE SOURCE JUSTIFICATION FORM

Note: This Word document is designed to allow the requestor to provide as much information as needed. Please click on the gray fields to insert the information. Use the tab key to advance to the next field. Please complete all fields below. Requests missing information will be rejected and returned to requestor for completion.

This request must be approved by Purchasing prior to placing an order (if the purchase is over $500). Allow enough time for bidding should this request be denied. In cases of reasonable doubt, competition will be solicited. If this request is for a purchase exceeding $50,000 it will be posted publicly, inviting comments for a minimum of five working days and it will also require approval of the Board of Education.

Sole Source Procurement is an option if a purchase requirement is reasonably available from a single supplier only or if it otherwise qualifies under Provo School District policy (see Purchasing Policy 6210). Attach this completed form to a copy of the Requisition or fax or e-mail to the Purchasing Department.

Requesting School or Department:
Requisition Number:
Contact Person and Title:
E-mail Address:
Phone Number:

Product / Service to be purchased:
[Give a full, complete description here and list specifications of goods or “Scope of Work” for services to be purchased]

Cost (include renewal periods if any):
Recommended Supplier/Contractor:
Supplier Contract Person:
Supplier E-mail Address:
Supplier Phone Number:
Supplier Address including zip code:

The Sole source request is based on which of the following (check all that apply):

☐ Compatibility of equipment or services (complete sections A and B, below).
☐ Trial or Testing (complete section C, below).
☐ The equipment or service is only available from a single supplier in the U.S. (complete section A, below).
☐ Compatibility and consistency of professional services (complete section A, below).
Section A. GENERAL INFORMATION
1. What is unique about this product or service to justify a sole source?

2. Could the product or service be reasonable modified to allow for competition?

3. Explain the market research you performed to make this sole source recommendation?

4. List the names of suppliers you contacted, their contact person and a summary of their response?

5. Disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier.

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE
1. Describe the existing equipment that this purchase must be compatible with, the original purchase price and date of purchase.

2. What is the remaining life expectancy of the existing equipment?

3. What procurement method was used to purchase the existing equipment (Bid, RFP or Sole Source)? Provide the solicitation number, or the sole source number:

Section C. TRIAL OR TESTING
1. Why is the trial or testing necessary?

2. What is the anticipated end result of the trial or test?

3. Do any other suppliers provide this product or service?
   a. If yes, list the company names:
   b. Will their products be tested?

4. What criteria were used to choose this supplier?

5. What is the size or scope and location of test or trial?

Requested by:                                  Approved:

Agency Signature       Date                                Purchasing Department       Date

Title:

NOTE: If submitted by e-mail, type the requestors’ name on the signature line. Electronic submittal constitutes implied signature by requestor.
PART 3 – SOURCE SELECTION AND CONTRACT FORMATION
Subpart 3.3 – Sole Source Procurement

3-301 Conditions For Use of Sole Source Procurement. (Utah State Code #63-56-23)

Sole Source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item or service.

The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer. Each request shall be submitted in writing by the using agency. Such officer may specify the application of such determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.
Wellness Policy

Schools may not advertise or promote foods of minimal nutritional value anywhere on school premises, except on vending machines and scoreboards.

The use of candy as a reward is discouraged and shall be used on a very limited basis. Healthy choices or non-food items (book, pencils, stickers, trinkets, etc.) are encouraged. On the rare occasion when pieces of candy are used as classroom rewards, the pieces shall be small and individually wrapped.

Carbonated beverages may not be used as classroom rewards.
**Bulldog Fight Song**

*Oh hail, Provo High,*  
*To thee our hearts will e’er be true.*  
*Proudly we fly*  
*Our colors high up in the blue.*  
*Fight, Provo, fight,*

*With all your might for victory!*  
*Every Bulldog has been taught*  
*That win or not, we’ll loyal be.*  
*We’ll strive to honor and bring you fame.*  
*Keep fighting Provo to win this game!*