

PHS Community Council Meeting Minutes  
2020-02-19, 4:00pm, PHS

### Attendees

- Chanté Harrell
- Ruth Ann Snow
- Boyd McAfee
- Kari Dennis
- Phillip Warner
- Joani Elliott
- Bethany Hastriter
- Peter Gardner
- Deana Edmondson

### Call to Order

Kari was present and called the meeting to order.

### Recap

Last time was Teacher Proposals review. A question about Chromebooks—Boyd is rolling this into instructional technologies.

### Recap

Welcome to Ruth Ann, who is working on her admin license and internship time; works regularly at the district office over literacy.

### Parent and Student Handbooks

Boyd discussed the administration's plan to create two handbooks—one for parents and one for students. The goal is to create a comprehensive digital manual that can also be printed when needed (e.g., available on-hand at the office).

For Parents, this handbook (approximately 50-60 pages) would be a roadmap to help parents navigate the school system, as a one-stop shop to get information or how to get information regarding their student's education (e.g., CE info, college credit, AP courses, remedial resources, after-school tutoring, etc.).

The Student handbook (approximately 30 pages) would help them understand class registration, how to attend a school dance or performing arts activities, etc., basically a “this is what your experience *can* look like” perspective.

Boyd asked the council for input into what could be in the manual, and what parents would see as valuable and helpful to navigate the system. Once a draft is available (April or May), Boyd would like for the Council to review and provide feedback.

Debbie Lassen (CTE department; CTE school coordinator) will be helping to manage the handbook effort.

The current student handbook can be downloaded from the PHS website:

<https://provohigh.provo.edu/wp-content/uploads/2016/08/PHS-Student-Parent-Handbook-16-17.pdf>

### Digital Citizenship

Boyd and the administration proposed that PHS use the School Safety and Digital Citizenship resources as presented (as a possibility) by the School Land Trust (<http://www.schoollandtrust.org>). The topic chosen for this year is regarding Digital Footprints. The specific resource the administration would like to use is from the Digital Footprint page (<http://digcitutah.com/digital-footprint/>) from the Digital Citizenship Utah (<https://digcitutah.com>). There is a Digital Footprint Adventure the students can use to learn about their own online digital footprint (<http://digitalfootprintimu.weebly.com/game.html>).

The proposal is for teachers to teach/use this program during Advisory.

Motion to approve: Joani Elliot/Bethany Hastriter; vote: 6/0/0

As a note: next year’s topic is Mental Health.

### Tardy Procedure

The current procedure is to lock all external doors except those next to the front entrance, which forces students (and anyone else) to enter through the main office. This helps to filter access. Students are not allowed into the classroom after the bell rings unless they have a tardy slip from the office. The administration is finding that there are a lot of students (upwards of 120) that come late enough to be forced to get a tardy slip.

Boyd proposes the change to give the students ten minutes to get to class. The administration will stay in the halls until 7:40. Once that time comes, the students need to obtain a tardy slip

from the main office. The rationale is that parents are dropping their students off at 7:30, so it seems practical to suggest that the students will have a 10-minute leeway for the first and second period (even/odd days). The administration will actively monitor hallways to reduce any loitering in the hallways.

The Council agreed that it is worth a try.

Working from core values, Boyd will work with leadership team to create behavior expectations that fall under a behavior rubric, and the students will earn grades on this; attendance will be part of that. (Will also include how to work well with others, manage challenges, soft skills). *Behavior Essentials*. The goal is to encourage on-time attendance and other acceptable behaviors.

### School Safety

Boyd issued a standing invitation for members of the Council to attend the School-level Safety Committee meetings on the fourth Tuesday of each month. This month's is Feb. 25 at 2:30 p.m. This meeting is to bring up anything related to safety.

### Next Meetings

The next meeting will be Wednesday, March 17<sup>th</sup> at 4pm

This meeting adjourned at 5:07 p.m.