



Provo High School Student and Parent Handbook 2021-2022

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Provo, Utah 84601
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www.phs.provo.edu

School Mission Statement

The mission of Provo High School is to help all students be successful.

Student Mission Statement

The students of Provo High are dedicated to learning and self-discovery. A Provo High graduate will be an effective communicator, a responsible citizen, a resourceful and critical thinker, and a life-long learner.

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

PHS Core Values

Inclusion
Excellence
Integrity

DIRECTORY

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Welcome

to Provo High School

Home of the Mighty Bulldogs!

High school can be a great experience. With challenging classes, dedicated teachers and a super student body, Provo High offers you an exciting year ahead. Get involved to get the most out of your high school experience. You'll feel the spirit of PHS as you meet your teachers and friends each day and work toward excellence.

ADMINISTRATION

Keith Rittel	Superintendent	Mike Hunter	Athletic Director
Todd McKee	Asst. Supt. Over Secondary	Lisette Blanchard	Counseling Ctr. Dir.
Jim Pettersson	Pres. School Board	Lorien Francis	Student Gov't Advisor
Boyd McAfee	Principal	Mike Hunter	Athletic Director
Mary A. James	Assistant Principal (A-Go)	Chante Harrell	Administrative Secretary
Jose Ventura	Assistant Principal (Gr-N)	Jesse Hanks	Head Custodian
Jennifer Thurston	Assistant Principal (O-Z)	Lisa Rowley	Lunch Supervisor
David Kent	Dean of Students		PTSA President

STUDENT GOVERNMENT

2020-2021

Student Body Officers

President:	Alexandria Kohler	VP Organizations:	Mackey Barry
VP Activities:	Paola Molina	Secretary:	Katelynne Tuinei
Assembly/Spirit Chair:	Kalo Jo		

Class Officers

Senior President:	Brandon Grover
Senior VP:	Victoria Sosa
Senior Sec:	Isabel Smith
Junior President:	Michelle Gutierrez
Junior VP:	Carson Stemmons
Junior Sec:	Jenna Kassel
Sophomore Pres:	Jamison Harward
Sophomore VP:	Lindsey Little
Sophomore Sec:	Joshua Jakeman
Frosh Pres:	Olivia Kelemen
Frosh VP:	James Adams
Frosh Sec:	Isabella Leite

Appointed Officers

Supreme Court:	Landon Grover
	Ellie Leishman
	Mia Coletti
Public Relations:	Marley Kaiser
Executive Ambassadors:	Felix Landeros
	Alana Toutai
	Citlali Vazquez
Business Manager:	--
Artist:	Emily Cannegieter
Technical Specialists:	Cali Berlin
	Summer Kallunki
	Benjamin Wilson
Mascot:	Boe Bogdin
Best Buddies Rep:	Grace Elliot

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!*

Student Computer Use Agreement

STUDENT

I understand that using Network Services within the Provo City School District is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the District and individual school Acceptable Computer System Use policies. I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions stated in the Acceptable Computer System Use Policy for Provo City School District, Provo High School and any Teacher Disclosure Statement that may apply. I understand disciplinary action will be taken if I violate this agreement.

I have read the rules and policies listed in the handbook, including the computer use policy. I understand these Provo City School District and Provo High School rules and policies apply to all students enrolled at Provo High School.

Students must have permission from a parent or guardian.

PARENT OR GUARDIAN – Please sign below giving permission for your student to use Provo City School District Network Services.

As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However I also recognize it is impossible for Provo City School District to restrict access to all controversial materials. Therefore I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student.

I hereby give my permission for my student, whose name and signature appear on this form, to use the Network Services in the Provo City School District and, where appropriate, to be issued a password and/or an account that will give him/her that access.

I have read the rules and policies listed in the handbook, including the computer use policy. I understand that these Provo City School District and Provo High School rules and policies apply to all students enrolled at Provo High School. Clarification of these policies and rules is available at the Provo High School Office.

Student Name _____ Date _____
(Please print)

Student Signature _____ Date _____

Parent Name _____ Date _____
(Please print)

Parent Signature _____ Date _____



Provo High School

2020 - 2021 Bell Schedule

(Covid Style)

Phase 1 & 2:

Monday - Thursday Schedule: (65 minute classes) Period 1 / 2 7:30 - 8:35 Period 3 / 4 8:40 - 9:50 (Including Announcements) Period 5 / 6 9:55 - 11:00 Period 7 / 8 11:05 - 12:10 Lunch 12:10 - 12:25 (Grab & Go)	Friday = Digital Home Learning
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Phase 3:

Monday Collaboration Schedule: (80 minute classes) Period 1 / 2 7:30 - 8:50 Period 3 / 4 8:55 - 10:15 (Including Announcements) 1st Lunch: 10:15 - 10:45 (Lunch) 10:50 - 12:10 (Period 5 / 6) 2nd Lunch: 10:20 - 11:40 (Period 5 / 6) 11:40 - 12:10 (Lunch) Period 7 / 8 12:15 - 1:35	Tuesday - Friday Schedule: (90 minute classes) Period 1 / 2 7:30 - 9:00 Period 3 / 4 9:05 - 10:35 (Including Announcements) 1st Lunch: 10:35 - 11:05 (Lunch) 11:10 - 12:40 (Period 5 / 6) 2nd Lunch: 10:40 - 12:10 (Period 5 / 6) 12:10 - 12:40 (Lunch) Period 7 / 8 12:45 - 2:15
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PROVO SCHOOL DISTRICT 2020 - 2021 School Calendar for 180 Days - Approved

MONTH	1st Week					2nd Week					3rd Week					4th Week					5th Week					School Days	Days Off								
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F										
JULY			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	23
AUG.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						9	12
SEP.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				21	1
OCT.						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
NOV.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					19	2
DEC.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			14	9
JAN.											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
FEB.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				19	1
MAR.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			23	0
APR.						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
MAY	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						20	1
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				0	22
Total																												180	80						

Classwork Begins	Aug 19
Labor Day	Sep 7
Fall Break	Oct 15, 16, 19
Common Comp. Day	Nov 25
Thanksgiving	Nov 26-27
Winter Break	Dec 21-Jan 3
ML Kage Jr. Day	Jan 18

Presidents' Day	Feb 15
Common Comp. Day	Apr 5
Snow Make-up Day	Apr 30
Spring Break	Apr 6-9
Classwork Ends	May 28
Memorial Day	May 31

PROF DEV DAYS: **NO SCHOOL** + 1BD	
1st Term ends - Oct 23	44
2nd Term ends - Jan 15	48
3rd Term ends - Mar 19	43
4th Term ends - May 28	45

FBI SCHOOL WINTERBREAK Dec 21-Jan 3
The last day prior to Winter break is an early release day for students.

Provo High School 2020-2021 Calendar

Online Bulldog Registration	August	3-19
New Student Orientation 9:00-11:00	August 14	Monday
First Day of School	August 19	Tuesday
School Pictures	August 21-22	Mon-Tues
Labor Day	September 7	Monday
Parent Teacher Conf. 3-7 pm	September 17	Thursday
1st Quarter Ends	October 23	Friday
Fall Break	October 15-19	Thursday-Monday
Common Comp Day	November 25	Wednesday
Thanksgiving Break - No School	Nov 25, 26, 27 -	
Christmas Break - No School	Dec 21-Jan 1	
End of Quarter 2	Jan 15 -	
Martin Luther King Holiday -NO School	Jan 18 -	
MLK Holiday	January 15	Monday
Presidents' Day	February 15	Monday
Parent Teacher Conf. 3-7 pm	February 21	Wednesday
Dixon Day	TBD	TBD
PSAT Testing Day	January 26	Thursday
ACT Testing Day	March 9	Thursday
3rd Quarter Ends	March 19	Friday
Snow Day (Common Comp)	April 5	Monday
Spring Break	April 6-9	Tuesday-Friday
ASPIRE Test Days	April 14	Wednesday
Graduation Clearance Cut-Off 1:00	May 21	Friday
Graduation at 4 or 7 pm (@UVU)	TBD	
School Ends – early release	May 28	Friday

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.

Provo High School Student Government Dates 2020-2021

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

TBA Welcome

TBA Homecoming

TBA Fall Sports

TBA Food Drive

TBA Spirit Assembly

TBA Sweetheart

TBA Spirit Bowl

TBA Prom

TBA Keys to Success

OTHER ACTIVITIES

TBA Talent Show

Theme:

Spirit Bowl Theme: Avatar

Sr: Fire

Jr: Air

Soph: Water

Frosh/PUPs: Earth

Faculty: ?

Provo High School

Graduation Requirements

2020-2021

GRADE LEVEL SPECIFIC REQUIREMENTS

9th Grade

- 1.0 credit English
- 1.0 credit Mathematics
- 0.5 credit Geography
- 1.0 credit Science
- 0.5 credit Business Office Specialist
- 0.5 credit Phys. Ed. – Participation & Skills

10th Grade

- 1.0 credit English
- 1.0 credit Mathematics
- 1.0 credit Science
- 0.5 credit Health
- 0.5 credit World Civilizations
- 0.5 credit Phys. Ed. – Fitness for Life

11th Grade

- 1.0 credit English
- 1.0 credit Mathematics
- 1.0 credit U.S. History
- 1.0 credit Science
- 0.5 credit Financial Literacy

12th Grade

- 1.0 credit English Elective
- 0.5 credit US Gov't & Citizenship

Each student **must** enroll in an English class each semester, regardless of how much credit is earned in English

REQUIREMENTS

A maximum of 2 Credits may be used from an accredited home study program for a Provo High Diploma. Seniors should review their graduation requirements with a counselor as needed and before registration.

Completion Requirement: Students wishing to graduate with Provo High must attend their entire last semester at PHS, complete all required make-up, and have their graduation clearance form signed by their teachers. Students transferring to PHS after the beginning of 3rd term of the senior year may transfer credit back to their home school or to Provo Adult Ed.

GRADUATION EXCEPTIONS

Exceptions to the listed requirements must be approved as follows: Students may submit a petition, in writing, to the graduation committee for consideration before May 1st. Graduation Committee Decisions are final and will be returned to applicant in written form. Approved exceptions to the prescribed graduation requirements will be the exception and not the rule.

TAKEN IN GRADE OF CHOICE

- 0.5 credit Phys. Ed. Elective
- 0.5 credit Social Studies Elective

2.5 credits Fine/Practical Arts

FA 1.5: Drama, Music, Dance, Visual Arts, Photography, Theater Production, etc.

PA 1.0: Business, Family & Consumer Science, Photo, Technical & Industrial Education, etc.

8.5 credits Electives

Electives should focus in chosen Pathway: Education Path University Prep. Courses (English, Foreign Language, Science, Math, Social Studies, AP courses) and/or Career Path College Prep. Courses (Science, Arts, Business, Technical)

27.0 Total Credits required for Graduation (At least 7.0 credits should be earned in each grade)

ALL students are required to take Fitness for Life. Participation & Skills can be waived if the student competes in a varsity or JV level sport (including track and cross country) during their freshman year.

COUNSELING CENTER

If you have educational, occupational, or personal/social questions or concerns please call or visit our counselors at 373-6550 ext. 336, Monday – Friday, 7:15 a.m. to 3:15 p.m. Counselors are assigned to students by last name:

A-C	Pahoran Marquez	P-Sc	Guy Golightly
D-G	Lisette Blanchard	SE-Z	Emily Jimenez
H-LE	Shannon Watson		Counseling Secretary Jennesa Coleman
LI-O	Deana Edmonson		

STATE COMPUTER TECHNOLOGY REQUIREMENT

To graduate you must get .50 credits in Business Office Specialist. If you have failed a term or semester you can make it up in the following ways:

1. Summer School: The Provo High Summer School instructor will have you make up only what you missed so you can get credit. This is probably the easiest way to make up Computer Technology credit. There is a fee for summer school courses.
2. IC3 Exam: Provo High School will give credit to students who pass this exam. **WARNING:** the pass rate for this exam is very low. Don't plan on passing this exam without a great deal of study. The exam is in 3 parts and costs \$15.00 for each part. Students are advised to go through the Learn Key self paced program (available free) BEFORE attempting the IC3 Exam. You must pass all three parts to receive any credit. See the Work-Based Learning Coordinator for an application to take this exam.

Note: The maximum allowable credit from all sources for Computer Technology is 0.50. For example if you were to pass one term (.25) of Computer Technology and then pass all three parts of the IC3 Exam or the EHS course, you would only receive .50 total credits toward graduation.

WEIGHTED GRADE POINT/GPA

For calculation of the weighted grade point average and class rank, AP class points are A=6, B=5, C=4, etc.; Honors and Concurrent Enrollment classes points are A=5, B=4, C=3, etc.

GRADUATING WITH HONORS/HIGH HONORS

Qualified students will be **provided** an honor braid for graduation exercises. Students desiring Honors or High Honors recognition at graduation must meet the following criteria:

Graduation with Honors – silver braid

1. Meet regular graduation requirements
2. Have cumulative GPA of 3.50 to 3.699 by end of 3rd term Senior Year

Graduation with High Honors – gold braid

1. Meet regular graduation requirements
2. Have a cumulative GPA of 3.7 – 4.00 by end of 3rd term Senior Year
3. Enroll in and pass 6 credit producing classes on an eight period day each semester.

NATIONAL HONOR SOCIETY

Membership in the Provo High School Chapter of the National Honor Society is open to all sophomore, junior and senior students with a cumulative GPA of 3.7 or higher. In addition, to be eligible for membership, a total of three core academic classes must have been taken each year (including the present year of enrollment).

Applications for the National Honor Society are available in the College/Career Center or Counseling Office. Applicants must pay a membership fee of \$15.00 to cover the costs of maintaining the Chapter and attach a receipt from the Provo High business office to their application. The fee will be refunded to students who do not meet the requirement for membership. Applications are due by September 1, 2017 (and may be turned in at the

College/Career Center or Counseling office).

Active members in the Society are required to maintain a minimum GPA of 3.7, participate in service activities with the Chapter, and live up to the character, leadership, and service ideals of the National Honor Society. Students need to maintain a log of service hours performed during the school year. Members of NHS are reviewed periodically by the advisor(s) and/or faculty board.

To graduate with NHS recognition, NHS students must do the following: maintain a 3.7 cumulative GPA at the end of the 3rd term of their senior year; participate in at least 5 hours of service with the Chapter and 15 hours total service hours during each year of membership; submit documentation of hours to advisors by May 1, 2018.

NATIONAL ART HONOR SOCIETY

The National Art Honor Society program seeks to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community. Provo High School is the first school in Utah to join this program by creating a chapter!

Students that complete the requirements of the National Art Honor Society will receive a braid to wear for graduation. If you are interested in NAHS, see Mr. Rees.

UTAH SCHOLARS INITIATIVE

The Utah Scholars Initiative partners school districts with local community and business leaders in an effort to increase the number of Utah students accessing and completing post-secondary education. Utah Scholars encourage students to take the Utah Scholars Curriculum throughout all four years of high school. To become a Utah Scholar, students must take a prescribed college-preparatory curriculum grades 9-12.

Utah Scholars Curriculum:

4 years/credits of English

4 progressive years/credits of math (SM3+)

3.5 years/credits of social science

3 years/credits of a lab-based science
(Biology, Chemistry, Physics)

2 progressive years of the same world
language (taken in 9-12)

Other Requirements:

Maintain a 3.0 GPA

Earn a 'C' or higher in core courses

Submit an ACT score

ACADEMIC ASSISTANCE

Intervention

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

Teachers are available for intervention from 7:00-8:00 a.m. Tuesdays through Fridays. Mondays are reserved for teacher collaboration time.

After-School Tutoring

PHS has made qualified tutors available to students before and after school.

GEAR UP tutors are available in the media center:

- Monday – Friday, 7:00-8:00 am
- Monday – Thursday, 2:15-3:00 pm

PHS tutors are also available in the media center the following times:

- Monday – Friday, 7:00-8:00 am
- Monday – Thursday, 2:15-4:45 pm (with busses running at 4:50 p.m.)

Elective credit is being offered to students who attend the after-school program on a regular basis. Packet scholarships are also available to help students cover the cost of credit recovery. See Kellie Valdez in the Media Center for more information.

Testing Center –

Computer Lab

Monday-Thursday 12:30-2:30

Provo City School District Student Attendance

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 City 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.

Provo High School

Attendance Policies & Procedures

Student Attendance Procedures: Secondary Students

The purpose of this procedure is to implement the Student Attendance Policy 3150 P-2 (www.provo.edu). 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:

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

COMPULSORY ATTENDANCE LAWS TO DEFINE ABSENCES

1. "Truant" is an absence without a valid excuse or an unexcused absence.
 - a. A student is considered "truant" when he or she is absent from school without a valid excuse.

- b. Students who are truant will be referred to a Provo City School District truancy officer and may receive a truancy citation, be referred to truancy school, be referred to Provo attendance court, and/or be referred to Provo Juvenile court.
- c. "Habitual Truant" is a student, 12 years of age or older, who fails to cooperate with efforts on the part of designated school authorities to resolve the student's attendance problem(s) and/or has been absent without a "valid excuse" for ten (10) or more times during the school year.

PROVO HIGH SCHOOL RESPONSIBILITIES

- 1. Provo High School will keep accurate records of student daily attendance as required by Utah State Law.
- 2. Provo High 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:
 - a. Voice mail system
 - b. Teacher contact
 - c. Attendance office calls or tracker calls
 - d. Computer-generated letters
 - e. Progress reports or student on-line information system
 - f. Administrator, counselor, social worker or truancy officer contact.
- 3. Provo High School procedures to address excessive and/or unexcused absences/tardies can include one or more of the following:
 - a. Teacher notification to parents (attendance failure notice, progress report, telephone contact)
 - b. Student-teacher conference
 - c. Parent conference
 - d. Supportive programs assistance (i.e., school nurse, counselor, social worker, administrator, care team, district truancy support programs).
 - e. Detention and/or In-School Suspension
 - f. Lunchtime Detention
 - g. Administrative suspension
 - h. Juvenile court referral (for students under age 18)
 - i. Alternative Student Placement

TEACHER RESPONSIBILITIES

- 1. Teachers will be expected to teach highly engaging lessons.
- 2. Teachers will give a quiz or participation points daily resulting in attendance reflecting the grade earned in the class.
- 3. Teachers will be responsible for taking and recording accurate class attendance each period.
- 4. Teachers will be required to follow the District's attendance policy.
- 5. Teachers will allow students to make up missed work from an excused absence and have the right to withhold make-up work for unexcused absences.
- 6. Teachers will maximize the use of instructional time for the benefit of student learning and engagement.

STUDENT RESPONSIBILITIES

- 1. Students will be expected to be prepared for and to fully participate in classroom lessons.
- 2. 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.

3. Students will adhere to the attendance procedures as defined by Provo High School.
4. Students will cooperate with school officials and support personnel to correct any attendance problems that may develop.

PARENT/GUARDIAN RESPONSIBILITIES

1. Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent/guardian.
2. Parents have the responsibility to assure their student will be in school and on time.
3. Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
4. Parents/guardians will notify the school attendance office of each student absence **within 48 hours of the absence:**
 - a. Send in a note by parent or doctor.
 - b. E-mail the attendance secretaries: (christyg@provo.edu or amyad@provo.edu)
 - c. Parent/Guardian phone call within 48 hours to the Attendance Office (801-373-6550 ext. 3303)
5. Parents will be responsible to monitor their child's attendance either electronically (i.e. Powerschool) or by contacting the school.
6. Parents/guardians will provide the school with accurate and current contact information.
7. 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.

PROCEDURES FOR UNEXCUSED ABSENCES AND TARDIES

1. Three (3) parent-excused absences are allowed per class each term. Beyond that an appeal form will be required.
2. Parents/guardians will notify the school attendance office of each student absence within 48 hours of absence in one of the following ways:
 - a. Send in a note from a parent/guardian or doctor.
 - b. E-mail the attendance secretaries (christyg@provo.edu or amyad@provo.edu)
 - c. Parent/Guardian phone Call the Attendance Office (801-373-6550 ext. 3303)
 - d. Doctor's appointments verified by a doctor or a doctor's note, school activities, and office excuses will not count against a student's three (3) parent-excused absences per class per term.
3. Extended absences (e.g., family vacations) may still be excused using the school's "Prior Approval for an Extended Absence" form, which must be filled out by the student's parent/guardian and signed by all their teachers and an administrator prior to being turned in at the front office.

20/20 RULE

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

HALL SWEEPS

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

*** Complete student attendance policy can be found online at www.phs.provo.edu**

Provo High School Policies and Standards

PHS policies have been established to provide a safe, orderly, and educational environment required by law. All students are expected to respect others (students, teachers, staff etc.), respect property (personal, school, public etc.), and be safe.

PHS CODE OF CONDUCT

Provo High students should conduct themselves in a respectful, safe, and appropriate manner at all times. Proper conduct varies from one activity to another. Appropriate conduct expected in the library differs from appropriate conduct during a pep assembly. Any conduct that is disruptive to the orderly process of education is not appropriate and may result in disciplinary action or suspension.

ATTENDANCE CHECK-IN/CHECK-OUT

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

ACCOMMODATIONS-ADA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during ANY MEETING at our school should notify Provo High School Administration at 801-373-6550 at least three working days prior to the meeting.

ACTIVITY CARDS

PHS students are required to have activity cards and should carry them at all times. Activity cards are needed for library use, testing, and school activities. Students must complete and return the Parent Notification Form and the Student Computer Use Agreement Form to receive an activity card. A charge of \$5.00 will be assessed for replacement cards. Students withdrawing from PHS must return their activity card before receiving their refunds. Students who violate school rules may lose their access to school activities. Using another person's activity card to try to enter an event is attempted fraud. Misused activity cards will be confiscated.

EARNING THE ACADEMIC LETTER

Provo High School recognizes excellence in all areas of student achievement. Letter awards are achievable in academic areas as well as some CTE (Career & Technical Education) areas. These letters are awarded to students who have achieved certain criteria established by the faculty. Academic letter certificates will be awarded at the end of the school year at the senior Awards Night held in May. Awards are available in the following areas: **English, English as a Second Language (ESL), Fine Arts/Visual Arts** (includes art, dance, drama, music, etc.), **Foreign Language, Mathematics, Practical Arts/CTE** (includes business, drafting, family & consumer education, etc.), **Science, Social Studies.**

Department chairs will be able to help you with specific requirements. (Students should be working on the requirements throughout the school year.) Applications for all academic lettering will be available March 2, 2021 from individual departments and in the College/Career Center. They will be due by May 1, 2021. You may get more information about academic lettering from Mrs. Betts in the College/Career Center or by emailing her at andreabe@provo.edu.

ADDRESS CHANGE

Parents are required by law to notify the school of address and phone number changes. In emergencies, contacting parents is essential.

AP CREDIT

When a student takes an AP class, the credit is listed on the regular transcript with the grade and credit issued by the teacher. When a student takes both an AP class and the AP test, only the AP class generates high school credit. When a student takes the AP test but NOT the AP class, they may receive 2 semesters of Provo High credit. A score of 3 or 4 will generate a “P” grade. A score of 5 will generate an “A” grade. The AP test credit will be listed on the transcript in an area separate from the regular classes and labeled “AP Test credit.”

ATHLETICS AND THE NCAA

Students who anticipate participating in college athletics should contact their coach or counselor for current NCAA requirements. It is the student’s responsibility to track and meet NCAA guidelines.

BUSINESS HOURS

Provo High Main Office hours are 7:00 am to 3:00 pm during school days. The Business and Attendance offices are open from 7:00 am to 3:00 pm. The Counseling center is open from 7:00 am to 3:30 pm.

CHEATING

Some examples of cheating are copying work from another student, quoting another paper, the Internet, a book or an article without giving credit to the author, storing information in a calculator for a test, putting your name on a paper belonging to another, and passing information to others during a test. A first instance of cheating will receive an ‘F’ on the assignment and a counselor intervention to assist the student. Additional incidents will result in loss of credit for the class.

CLASS CHANGES

Schedule changes should be made before the start of each semester. Changes made after the close of registration cost \$10.00 for each class affected. There is no fee for class changes that are beyond the student’s control. An “F” grade will be recorded for a student who drops a class after 40% of the term has been reached. There will be no schedule changes at the term break except those initiated by teacher or administrators, when an additional class is added AND when all teachers involved approve the change. **No change is complete and official until the teachers receive official notification of the change from counseling.** Students are responsible to see that their schedules are correct.

CLASSROOM INTERRUPTIONS

Students may NOT interrupt classes without an official note from the main office or counseling. If an emergency arises, the main office will phone a classroom, page a student, or deliver a message. Non-emergency messages cannot be delivered.

ORGANIZATION OF CLUBS

Clubs at Provo High are many and varied. In addition to the clubs that emphasize a particular interest, there are clubs that furnish service for the school. Somewhere there is a club which will interest you and which needs your support. Clubs are approved each year based on student interest. To be recognized as an official Provo High Club, members must do the following:

- Possess a club constitution
- Secure a faculty advisor
- Obtain administrative approval

- Obtain student government approval
- Appoint or elect Presidents and Vice Presidents of all clubs during the first few weeks of school or according to the club's approval

Typical clubs at Provo High have included the following: Botany Club, Chess Club, DECA Club, Environmental Club, FBLA, FFA, FCCLA, French, German, Key Club, MESA Club, Mountaineering Club, Ping Pong, Science, and Youth Crime Watch. Visit the office or Mr. Smith (todds@provo.edu) for club information.

COLLECTIONS

All money is collected at the business office. Delinquent bills are turned over to collection agencies for follow-up.

COMMUNICATION/PRODUCTIONS POLICY

At Provo High School, students and staff members

- Recognize that free speech is governed by appropriateness to time, place and manner.
- Recognize that communication and school 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 communication enhances understanding, helps to alleviate concerns, builds 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.
- Students are models for one another; profanity, vulgarity and slang do not meet Provo High School standards.
- Understand that student information is confidential. PHS abides by state guidelines for confidentiality.
- 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 by Provo City School District. All communications using school equipment are subject to administrative review and prior restraint.

Students who violate the communications policy will be subject to the safe schools policy.

COMPUTERS

<https://provo.edu/wp-content/uploads/2017/01/4202-Electronic-Reources.pdf>

1. Acceptable Computer System Use Policy, Adopted by the Provo City School Board, May 19, 1997 (updated May 1, 2012)
 - a. Provo City School District provides Network Services to its students and employees. Network services include all computer hardware, network and Internet services and associated software.
2. The Internet is a very effective tool to introduce students to the global nature of information and to share information in a variety of ways. With increased access to computers and people all over the world, there is also increased access to controversial material that may not be of educational value in the context of the school setting.
3. Provo City School District reserves the right to
 - a. Monitor and track the use of Network Services

- b. Suspend or revoke privileges and take appropriate disciplinary action for unacceptable use of Network Services
 - c. Implement filtering software on the network to monitor Internet use and access
- 4. The District firmly believes that the valuable information and interaction available on the Internet far outweigh the risks of users obtaining material that is not consistent with the educational goals of the District.
- 5. Access to Network Services will be provided to students and staff who agree to act in a considerate and responsible manner.
 - a. General school rules for behavior and communications apply, as does Provo City School District's Character Development statement.
- 6. 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. The following activities are not permitted:
 - a. Sending, displaying, or accessing offensive messages or graphics
 - b. Using obscene or vulgar language
 - c. Harassing, insulting or attacking others
 - d. Damaging computers, computer systems or computer networks.
 - e. Violating copyright laws
 - f. Using another person's password
 - g. Trespassing in others' folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice.)
 - h. Disrupting the system or wasting resources in any way (such as disk space or printing capacity)
 - i. Using the Network Services for illegal or commercial purposes
 - j. Using the equipment in any way that is inconsistent with individual school policies
 - k. Students using the equipment without staff permission and supervision
- 7. Provo High also requires that students NOT access, store, or use games, hacking files, FTPS, Telnet, MUDS, or network administrator files on the computer system without the written permission of the system administrator.
- 8. Allowable student disk space is limited in size and may contain only school-related items.
- 9. Students who allow others to use their account or password will lose access to the computers.
- 10. Students should change passwords at least once a term.

COMPUTER USAGE AND FRAUD

Computers are used at PHS to assist in the educational process. Students may have access to the computers if they follow the posted technology policies and the teachers' disclosure statements. Students who violate computer policies will lose their computer use privileges. Accessing or altering private computer information is illegal and will be prosecuted to the fullest extent of the law. The cost of restoring the computer hardware, software, or data will be charged to the student.

CONSTITUTION

The PHS Student Constitution contains information concerning student policies, organizations, elections and student government activities. Copies are available in the Main Office or from Mr. Todd Smith.

CREDIT RECOVERY

Credit Recovery using packets from IHS or PHS is only for classes that have already been failed, not for classes that are in progress. Credit can also be recovered through accredited coursework such as Provo City School District's eSchool, or BYU Independent Study.

CRIMINAL BEHAVIOR

The Provo High Administration strives to maintain a safe and orderly campus. Report all criminal activity immediately at the office. The Provo City School District Safe School Policy covers issues regarding student misbehavior. Students involved in criminal activity will be referred to the police.

- Provo City School District has secured a 24-hour Weapons Hotline at 801-375-5433 (801-375-LIFE). You may call this number and leave an anonymous message regarding weapons or school safety. We will ask for your name, school, grade, and concern.
- An anonymous student tipline is available through the SafeUT app or on the school website.

DANCES

Only Provo High students are invited to non-date dances. Non-PHS students may attend date dances if their date is a Provo High student and if they are not currently under an educational suspension. Activity cards are required for entry at all dances. School Dances begin at 8:30 pm and conclude at 11:30 pm. The school will be locked at 11:45 pm.

The administration may refuse admission to any student. The Safe School policy is in effect at extracurricular events. Clothing worn at dances must be clean, modest, and appropriate for the activity. Dress requirements are posted for the Prom, Senior Dinner Dance, Valentines Dance, etc. Lewd, sexually suggestive dancing is not permitted. To decrease the chances of student accidents, dances will be held in Utah Valley except when approved by the administration and PTSA.

DISCLOSURE STATEMENTS

Each teacher issues a disclosure statement for his/her own class at the beginning of the course. Teachers determine grading and assignment procedures and policies to be used in their classes. All students are expected to abide by classroom standards and procedures as outlined in the disclosure statements.

DRESS AND GROOMING

Provo High students take pride in their school. Students show their pride through dress and grooming. Attire which attracts undue attention, creates hygienic or safety problems or creates a disturbance is inappropriate and is not allowed.

1. Clothing must be modest.
 - a. Bare midribs, spaghetti straps, low cut necklines, short shorts & mini skirts are not proper for school.
 - b. Shorts and skirts must be at least mid-thigh/fingertip length.
2. Clothing shall be neat and clean.
 - a. Torn or ragged clothing that exposes undergarments or skin that should be covered is prohibited.
 - b. Clothing which displays, represents, or suggests obscenity or items students cannot legally possess is not allowed.
3. Accessories must not present a health or safety risk.
 - a. Items that could be dangerous or used as a weapon (needles, spurs, spikes, chains, etc.) are not allowed.
4. Footwear will be worn at all times.

5. Hats may be worn at the discretion of the teacher. Hoods may not be worn in the school building.
6. Clothing or accessories that conceal the identity of students are prohibited
7. Any attire that identifies, promotes, or suggests illegal or gang activity is not permitted.

ELECTRONIC DEVICES

Students may not possess disruptive electronic devices in the classroom such as electronic games, mp3 players or iPods, walkie-talkies, laser pointers, etc. PHS strongly discourages bringing these items to school and accepts no responsibility for lost items. Students may not leave class to answer phones or pagers. Students must turn phones off and put them away during class time.

No pornography may be on any electronic device. Criminal laws will be enforced. **Disruptive electronic items brought on campus may be confiscated and returned to parents. Cell phones must not be used in class, for calls, text messaging or for taking photos.**

- 1st violation: Taken by teacher
- 2nd violation: Parent retrieves from principal
- 3rd violation: Student suspension.

ELIGIBILITY: ATHLETIC & PERFORMING ARTS

The PHS athletic and performing arts departments follow the state/region-adopted eligibility policies. To represent Provo High School, a student must be in good standing during the participation period including tryouts. The eligible student must:

- Have a minimum GPA of 2.0, maintained during the tryouts and season.
- Have a full schedule (6 of 8) of credit-producing classes. (Seminary and Study Hall do not count.)
- Have no more than one (1) F or I earned in the previous term and during the season. Note: Summer school does not count as a term but can be used to directly replace a failed course 4th term.
- Understand that, for Distance Education, 3 credit enrollment counts as 1 PHS credit.
- Comply with the PHS Code of Conduct for Extra Curricular Activities.

Students have five (5) days after report cards are issued to verify eligibility. After five (5) school days, no eligibility appeals will be allowed. Student Government, Cheerleaders, and Dance participants follow additional guidelines. Please see the class disclosure statements and student constitution for details.

EMERGENCY EVACUATION

In the event of an emergency, students will evacuate the building under the direction of their current teacher for roll call and further instructions. If the emergency occurs during passing time, students should meet their previous period's teacher. If the emergency occurs during lunch, students should meet their 6th period teacher. If the building cannot safely be occupied, the students will be released to go home.

EXTRACURRICULAR EXCUSES

Extracurricular excuses will only be given for off-campus state, region, district, or school approved events. These must be cleared with the administration and attendance office five days prior to the event. No extracurricular excuses will be given for experiences outside of those coordinated by PHS.

FRESHMAN MENTOR PROGRAM

For many years, we have been concerned about the transition between Junior High School and High School. Many of our ninth graders struggle with the academic environment, the new freedom of being in high school and their relationships with others as they mature. After

careful investigation and much discussion, we launched a program in the fall of 2014 we call the Freshman Mentor Program. Following a model that has been successful around the country, we have carefully selected junior and senior students to be mentors to the freshmen. These students, teamed with one of our best teachers, teach a curriculum that helps our freshmen transition successfully to High School. They are role models and in many cases take the place of an older sibling, so the freshmen have a student they know and can get help from at school.

The program has four main purposes:

1. To create an academic culture at Provo High School
2. To teach the freshmen academic skills necessary to be successful in High School.
 - a. Academic skills include note taking, test taking, study skills, time management and how to communicate with teachers.
 - b. A guided homework time is also provided where the mentors become tutors for freshmen who are struggling with academic concepts.
3. To teach the freshmen social and emotional skills as they become young adults.
 - a. Social and emotional skills include coping with emotions, how to deal with stress, how to handle friends and peer pressure, how to appropriately handle social media.
 - b. College and Career preparation is also a component of the instruction.
4. To create a strong transition between the Middle School and the High School experience.

FUNDRAISING DRIVES

All fundraising activities associated with PHS or PHS organizations must be approved in advance by the administration.

GRADE CHANGES AND REPLACEMENT

All **grade changes** must be completed within the term after grade distribution. All “I”s not cleared will automatically be rolled over to an “F” after the following term. The teacher must make grade changes unless covered by an attendance appeal. The administration will change grades only if a clerical error has occurred after the teacher submitted the grade. **Grade replacements** are only for classes taken/repeated at PHS and the most recent grade will always count. An R grade will not count in GPA calculation. Forms to request grade replacement are available in the counseling office.

HOME AND HOSPITAL INSTRUCTION

Students with a doctor-verified, long-term need to be out of school need to have their parent or guardian contact the school for the student’s work. Further information is available from the student’s counselor.

HOME SCHOOL

Parents wishing to home school their students must make application through the Provo City School District. Upon approval, the following policies currently apply:

- State or district truancy actions **will not** apply to students who are exempt from compulsory attendance. School attendance policies **will** be in effect for any classes that a student chooses to take at Provo High.
- Home school students who choose to take selected classes at Provo High may not be on campus during the regular day except during the actual time of their class.
- When a student enrolls in a PHS class, all rules, regulations, fees & fee waivers apply.
- No PHS class may be taken for audit credit. All classes carry the regular earned grade and credit and will be entered on the student’s transcript.

INSURANCE

Accident insurance will be available for purchase during the first month of school for those who desire it.

LOCKERS

Students should not bring valuables (large amounts of cash, expensive jewelry, cameras, electronic devices, etc.) to school. All items brought to school (books, bikes, clothes, etc.) should be properly secured. **Provo High assumes no responsibility for loss or damage to personal property brought on campus.**

1. Lockers are available when fees are paid.
2. Locker privileges will be revoked if abused.
3. Students who share or allow their locker to be shared will lose locker privileges.
4. Lockers may be opened by school officials at any time for inspection.
 - a. If your locker partner keeps anything illegal or inappropriate in the locker, notify the administration or a tracker immediately.
 - b. You are responsible for the items in your assigned locker.
5. All students (except seniors) must share a locker with one other student.
6. **Do NOT leave valuable personal property in lockers.**
 - a. Valuables that must be brought to campus should be checked in with a teacher or administrator.
7. Be sure that your locker is locked after each use. Spin the combination dial and check the door.
8. Students may be charged for locker repairs.

LOST & FOUND

Lost and found articles will be held in the trackers' office. Items must be correctly identified to be returned. Items left over 30 days or after the end of May will be given to charity.

LUNCH HOUR

To increase student safety the following rules are in effect:

- Purchased lunches from the school lunch program must remain in designated areas.
- Food is allowed only in the **lunchrooms, halls, commons, and courtyard.**
- Students may socialize in the commons after eating.
- Classroom areas may be off limits during lunch.
- Provo High is a closed campus.

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.

OVERNIGHT ACTIVITIES

Overnight parties, hazing, initiations, etc. are not appropriate PHS activities. Regular curfew hours must be observed at all high school events with the exception of the senior all-night party sponsored by the PTSA.

PARENT-TEACHER-STUDENT ASSOCIATION

The Provo High School Parent-Teacher-Student Association (PTSA) provides opportunities for youth, improves communication, and increases teamwork between PHS and parents. All parents of PHS students are encouraged to participate. At least one student shall represent students on the PTSA executive council.

PARKING

The policies for parking and driving at PHS are as follows:

1. Licensed student drivers may purchase parking decals at the business office for \$5.
2. Students may park in the north lot only.
3. The issuance of a parking decal does not guarantee an available parking space.
4. Cars should be locked at all times to avoid theft.
5. Accidents must be reported immediately to the police or the front office.
6. Loitering in the parking lot is not allowed.
7. Improper parking will be cited.
 - a. The parking violation fee is \$5.00 same day.
 - b. \$10.00 within five school days
 - c. \$20.00 after five school days.
 - d. Unpaid tickets are turned over to a collection agency (where additional fees may apply).
 - e. Vehicles may be booted or towed (at owner's expense) for serious or repeat violations (after three tickets).
8. Parents may park in visitor parking on the east side of campus. All visitors must check in at the office.
9. **Unsafe driving on campus can result in a fine and referral to police.**

9TH GRADE CORE P.E. WAIVER OPTION

The State requires all 9th grade students to enroll in the 9th grade core PE class. A waiver is available ONLY if the 9th grade student is selected for a team sport and is placed on the JV/Varsity team.

PERSONAL AND SCHOOL PROPERTY

1. Students will be charged for loss or damage of school property.
2. Bike racks are provided for student use, but students assume all risk for the security of their bikes.
 - a. Bikes are not allowed in the building.
 - b. No skates, roller blades, or skateboards are to be used on any area of campus.
3. Students are not allowed to have spray paint, glass cutters, permanent ink markers, or other graffiti tools.
4. Items that are forbidden on campus by the Safe School Policy (drugs, alcohol, tobacco, weapons, lighters, etc.) will be confiscated and given to police.
5. A theft or loss report should be completed if property is stolen or misplaced.

PRESCRIPTION DRUGS

Students may not possess prescription drugs at school. If students need to access prescription drugs while at school, they must bring the container of medication to the front office, with a note from the doctor listing the medication, dosage, and storage instructions. The student will be able to access the medication, according to the doctor's instruction, at their convenience.

PROGRESS REPORTS

Parents may obtain student progress reports from the phone or Internet. Parents will be notified by phone or letter of academic, attendance, or classroom behavior problems as needed. Formal Parent-Teacher Conferences will be scheduled twice a year. Parents may e-mail any teacher or request a regular electronic progress report through the PHS website at www.phs.provo.edu.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate at school. Holding hands, a quick hug, or an arm around the shoulder is allowed. Any more personal contact is inappropriate at school, school events, or school-related activities.

SCHOLARSHIPS

Scholarships are available for students who excel in academics and extracurricular activities. Scholarships offered will be posted on the Career Center bulletin board. For more information, contact the College and Career Center or your counselor.

SEXUAL HARASSMENT

Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment of a sexual nature, which makes another person feel uncomfortable.

Schools are required by law to maintain an environment free from sexual harassment.

1. Sexual harassment takes many forms. Following are some examples:
 - a. Displaying gender offensive items, photos, posters, etc.,
 - b. Inappropriate gestures, touching, or grabbing,
 - c. Sexual remarks, suggestions, or spreading rumors,
 - d. Comments about a person's body,
 - e. Pressure for unwanted sexual activity.

2. There is a difference:

Sexual Harassment

feels bad
one-sided
is degrading
feels powerless
unwanted
sad/angry
illegal

Flirtation

feels good
reciprocal
is a compliment
in control
wanted
happy
not always appropriate

*In a school or work environment, flirtation is most often inappropriate, but **sexual harassment is always illegal.***

3. What can you do?
 - a. Say Stop: Tell the harasser you do not like the behavior and want it to stop.
 - b. If it continues tell someone: Talk to a teacher, counselor or principal.
 - c. Keep Records: If the behavior continues, write it down. Be sure to include dates, times, names, places and witnesses.
 - d. Take Action: File a written complaint with the administration.
4. **Note: Sexual harassment is addressed in the Safe School Policy** and will be handled as described therein. Written, signed statements are required. Federal Law prohibits sexual harassment of any kind by students or employees of Provo Schools.
5. Examples of sexual harassment include jokes, physical gestures, inappropriate physical contact, negative or offensive comments or any other written, expressed or visual material that is humiliating or derisive that creates an uncomfortable work or learning environment. Violations should be reported. Following an investigation, appropriate disciplinary action will be taken.

SKATES AND SKATE BOARDS

Because of past damage to PHS property, skates, roller blades, or skateboards are **not** to be used on any area of campus. Skateboards used on campus may be confiscated and returned to parents.

SNOWBALLS

Injuries can and do occur because of snowballs. Throwing snowballs in a public place is against the law. Violators will be fined \$20. Repeat offenders will be referred to the Provo City Police.

VISITORS

Students may NOT bring friends, relatives, or siblings to class with them at any time. Parents are welcome at any time. For security purposes, all persons, including parents, who visit campus during the regular school day, must check in with the main office prior to visiting any area of the school.

Provo High School

Student Handbook and Code of Conduct

for Co-Curricular/Extra-Curricular Activities

PHS PHILOSOPHY ON ACTIVITIES

Congratulations on your decision to participate as a member of one of our extracurricular programs. Provo High School consists of a proud and successful group of student athletes, performers, and leaders guided by committed and knowledgeable coaches, teachers, advisers, and administrators. The Provo High School (PHS) Student Code of Conduct was developed with input from parents, teachers, coaches, and administrators so that students involved in extracurricular programs and their parents will understand important information and the conditions relating to participation in these programs at PHS. It is the intent of all members of the PHS faculty, staff, and administration that all extracurricular programs provide an enriching and healthy experience for students—an experience in which physical, mental, and social growth takes place.

Provo High School believes extracurricular programs are an integral part of a student's total educational experience. The success of these programs is based on our students' ability to balance their participation with their academic requirements. Academic achievement comes first. The goal of all extracurricular programs is to provide a safe, structured environment where students can develop responsibility, work ethic, trust, loyalty, self-esteem, and self-discipline.

One of the primary responsibilities of the school is to oversee the conduct of our students. We urge parents to take an active role in the guidance and supervision of their son or daughter while supporting the school in our endeavor to develop positive and productive citizens.

Participation in Provo High School extracurricular programs is a privilege. This privilege carries with it certain responsibilities since students in these programs represent Provo High School in the classroom, in the hallways, in the athletic arena, and in the community. For this reason, the Student Code of Conduct is in effect 24 hours a day, 7 days a week, 365 days a year.

DEFINITIONS

“Extracurricular Programs”—this term encompasses **all** programs sanctioned by the Utah High School Activities Association (UHSAA)—i.e., all sports, drill team, drama, forensics, and music—as well as non-sanctioned programs like cheerleading, dance, student government, and school clubs.

“UHSAA Eligibility”—All students participating in UHSAA-sanctioned programs must be eligible under policies established by the UHSAA. These policies can be found on their website at www.uhsaa.org.

BOOSTER CLUB

The Booster Club supports Provo High athletics, cheerleading, band, performing arts, and academic programs by fundraising, volunteering, and promoting student and program accomplishments.

Over **95%** of the profit from membership fees directly supports programs at PHS. Join the Booster Club by completing your membership application, and paying dues in the Business Office.

ATHLETIC EVENTS—SPORTSMANSHIP

Since athletics must operate within the framework of sound educational principles, it follows:

1. Athletic teams at Provo High School come under the jurisdiction of and are required to abide by the rules of the Utah High School Activities Association so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege to participate in athletics, either as an athlete or spectator, are expected to conduct themselves in a manner that does not detract from the educational environment.
3. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Anyone can make a mistake.
4. Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and common sense. The following spectator behavior is expected.

GENERAL SPORTSMANSHIP GUIDELINES (FROM THE UHSAA HANDBOOK):

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. Know the rules. Abide by and respect officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control & reflect positively upon yourself, the team, & the school.
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

Spectators may be asked to leave contests or may be banned from attending future contests if these expectations are disregarded.

NOTIFICATION

Coaches and advisers will go over the terms and conditions of the Provo High School Student Code of Conduct before students begin participation in their chosen extracurricular program. Additionally, coaches and advisers will review individual program rules and regulations. The Provo High School Student Code of Conduct is also posted on the school's website. **Each student and parent/guardian will sign and thereby agree to abide by the Provo High School Student Code of Conduct as a requirement of participation in any extracurricular activity.**

PHS CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

The Provo High School (PHS) Student Code of Conduct establishes standards by which students participating in extracurricular activities are expected to conduct themselves as representatives of Provo High School. Parents are expected to discuss these regulations and consequences with their students so that informed and appropriate decisions about behavior are made.

It is imperative that students and parents understand that the Provo City School District Safe Schools Policy and other related policies and the PHS Student Code of Conduct are two separate sets of standards. The PHS Student Code of Conduct, which is written specifically for students participating in extracurricular activities, will be used concurrently with district policies, but the two codes differ procedurally and substantively. If a student is suspended for a violation of district policy, then the student will not be permitted to practice or participate in his/her extracurricular activity during the suspension. If the same misconduct also constitutes a violation of the PHS Student Code of Conduct, then the student will be penalized accordingly.

The PHS Student Code of Conduct sets a high standard because of Provo High's desire to help protect the health, safety, and welfare of all students and community members. The PHS Student Code of Conduct applies to **all** students involved in extracurricular activities. A student is deemed to be a participant in an extracurricular activity for purposes of the PHS Student Code of Conduct once the student is notified by the coach/adviser that they have been accepted into

the program. Thereafter, the student is deemed to be a participant for the remainder of his/her high school career. This also includes all athletes “in season,” as well as those athletes whose season has been completed but who intend to compete in subsequent seasons or sports. The PHS Student Code of Conduct provides parents with support in dealing with potential problems with their student, and it provides an incentive for the student to deal appropriately with negative peer pressure.

The PHS Student Code of Conduct applies to behavior that takes place **on or off** school grounds. These violations may take place at **any time** during the student’s enrollment at Provo High School, including off-season as well as during summer break. The PHS Student Code of Conduct will be in effect 24 hours a day, 7 days a week, 365 days a year. It applies to all participants, whether in season or out of season, on or off school property, including, but not limited to, school sponsored/sanctioned events on or off campus and private activities or events. When off-campus or private behaviors are proven to violate district policy and/or the PHS Student Code of Conduct, then consequences will follow if brought to the attention of the school administration.

Consequences for violating the PHS Student Code of Conduct will be in effect for non-region, region, and state contests and championships. With regard to suspensions from contests, scrimmages do not count as contests. **Consequences for violating the PHS Student Code of Conduct will carry over from school year to school year and will be in effect for the duration of the student’s high school participation.** This means the student’s record of PHS Student Code of Conduct violations will follow him/her from one sport/activity to the next and from one year to the next.



PROVO HIGH SCHOOL

SPORTS MEDICINE PRE-PARTICIPATION EXAM

ATHLETE INFORMATION Must be filled out by the ATHLETE or PARENT/GUARDIAN prior to the physical examination.

Name: _____ Birth Date (mm/dd/yyyy): ____/____/____ Grade: 8 | 9 | 10 | 11 | 12 Gender: M | F

Sport(s): _____
PLEASE LIST ALL SPORTS FOR WHICH YOU WILL TRY OUT FOR THIS YEAR.

PHYSICIAN SECTION Must be filled out by the PHYSICIAN prior to any tryout, practice, or athletic contest.

Height: _____ Weight: _____ / _____ / _____ Pulse: _____ BP: _____ Pupils: Equal Unequal BFX(opt): _____

VISION	Left	Right	20	Corrected?	Yes	No	MUSCULOSKELETAL	NORMAL	ABNORMAL (Include findings)
MEDICAL									
Appearance							Neck		
Eyes/Ears/Nose/Throat							Back		
Lymph Nodes							Shoulder/Arm		
Heart							Elbow/Forearm		
Pulses							Wrist/Hand		
Lungs							Hip/Thigh		
Abdomen							Knee		
Skin							Leg/Ankle		
Genitalia (male)							Foot		
Menstrual Period (female)									

ADDITIONAL COMMENTS _____

ATHLETIC PARTICIPATION RECOMMENDATIONS

- FULL & Unlimited Participation
- LIMITED Participation - May NOT participate in the following: _____
- CLEARED PENDING Documented follow-up of _____
- NOT CLEARED for Athletic Participation

Date of EXAM (mm/dd/yyyy): ____/____/____

DOCTOR'S OFFICE ADDRESS INFORMATION

Physician Name (mm/dd/yyyy)

Parent/Guardian SIGNATURE

EMERGENCY CONSENT FOR TREATMENT

BE IT KNOWN that in the event I cannot be reached, I, the undersigned parent/guardian of the student above named, do hereby give and grant unto any medical doctor or hospital my consent and authorization to render such aide, treatment or care to said student as, in the judgment of said doctor or hospital may be required, on an emergency basis, in the event said student/athlete should be injured or stricken ill while participation in an interscholastic activity sponsored by the above activity sponsored by the above school.

IT IS HEREBY understood that the consent and authorization hereby given and granted are continuing and are intended by me to extend throughout the current school year.

IT IS FURTHER understood that any expenses incurred will be paid for by insurance or the parent/guardian of the student. Payment of the expenses is not the school's responsibility.

Parent/Guardian NAME (please print)

ATHLETE MEDICAL HISTORY

Have you had a medical illness or injury since your last check up or sports physical? _____	Yes No	Are you currently taking any prescription or non-prescription medication or pills or using an inhaler? _____	Yes No
Do you have an ongoing or chronic illness? _____	Yes No	Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance? _____	Yes No
Are you under doctor's care right now? _____	Yes No	Do you have any allergies? (pollen, medicine, food, insects) _____	Yes No
Have you been hospitalized overnight in the past year? _____	Yes No	Have you ever been dizzy during or after exercise? _____	Yes No
Have you ever had surgery? _____	Yes No	Do you have any current skin problems? (itching, rashes, acne, warts, fungus) _____	Yes No
Have you ever passed out during or after exercise? _____	Yes No	Have you ever had a rash or hives develop during or after exercise? _____	Yes No
Do you get tired more quickly than your friends do during exercise? _____	Yes No	Have you ever become ill from exercising in the heat? _____	Yes No
Have you ever had racing of your heart or skipped heartbeats? _____	Yes No	Have you had any problems with your eyes or vision? _____	Yes No
Have you ever had chest pain during or after exercise? _____	Yes No	Have you ever gotten unexpectedly short of breath with exercise? _____	Yes No
Have you had high blood pressure or high cholesterol? _____	Yes No	Do you have asthma? _____	Yes No
Have you ever been told you have a heart murmur? _____	Yes No	Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position? (knee brace, orthotics, hearing aid) _____	Yes No
Has any family member or relative died of heart problems or sudden unexpected death before age 50? _____	Yes No	Do you want to weigh more or less than you do now? _____	Yes No
Has any family member been diagnosed with enlarged heart, QT Syndrome, or other ion channelopathy, Marfan's Syndrome, or abnormal heart rhythm? _____	Yes No	Do you lose weight regularly to meet weight requirements for your sport? _____	Yes No
Have you ever been diagnosed with a severe viral infection (for example, myocarditis or mononucleosis)? _____	Yes No	Have you ever been diagnosed with or treated for sickle cell trait or sickle cell disease? _____	Yes No
Has a physician ever denied or restricted your participation in sports for any reason? _____	Yes No	Have you had any problems with pain, swelling, fracture, sprain, strain, or dislocation in any joint? If yes, check the appropriate box and explain below.	Yes No
Do you have frequent or severe headaches? _____	Yes No	<input type="checkbox"/> Head	
Have you ever had numbness or tingling in your arms, hands, legs, or feet? _____	Yes No	<input type="checkbox"/> Shoulder	
Have you ever had a stinger, burner, or pinched nerve? _____	Yes No	<input type="checkbox"/> Finger	
Have you ever had a head injury or concussion? _____	Yes No	<input type="checkbox"/> Shin/Calf	
Have you ever been knocked out, become unconscious, or lost your memory? If yes, how many times? _____ Last occurrence: _____	Yes No	<input type="checkbox"/> Hip	
Have you ever had a seizure? _____	Yes No	<input type="checkbox"/> Neck	
		<input type="checkbox"/> Arm	
		<input type="checkbox"/> Wrist	
		<input type="checkbox"/> Thigh	
		<input type="checkbox"/> Ankle	
		<input type="checkbox"/> Back	
		<input type="checkbox"/> Elbow	
		<input type="checkbox"/> Hand	
		<input type="checkbox"/> Knee	
		<input type="checkbox"/> Foot	

I HEREBY state that to the best of my knowledge my answers to the Medical History are complete and correct.

**PROVO CITY SCHOOL DISTRICT
STUDENT ACTIVITY CODE OF CONDUCT**

3510 F1

I, _____, have read and understand the Provo City School District “Student Activity Code of Conduct”. I agree to abide by all requirements of this code.

Participation in competitive athletics, student government, and other extracurricular activities confers important educational and lifetime benefits upon students. However, there is no constitutional or legally protected right to participate in these types of extracurricular activities. Students who participate in extracurricular activities become role models for others in the school and community. These students often play major roles in establishing standards of acceptable behavior in the school and community, and establishing and maintaining the reputation of the school and the level of community confidence and support afforded to the school. Accordingly, students involved in extracurricular activities must comply with school and District policies, team and organization rules and applicable local, state, and federal laws in regards to their conduct and behavior.

ACADEMIC ELIGIBILITY

To be eligible to participate, a student:

1. Student must be a full-time student. The minimum requirements of a full-time student requires enrollment in at least six credit bearing classes. A senior may be enrolled in fewer than six credit bearing classes as long as he/she is on track to graduate.
2. Cannot fail more than one subject in the preceding grading period.
3. Must have a minimum grade point average (GPA) of 2.0 based on a 4.0 scale in the preceding grading period.
4. Incompletes (I), no grades (NG), and no credits (NC) are considered failures and must be factored into the GPA until made up. Once made up the GPA must be recalculated with the new grade replacing the deficiency.
5. A recalculation of the GPA will also be done if deficiencies are replaced during the summer grading period.
6. To replace the deficiency obtained during the final grading period, the new grade must be earned in the same subject area and must come from a summer program that has been approved by the Provo City School District.
7. Incoming 9th grade students or transferring students are accountable to the requirements of #1 and #2 listed above.
8. Students who are scholastically ineligible for a grading period cannot represent their school.

STUDENT DISCIPLINARY SANCTIONS

1. Drugs and Alcohol:

First Offense – Suspension from two weeks of games, meets, matches, competitions or performances. Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district level approved intervention program.

Second Offense – Suspension from six weeks of games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.

Third Offense – Suspension from eighteen weeks of games, meets, matches, competitions, performances and practices. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment intervention and treatment

program.

2. Additional Drug and Alcohol Guidelines:

- a. Violations carry over year-to-year and from sport/activity to sport/activity in a participant's career (there is no "fresh start" each school year).
- b. Violations must occur and be discovered during a sport/activity season.
- c. Any penalties for violation follow the student to any school to which he/she transfers.
- d. Any violation beyond the third offense carries the same penalty as the third offense.
- e. The school district discipline screening committee can impose a greater sanction than those described in each of the offenses if there are extenuating circumstances.

3. Tobacco Use/Possession/Sale/Distribution:

First Offense – Use, possession, sale or distribution of tobacco or tobacco products, in any form, is prohibited. The consequence for the first violation will be suspension from all extra-curricular programs/athletic competitions for one week.

Second Offense – The consequence for a second violation will be suspension for two weeks.

Third Offense – The consequence for a third offense and beyond will be determined by the school administration. The penalty will be determined based on the seriousness of the offense, any harm or injury to person or property, the remorse of the student and any other relevant factors.

4. Additional Tobacco Guidelines:

- a. Violations carry over year-to-year and from sport/activity to sport/activity in a participant's career (there is no "fresh start" each school year). Violations must occur and be discovered during a sport/activity season.
- b. Any penalties for violation follow the student to any school to which he/she transfers.
- c. The school district discipline screening committee can impose a greater sanction than those described in each of the offenses if there are extenuating circumstances.

5. Violation of Team Rules and Regulations:

Coaches may establish reasonable rules and regulations, subject to the approval of school administration, for behavior not otherwise specified in the code of conduct. Coaches may determine reasonable penalties for violations of team rules and regulations subject to review of school administration.

6. Attendance – Truancy: Student attendance is critical to a student's success in the classroom; much the same attendance at practice is essential. Students involved in extracurricular programs are expected to attend all of their classes on time and avoid truancy.

- a. Students who receive a truancy citation letter shall be suspended from participation in extracurricular programs for one week for a first offense.
- b. A second truancy citation letter during a student's high school enrollment shall result in a two-week suspension.
- c. Subsequent truancy citations will result in additional suspensions; the consequences will be determined by the school administration in consultation with coaches and the athletic director.

7. School Suspension: Students who are suspended from school under either school or school district policy are prohibited from participation in practices and games, meets, matches, competitions or performances during the length of the suspension.

8. Academic Fraud: Students who admit to and/or who are caught cheating in their classes will be subject to disciplinary action. The impact on participation in extracurricular programs will be determined by school administration in consultation with the classroom teacher in whose class the cheating occurred and the coach/advisor over the program the student is participating in, but shall in no case be less than a one-week removal from participation.

9. Unsportsmanlike Conduct: Unsportsmanlike conduct and other unacceptable behaviors not specifically covered in this code of conduct, but which are contrary to the spirit of being a role model to others, are subject to an appropriate penalty at the discretion of the school administration, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete, and any other relevant factors.

10. Unlawful Behavior: If a student has committed an unlawful or delinquent act as defined by Utah State Code, regardless of where or when the unlawful or delinquent act occurred, an appropriate penalty will be determined based on the seriousness of the offense, any harm or injury to person or property, and any other relevant factors, such as previous acts of misconduct. In all such cases school administration reserves the right to suspend a student’s extracurricular privileges until all charges have been resolved with the courts. The school administration also reserves the right to suspend extracurricular privileges once the court has rendered a guilty verdict, the student has plead guilty or no contest, or dispositions through a settlement. *(Please note that specific consequences for Drug/Alcohol and Tobacco infractions are detailed in an earlier portion of this document.)*

11. New Enrollees/Transfer Students:

New enrollees, including transfer students, with prior violations at schools will be considered to have violated the Provo Student Code of Conduct, and therefore, will be subject to applicable consequences for any additional violations as provided in this Code of Conduct.

Grievance Procedure Guidelines

If a student or parent has a grievance based on an outcome of the Provo City School District Code of Conduct, the following procedures are to be followed:

1. Request a meeting with the person who gave a consequence.
2. If not resolved, request a meeting with the school assistant principal over athletics and activities.
3. If not resolved, request a hearing with the Extra-Curricular Participation Review Board. This Board will consist of the following individuals: School Athletic Director, School Principal and Executive Director of Student Services for Provo City Schools. The decision of this board is final and exhausts all grievance processes.
4. Note: The Grievance Procedure Guidelines do not apply for outcomes that are given by the Provo City School District Discipline Screening Committee. A separate appeal process is available for this level of student discipline.

UTAH HIGH SCHOOL ACTIVITIES HANDBOOK

For matters that are not defined above, the Utah High School Activities Handbook will be used to help determine appropriate outcomes.

I have read and consent to the Provo City School District Code of Conduct.

Parent Signature: _____ Date: _____

I have read the Provo City School District Code of Conduct and understand and agree to abide by all guidelines and rules. I understand that I will not be allowed to start a season without the completion and submission of this document.

Student Signature: _____ Date: _____

Provo City School District Policies and Procedures on Dress and Grooming, Orderly Conduct, Safe Schools, and Substance Abuse

Section 1 – Definitions

“Short-term suspension” is a temporary removal of a student from school for a period of ten (10) consecutive school days or less. A student who is suspended may, at the principal’s discretion, have access to homework, tests, and other schoolwork through a home study program, but will not be allowed to attend regular school classes or participate in any school or District activities or events during the period of the suspension.

“Long-term suspension” means removing a student from school for a period longer than ten (10) consecutive school days. In such event, the suspended student will not be allowed to attend regular school classes or participate in any school or District activities or events during the period of the suspension. However, the District will work with parents to provide alternative educational placements and programs for students, where appropriate and feasible.

“Expulsion” means Board of Education removal of a student from school for a fixed (more than ten (10) consecutive school days) or indefinite period of time. In such event, the expelled student will not receive any educational services from the District during the period of expulsion. All expulsions must be reviewed at least annually by the Superintendent or his/her designee. Parents of expelled students are responsible to comply with the compulsory education laws of the State of Utah by providing other educational services for the student and paying all associated costs thereof.

“Firearm” includes, but is not limited to, handguns, rifles, shotguns, or any device from which is expelled a projectile by action of an explosive.

“Facsimile firearm” or “look-alike firearm” includes, but is not limited to, starter pistols, air-soft guns, cap guns, or toy guns.

“Weapon” includes, but is not limited to, firearms, knives, explosive device, noxious or flammable material, martial arts weapons, or other dangerous object, material, or device that is used for, or is readily capable of, causing death or serious bodily injury.

“Explosive device” and “noxious or flammable material” include, but are not limited to, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, mace, pepper spray, matches, and lighters.

“Possession” or “use” means the ownership, control, holding, retaining, inhaling, swallowing, injecting, or consuming of tobacco, alcohol, drugs, drug paraphernalia, or other controlled substances. The terms “distribute” or “sale” means the actual, or attempted sale, transfer, delivery, or dispensing to another of tobacco, alcohol, drugs, drug paraphernalia, or other controlled substances. The words “other similarly harmful substances” include, but are not limited to, the inappropriate or illegal use of inhalants, prescription drugs, or over-the-counter drugs.

“Tobacco” shall include cigarettes, cigars, pipes, smokeless, electronic or other forms of tobacco products in any form.

A “gang” as defined in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts. “Gangs” have a unique name or identifiable signs, symbols, or marks, and its members, individually or collectively, engage in criminal, threatening, or violent behavior to persons or property, or create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

“Gang activities” include, but are not limited to, any of the following:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos, accessories, symbols, signs, or other things which are evidence of membership or affiliation with any gang;
- Committing any act or using any speech, either verbal or non-verbal (i.e., flashing signs, graffiti, gestures, handshakes, etc.) that demonstrates membership in or affiliation with a gang;
- Soliciting other for membership in a gang;
- Requesting any person to “pay for protection” or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person;
- Possessing a weapon, alcohol, tobacco, controlled substance, drug paraphernalia, or other contraband;
- Committing any illegal act; OR
- Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.

“Pornographic or indecent material” means any material: (a) defined as harmful to minors, such as a description or representation, in any form whatsoever, of nudity, sexual conduct, sexual excitement, abuse, etc.; (b) described as pornographic in when applying community standards, appeals to the unhealthy interest in sex, is patently offensive, and does not have any serious literary, artistic, political, or scientific value; or (c) describes illicit sex or sexual immorality.

“Corporal punishment” means the intentional infliction of physical pain upon the body of a student as a disciplinary measure.

“District Disciplinary Committee” is the committee created at the discretion of the Executive Director of Student Services and may be composed of school administrator(s), social worker(s), school counselor(s), school psychologist(s), teacher(s), and/or other individuals, as appropriate, to assist or to make recommendations for disciplinary action and suggest alternative educational placements and programs as consequences for student conduct violations.

“District Disciplinary Hearing Officer” the district will employ an impartial hearing officer to review decisions made by the disciplinary committee and render a decision that ensures student disciplinary due process.

Section 2 – Discipline Guidelines

Reciprocity and Enrollment

In accordance with the reciprocity agreements and understandings with other school districts in the State of Utah, it is the practice in Provo City School District to recognize and honor disciplinary action imposed upon a student by other school districts and schools. Accordingly, Provo City School District will not enroll a student who is currently under suspension or expulsion from another school district or school. In addition, a student may be denied admission in Provo City School District on the basis of having been suspended or expelled from another school district or school during the preceding twelve (12) months.

Corporal Punishment / Physical Restraint

A school employee may not inflict or cause the infliction of corporal punishment upon a student who is receiving educational services from the District. This section does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or in other appropriate circumstances: (a) to obtain possession of a weapon or other dangerous object in the possession or under the control of a student; (b) to protect the student or another person from physical injury; (c) to

remove a violent or disruptive student from a situation; or (d) to protect property from being damaged.

Alternative to Suspension or Expulsion

A continuum of intervention strategies shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to suspension or expulsion of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behaviors which are not of such a violent or extreme nature that immediate removal is warranted, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school. A number of interventions should be tried, including, but not limited to: (a) talking with the student; (b) class schedule adjustment; (c) contact with the parents; (d) parent/student conferences; (e) behavioral contracts; (f) after-school make-up time; (g) short-term in-school suspension; (h) short-term at-home suspensions; (i) Multi-disciplinary Team involvement and assistance; (j) appropriate evaluation; (k) home study; (l) alternative educational placements and programs, and (m) law enforcement assistance, as appropriate. The District shall also cooperate with the Utah State Board of Education in regards to researching, motivating, and providing student incentives that: directly and regularly reward or recognize appropriate behavior; impose immediate and direct consequences on students who fail to comply with District or school standards of conduct; and keep the student in school, or otherwise continue student learning with appropriate supervision or accountability.

Emergency Issues and/or Safety Concerns

A principal may suspend a student for up to ten (10) school days while investigating issues related to student safety or other emergency concerns that have a direct and substantial ability to disrupt the educational environment within the school or overall school district.

Parental Attendance with Student

As part of a remedial discipline plan for a student, a school may require the student's parent, with the consent of the student's teachers, to attend class with the student for a period of time specified by a school or District administrator. If the parent does not agree or fails to attend class with the student, the student shall be suspended or expelled in accordance with the provisions of school and District discipline policies.

Authority to Administer Corrective Discipline

School principals or assistant principals have the authority to suspend a student for up to ten (10) school days.

The Superintendent and his/her designees may suspend a student for up to one school year (one hundred and eighty (180) school days).

The Board of Education may expel a student for a fixed or indefinite period of time. However, all expulsions shall be review by the Superintendent or his/her designee and the conclusions reported to the Board at least once each school year.

Grounds for Disciplinary Action

A student may be suspended, expelled, and/or subject to other disciplinary action for any of the following reasons:

- Frequent or flagrant willful disobedience; defiance of proper authority; or disruptive behavior, including, but not limited to, using foul, profane, vulgar, or abusive language, fighting, assault, threats, or other unreasonable and substantial disruption of a class, activity, event, or other function of the school.
- Failing to provide proper identification or information upon request by school authorities
- Discrimination and harassment (including sexual, racial, religious, disability, or any other classification protected by law).

- Engaging in any gang activities.
- Possession or use of pornographic or indecent material on school property.
- Trespassing or loitering on school property; stealing; burglary; or vandalism, graffiti, or other willful destruction or defacing of school property or the property of others.
- Criminal mischief; terroristic threats; intimidation; harassment; bullying; hazing; behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or moral of other students or to school personnel or to the operation of the school.
- Demeaning behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, inappropriate public display of affection, or inappropriate exposure of body parts not normally exposed in public settings.
- Improper use of cellular phones, Mp3 players, iPods, laser pointer, and other electronic devices.
- The use, possession, sale, or distribution of drugs or controlled substances, imitation controlled substances, other similarly harmful substances, or drug paraphernalia. It further bans the misuse of over-the-counter products by students. Any medications must be under the control of and administered through the school nurse or a designated employee.
- The use, possession sale, or distribution of alcoholic beverages.
- The use, possession, sale, or distribution of tobacco products.
- The use, possession, sale, or distribution of any real or facsimile (look-alike) firearm, weapon, knife, explosive device, chemical device, noxious or flammable material, martial arts weapon, or other dangerous objects.
- The actual or threatened use of a real or facsimile (look-alike) firearm, weapon, knife, explosive device, noxious or flammable material, martial arts weapon, or other dangerous objects with intent to intimidate another person or to disrupt normal school operations.
- Arson
- Misuse of computers email, or the Internet.
- Truancy or attendance violations.
- Violations of dress and grooming standards, including, but not limited to wearing anything signifying gang affiliation; wearing anything concerning tobacco, alcohol, drugs, or illegal activities; wearing anything that is immodest; indecent exposure; or wearing anything that materially disrupts, or is reasonably anticipated to materially disrupt, the educational environment.
- Any other serious violation affecting another student or school personnel, or which occurs in a school building, on school property, or in conjunction with any school activity or event.
- The commission of any act which would constitute a crime under federal, state, or local law.

- Engaging in any of the foregoing types of conduct outside of school or school related activities and events, or before or after school hours, which substantially and materially disrupt, or is reasonably anticipated to substantially and materially disrupt, the educational environment.
- School property theft or damage: Students being disciplined for the theft, willful destruction, or defacing of school property will be required to pay for the damages or make arrangements to work off the cost of the damages. Failure to do so shall result in the withholding of official written grades, diploma, and transcripts. The student's parents are also liable for damages as provided in Utah Code. If the student and the student's parents are unable to pay for the damages, or if it is determined by the school in consultation with the student's parents that the student's interest would not be served if the parents were to pay for the damages, then the school shall provide for a program of voluntary work for the student in lieu of the payment.

Disciplinary Action

It is the responsibility of school employees to report prohibited behavior to a school administrator or an appropriate supervisor. Any student who engages in conduct in violation of this policy or any other policy concerning student behavior and conduct shall be subject to disciplinary action. Consequences shall be firm and fair and correspond to the severity of the infraction. A continuum of consequences should be utilized if appropriate under the circumstances. Disciplinary action may include, but is not limited to, before or after school detention, in-school suspension, short-term suspension, long-term suspension, expulsion, exclusion from or loss of extracurricular activities, probation, and /or alternative educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

Section 3 – Continuum of Consequences

Discipline Levels and Consequences

Level 1 acts of misconduct include, but are not limited to, the following:

- 1-1 Loitering
- 1-2 Profane, obscene, racist, indecent, immoral, or seriously offensive language, gestures, indecent propositions, or exhibitions
- 1-3 Wearing/displaying of gang apparel, signs or paraphernalia
- 1-4 Displaying any behavior that is disruptive
- 1-5 Failing to provide proper identification or information upon request by school authorities
- 1-6 Insubordination and/or defiance
- 1-7 Fighting – two people, no injuries
- 1-8 Sexual harassment I
- 1-9 Possession of an incendiary device
- 1-10 Use of an interfering device
- 1-11 Vandalism I (damage under \$200.00)
- 1-12 Harassment I
- 1-13 Dress or grooming violation
- 1-14 Bullying I: Taunting, teasing, name-calling, spreading rumors, threatening or obscene gestures, excluding others from a group or manipulation of friendship.
- 1-15 Cyber bullying
- 1-16 Theft I (less than \$299.00)

Disciplinary Action

Minimum: Student/Administrator conference and/or suspension up to 10 school days

Maximum: Suspension and referral to the District Disciplinary Committee for alternative placement or suspension up to 90 school days

Level 2 acts of misconduct include, but are not limited to, the following:

- 2-1 Criminal activity
- 2-2 Theft (\$300.00-\$999.00)
- 2-3 Possession of a weapon (real, look alike, or pretend)
- 2-4 Assault
- 2-5 Fighting – with injury or injuries or involving more than two people
- 2-6 Trespassing
- 2-7 Harassment II
- 2-8 Indecent exposure
- 2-9 Use of an incendiary device
- 2-10 Vandalism II (damage of \$200.00 or more, but less than \$1000)
- 2-11 Sexual harassment II
- 2-12 Hazing
- 2-13 Gang Involvement II (any Level 1 violation committed while involved in any gang activity)
- 2-14 Bullying II – Hitting, kicking, physical harm, destruction of property, enlisting someone to assault someone for you.
- 2-15 Cyber bullying

Disciplinary Action

Minimum: Student/Parent/Administrator conference and/or suspension up to 10 school days

Maximum: Suspension and referral to the District Disciplinary Committee for alternative placement or suspension up to 180 school days

Level 3 acts of misconduct include, but are not limited to, the following:

- 3-1 Possession of a firearm
- 3-2 Use of a weapon (real*, look alike, or pretend)
- 3-3 Aggravated assault
- 3-4 Arson
- 3-5 Extortion
- 3-6 Sexual battery
- 3-7 Placing any person in imminent danger
- 3-8 Assault upon any school personnel
- 3-9 Vandalism III (damage over \$1,000)
- 3-10 Gang Involvement III (any Level 2 violation committed while involved in any gang activity)
- 3-11 Theft III (more than \$1,000.00, which is a felony)

Disciplinary Action

Any Level 3 Violation

Parents and police will be notified and the student suspended for up to ten school days during which time the student will be referred to the District Disciplinary Committee for alternative placement, suspension, or expulsion

Drug and Alcohol Explanation and Consequence

Disciplinary Action: Use or Possession of Alcohol, Drugs, Drug Paraphernalia, or other Controlled Substances.

First Violation

A student may be suspended from school for up to 10 school days and referred to the District Disciplinary Committee for alternative placement or suspension up to 90 school days. Students may be permitted to continue in school if student enrolls in and attends a district-approved intervention program with parent.

1. The principal or designee, during the suspension period, shall:
 1. Notify the appropriate law enforcement agency and give them all confiscated evidence and information;
 2. Notify the parents;
 3. Schedule a parent conference during the suspension period; review with the student and parent the Provo City School District Policies and Procedures on Attendance, Orderly Conduct, Safe Schools and Substance Abuse; and
 4. Refer the student and parent to the school's designated student assistance program and/or to an approved prevention program.
2. The student shall:
 1. Reveal the source of material associated with this violation;
 2. Attend with parent an approved prevention program, the cost of which will be assumed by the parent;
 3. Not participate in school-or district-sponsored activities until any suspension has been removed or ended.

Failure of the student to comply with any of the above will result in a referral to the District Disciplinary Committee for alternative placement or suspension, for up to 90 school days.

Second Violation

A student shall be suspended from school for 10 days, during which time the student will be referred to the District Disciplinary Committee for suspension up to 90 school days.

1. The principal or designee shall:
 1. Notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
 2. Notify the parents and schedule a conference.
2. The student shall:
 1. Explore education options available during the suspension period; and
 2. Not participate in school-or district-sponsored activities or programs until he/she has been reinstated by the District Disciplinary Committee.
3. Reinstatement
If a student desires to return to school during the suspension period, he/she must petition

the District Disciplinary Committee and show evidence that he/she has done all of the following:

1. Participated in a formal drug assessment, with the cost of the assessment assumed by the parent
2. Follow all assessment requirements
3. Show evidence of having completed the most appropriate level of intervention program based on the assessment by a licensed individual or agency, with the cost of the intervention program assumed by the parent and
4. Show evidence that he/she has personally revealed to school administration the source of the alcohol or controlled substance associated with the violation.

Failure of the student to comply with any of the above will result in a referral to the District Disciplinary Committee for alternative placement or suspension, for up to 90 school days.

Third Violation

The student shall be suspended from school for 10 days during which time the student will be referred to the District Disciplinary Committee for alternative placement or suspension, for up to one school year, or to the Board for expulsion from the school.

1. The principal or designee shall:
 1. Notify the appropriate law enforcement agency;
 2. Provide the agency with all confiscated evidence and information; and
 3. Notify the parents and schedule a conference.

Disciplinary Action: Sale or Distribution of Alcohol, Drugs, Drug Paraphernalia, or other Controlled Substances.

The student shall be suspended and referred to the District Disciplinary Committee for alternative placement or suspension, for up to one school year, or to the Board for expulsion.

1. The principal or designee shall:
 1. Notify the appropriate law enforcement agency;
 2. Provide the agency with all confiscated evidence and information; and
 3. Notify the parent.
2. If a student desires to return to school, he/she must petition the District Disciplinary Committee and the Board in writing and show evidence that he/she has done the following:
 1. Participated in a formal alcohol and/or controlled substance abuse assessment, with the cost of the assessment assumed by the parent;
 2. Follow all assessment requirements
 3. Successfully completed the most appropriate level of intervention program based on assessment from a licensed individual or agency, with the cost of the intervention program assumed by the parent; and
 4. Personally revealed the source of materials associated with the violation to the school administrator.

Tobacco Explanation and Consequences

Statement on Tobacco Use

Provo City School District prohibits any student use, possession, sale or distribution of tobacco/tobacco products.

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

Disciplinary Action for Tobacco Use

First Violation

The principal or designee shall:

1. Issue a citation; and
2. Notify the parents

Second and Following Violations

1. The principal or designee shall:

1. Issue a citation;
2. Notify parents; and
3. Refer the student and parent to an approved assessment and/or approved intervention program, with the cost of the program assumed by the parent.

2. The student shall:

1. Participate, with parent, in approved assessment and/or intervention program(s).
2. Show evidence of having successfully completed the most appropriate level of intervention program based on the initial assessment, with the cost of the program assumed by the parent.

Failure of a student to comply with or complete the requirements of the referral will result in administrative action.

Section 4 – Disciplinary Due Process Procedures

Regular Education Students: Whenever a regular education student is subject to discipline for a violation of District policy, the discipline due process procedures of this policy shall be followed.

Short-Term Suspensions – Ten (10) consecutive school days or less.

School Administrator

Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident.

Minimal due process is required. The school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) verbally or in writing of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If parent cannot be reached it is the responsibility of the school to maintain the student for the remainder of the day.

Disagreement between the parents and the school in regards to short-term suspension will be handled in meetings between parents, school administrators, and the student, if appropriate. The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
2. If agreement is not reached, the parent/guardian may meet with the principal.
3. If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within ten (10) calendar days of the school decision and addressed to the Provo City School District, Executive Director of Student Services. The appeal shall be heard within ten (10) school days.
4. If agreement is not reached, the parent/guardian may submit in writing within ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) calendar days and the decision shall be in writing.
5. If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the Independent Disciplinary Hearing Officer's decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a de novo review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the Independent Disciplinary Hearing Officer.

Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter. Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

Long-Term Suspension and Expulsions. More than ten (10) consecutive school days.

School Administrator:

Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident.

The school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

Suspension or expulsion may not extend beyond ten (10) school days unless the student and the student's parents have been given notice and a reasonable opportunity to meet with the school administrator and/or District officials and respond to the allegations and proposed disciplinary action.

The school administrator shall notify in writing the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days; (b) the grounds for the suspension; (c) any conditions of the suspension; (d) that the matter has been referred to the District Disciplinary Committee for further disciplinary action. A copy of this written notification shall be sent to the Executive Director of Student Services.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If parent cannot be reached it is the responsibility of the school to maintain the student for the remainder of the day.

The school administrator shall notify the District's Executive Director of Student Services of the incident and provide him/her with all relevant and necessary information and documentation. If appropriate, the school administrator shall also notify law enforcement and/or the Division of Child and Family Services (DCFS) of the incident.

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
2. If agreement is not reached, the parent/guardian may meet with the principal.
3. If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within ten (10) calendar days of the school decision and addressed to the Provo City School District, Director of Student Services. The appeal shall be heard within ten (10) school days.
4. If agreement is not reached, the parent/guardian may submit in writing within ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) calendar days and the decision shall be in writing.
5. If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the Independent Disciplinary Hearing Officer's decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall

be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a de novo review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the Independent Disciplinary Hearing Officer.

Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter. Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

Student Progress: The Executive Director of Student Services or his/her designee shall have contact with the parents of each suspended or expelled student under the age of sixteen (16) at least once each month to determine the student's progress.

Readmission to School: A suspended or expelled student may not be readmitted to school until:

(a) the student and the parents have met with the Executive Director of Student Services to review the suspension; (b) all conditions of the suspension have been satisfied; and (c) the Executive Director of Student Services, student, and parents have agreed upon a plan to avoid recurrence of the problem.

Investigations and Documentation: The investigation and documentation of student incidents by the school administrator should include the following: (a) conduct interviews of students and others who were involved in or witnessed the incident(s); (b) obtain statement from students and other who were involved in or witnessed the incident(s); (c) obtain and secure any relevant evidence; (d) prepare any necessary forms and other documentation; (e) involve District personnel, local law enforcement personnel, and/or DCFS, as applicable; and (f) perform any other tasks necessary to properly investigate and document the student incident(s).

Hearings: Student Disciplinary due process hearings are not as formal as court hearings. Strict adherence to court rules of procedure and evidence are not required. However, certain rights of the student must be observed. The hearing must be impartial, the student is entitled to representation by legal counsel, the student is to be made aware of the general nature of the evidence to be used against him/her, and substantial evidence must be provided.

Right to Counsel: Although a student is entitled to be represented by legal counsel at a hearing, the District is not responsible to provide counsel or pay for the student's expenses in obtaining counsel.

Evidentiary Rules: Testimony in a student disciplinary due process hearing is not subject to the strict adherence to court rules of evidence. In fact, hearsay testimony is admissible. However, the District's evidence supporting the disciplinary action must meet the test of "substantial evidence."

Responsibility of Parents: If a student is suspended or expelled for more than ten (10) school days, the parents are responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. The parents can work with designated school personnel to determine how that responsibility might best be met through an alternative educational placement or program offered by or through the District, private education, or other alternative which will satisfy the legal and educational needs of the student. The parents and school personnel may enlist the cooperation of the Division of Child and Family Services (DCFS), the juvenile court, or other appropriate state agencies to meet the student's educational needs. Costs for educational services which are not provided by the District are the responsibility of the student's parents.

Student Discipline Procedures for Students with Disabilities (IDEA and 504)

Short-Term Suspensions – Ten (10) consecutive school days or less.

School Administrator: In every situation where an eligible student with a disability under the IDEA or Section 504 is subject to discipline for a violation of District or school policy, the school administrator must first ascertain whether the student has been previously suspended during the current school year. If yes, determine whether the total suspensions cumulate to more than ten (10) school days in the current school year. If the total suspensions do not cumulate to more than ten (10) school days, then proceed with the suspension. If the total suspensions do cumulate to more than ten (10) school days, then the school administrator and staff must determine if the student has been subject to a series of suspensions that constitute a pattern. A “pattern” occurs when: (a) the series of suspensions total more than ten (10) school days in a school year; (b) the student’s behavior is substantially similar to previous incidents that resulted in the series of suspensions; and (c) there are other factors suggesting a pattern, such as the length of each suspension, the total amount of time the student has been suspended, and the proximity in time of those suspensions (i.e., the longer the total number days and the closer they are in proximity, the more likely it would constitute a pattern). If there is a pattern this constitutes a ‘change of placement’ under the IDEA. The school IEP team should conduct a Manifestation Determination.

Manifestation Determination: Within ten (10) school days of any decision to “change the placement” of a student with a disability because of a violation of District or school policy, a determination must be made by the school administrator, parents, and relevant members of the student’s Individual Education Plan (IEP) Team of whether the behavior is a manifestation of the student’s disability by answering the following questions: Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability? Whether the conduct in question was the direct result of the school’s failure to implement the IEP?

If the answer to both of these questions is “no,” then the behavior is not a manifestation of the student’s disability. In such event, the student shall be disciplined as any other student for a similar offense; provided, however, that the student must continue to receive educational services during any period of suspension to assure that the student is receiving a Free and Appropriate Public Education (FAPE). The IEP Team will determine educational services and the Interim Alternative Educational Setting (IAES) where the student will receive educational services. Educational services should target the student’s behavior to limit its reoccurrence, enable the student to participate in the general education curriculum, and progress towards meeting the student’s IEP goals. In the event the parents of the student challenges the manifestation or placement decision through an expedited due process hearing, the student shall be kept in the IAES pending any such challenge until a final decision is issued.

If the answer to either of these two questions is “yes,” then the behavior is a manifestation of the student’s disability. In such event, the IEP Team must conduct and /or review a Functional Behavior Assessment (FBA) and a Behavior Intervention Plan (BIP) for the student. The IEP Team must return the student to his/her prior educational placement, unless the parent and school personnel agree to a “change of placement” as part of the BIP. Notwithstanding the manifestation determination, in the event that school personnel believe that the student’s behavior is substantially likely to result in injury to the student or others, the District may seek an expedited due process hearing to prevent the student from returning to his/her prior educational placement. In such event, the student shall be placed in an IAES pending the hearing until a final decision is issued.

If a regular education short-term suspension is warranted based on following the processes for a special education student the school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student’s removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If the parent cannot be reached the student will be maintained within the school until the end of the day.

Disagreements between the parents and the school in regards to regular education short-term suspensions should be handled in meetings between parents, school administrators, and the student, if appropriate. If necessary the appeal process listed below will be followed to allow for due process.

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
2. If agreement is not reached, the parent/guardian may meet with the principal.
3. If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within ten (10) calendar days of the school decision and addressed to the Provo City School District, Director of Student Services. The appeal shall be heard within ten (10) school days.
4. If agreement is not reached, the parent/guardian may submit in writing within ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) calendar days and the decision shall be in writing.
5. If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the Independent Disciplinary Hearing Officer's decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a de novo review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the Independent Disciplinary Hearing Officer.

Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter.

Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

Long-term Suspensions: More than ten (10) consecutive school days constitutes a "change of placement" under the IDEA. More than ten (10) cumulative school days in a school year constitutes a "change of placement" under the IDEA if a pattern is established.

School Administrator: Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident. The school administrator shall give the student verbal or

written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school. On the date of the decision to remove the student from school the school administrator shall provide the parents with notice of the suspension ("change of placement") and a copy of the IDEA or Section 504 procedural safeguards notice.

Manifestation Determination: Within ten (10) school days of any decision to "change the placement" of a student with a disability because of a violation of District or school policy, a determination must be made by the school administrator, parents, and relevant members of the student's Individual Education Plan (IEP) Team of whether the behavior is a manifestation of the student's disability by answering the following questions: Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability? Whether the conduct in question was the direct result of the school's failure to implement the IEP?

If the answer to both of these questions is "no," then the behavior is not a manifestation of the student's disability. In such event, the student shall be disciplined as any other student for a similar offense; provided, however, that the student must continue to receive educational services during any period of suspension to assure that the student is receiving a Free and Appropriate Public Education (FAPE). The IEP Team will determine educational services and the Interim Alternative Educational Setting (IAES) where the student will receive educational services. Educational services should target the student's behavior to limit its reoccurrence, enable the student to participate in the general education curriculum, and progress towards meeting the student's IEP goals. In the event the parents of the student challenges the manifestation or placement decision through an expedited due process hearing, the student shall be kept in the IAES pending any such challenge until a final decision is issued.

If the answer to either of these two questions is "yes," then the behavior is a manifestation of the student's disability. In such event, the IEP Team must conduct and/or review a Functional Behavior Assessment (FBA) and a Behavior Intervention Plan (BIP) for the student. The IEP Team must return the student to his/her prior educational placement, unless the parent and school personnel agree to a "change of placement" as part of the BIP. Notwithstanding the manifestation determination, in the event that school personnel believe that the student's behavior is substantially likely to result in injury to the student or others, the District may seek an expedited due process hearing to prevent the student from returning to his/her prior educational placement. In such event, the student shall be placed in an IAES pending the hearing until a final decision is issued.

If a regular education long-term suspension is warranted based on following the processes for a special education student the school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If the parent cannot be reached the student will be maintained within the school until the end of the day.

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense

or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
2. If agreement is not reached, the parent/guardian may meet with the principal.
3. If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within ten (10) calendar days of the school decision and addressed to the Provo City School District, Director of Student Services. The appeal shall be heard within ten (10) school days.
4. If agreement is not reached, the parent/guardian may submit in writing within ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) calendar days and the decision shall be in writing.
5. If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the Independent Disciplinary Hearing Officer's decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a de novo review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the Independent Disciplinary Hearing Officer.

Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter. Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

Responsibility of Parents: If a student is suspended or expelled for more than ten (10) school days, the parents are responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. The parents can work with designated school personnel to determine how that responsibility might best be met through an alternative educational placement or program offered by or through the District, private education, or other alternative which will satisfy the legal and educational needs of the student. The parents and school personnel may enlist the cooperation of the Division of Child and Family Services (DCFS), the juvenile court, or other appropriate state agencies to meet the student's educational needs. Costs for educational services which are not provided by the District are the responsibility of the student's parents.

Weapons, Drugs, or Serious Bodily Injury: Regardless of whether the misconduct is a manifestation of the student's disability, school personnel may remove a student with a disability for up to forty-five (45) days to an IAES if the student's misconduct involved: (a) possessing or using a weapon at school, on school premises, or at a school function: OR (c) inflicting serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this section, the term "weapon" is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length. For purposes of this section, the terms "illegal drugs" or "controlled substances" have definitions contained in federal law, but do not include a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other

authority under federal law. For purposes of this section, words “serious bodily injury” is defined as bodily injury which involves: (a) a substantial risk of death; (b) extreme physical pain; (c) protracted and obvious disfigurement; or (d) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Expulsions: Board of Education removal of a student from school for a fixed (more than ten (10) consecutive school days) or indefinite period of time. The expelled student will not receive any educational services from the District during the period of expulsion. Students with disabilities eligible under the IDEA are not subject to expulsion as a disciplinary measure. For a serious violation committed by an IDEA student, proceed with a long-term suspension.

TITLE IX GRIEVANCE PROCEDURES

Title IX was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all arenas of public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics.

In compliance with applicable federal (Title IX) and state law, it is the policy of Provo City School District to investigate promptly and resolve equitably all complaints and reports of discrimination on the basis of race, sex, religion, age, national origin, disability, privacy and any other alleged violation of civil rights in the District's educational programs and activities. Provo City School District does not discriminate on the basis of sex in admission or employment in educational programs or activities.

The Director of Student Services is designated as the Title IX Coordinator. For questions concerning Title IX regulations, contact the U.S. Department of Education Office for Civil Rights or the Title IX Coordinator.

<p>Doug Finch Assistant Superintendent Hearing Officer, Title IX Coordinator</p> <p>Administration Building - Room 13 280 West 940 North Provo, Utah 84604</p> <p>Phone: (801) 374-4815 Fax: (801) 374-4808 Email: dougf@provo.edu</p>	<p>Office for Civil Rights Denver Office U.S. Department of Education</p> <p>Federal Building, Suite 310 1244 Speer Boulevard Denver, CO 80204-3582</p> <p>Phone: (303) 844-5695 Fax: (303) 844-4303 Email: OCR.Denver@ed.gov</p>
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It is the policy of Provo City School District to protect the due process rights of all individuals involved with a report of discrimination or civil rights violation. The process is administrative, not judicial. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Provo City School District respects the privacy and anonymity of all individuals. However, an individual's right to confidentiality must be balanced with the District's obligation to take appropriate disciplinary or legal action and/or cooperate with police investigations or legal proceedings. Provo District retains the right to disclose the identity of individuals in appropriate circumstances.

Notification will be given to the individual(s) of the time and place for a hearing and a statement of alleged discrimination or civil rights violation. The notice of offenses or charges shall be based upon the information known at the time the notice is issued and may be subject to amendment upon further investigation or evidence.

The Title IX Coordinator will monitor the procedures of this policy. Procedures for discrimination or civil rights violations are as follows:

1. Every effort should be made to handle complaints at the site of incidence. Grievances shall be in writing, using the Discrimination Grievance Form, and submitted to the site administration within thirty (30) calendar days of the incident. The site administration will follow informal investigation and resolution procedures.
2. If the complaint is not resolved, the individual may request an informal hearing before the Title IX Coordinator. The request shall be in writing and submitted within fifteen (15) calendar days of the site administration investigation. The complaint shall be heard within ten (10) school days.
3. If the grievance is not resolved, the individual may request a formal hearing before the Superintendent. The request shall be in writing and submitted within fifteen (15) calendar days of the Title IX hearing. The grievance shall be heard within fifteen (15) calendar days and the decision shall be in writing.
4. If the grievance is not resolved, the individual may request a formal hearing before the District Board of Education. The request shall be in writing and submitted within fifteen (15) calendar days of the Superintendent hearing. The formal hearing before the Board will be held in executive session. The grievance shall be heard within fifteen (15) calendar days and the decision shall be in writing.
5. If the grievance is still not resolved, the individual may appeal to a court of law. Judicial action must be commenced within thirty (30) calendar days after the written decision of the Board or the right to judicial review will be forfeited.

All hearings will be limited to two hours. The Hearing Officer will place appropriate time restriction on the hearing proceedings to ensure all parties equal representation in the allotted time.

At each stage of the proceedings the district representative may:

1. Conduct a *de novo* review and hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered;
2. Receive and consider new documents, information and witness testimony.

However, upon appeal to the Board of Education, the Board shall only consider the documents, information and witness testimony presented at the hearing conducted by the Superintendent. Failure to appeal to the next step in the appeals process within the time limit specified shall be deemed a withdrawal and final disposition of the grievance.

Provo City School District does not tolerate retaliation or intimidation of any kind towards anyone filing grievances under this procedure. Such retaliation and intimidation violates the District Safe Schools Policy and also may violate state and federal law. All participating parties will be informed of their right to be free from retaliation and intimidation.

Provo City School District will take swift and strict disciplinary action against any individual who retaliates against an appellant or who retaliates against a person who testifies, assists, or participates in an investigation proceeding or hearing in connection with an appeal. Retaliation and intimidation may include, but is not limited to, any form of physical or verbal intimidation, reprisal, coercion, discrimination, physical or verbal harassment, threats, extortion, blackmail, or unwanted sexual contact.

**Provo City School District
Discrimination or Civil Rights Grievance Form**

Name _____
Parent/Guardian, minor _____
Address _____ City _____ Zip _____
Home Phone _____ Daytime/Cell Phone _____
Email _____

Please provide a brief description of the alleged discrimination or civil rights violation. Include the date, time and location as well as names of any individual(s) involved, initial efforts to resolve the grievance and any additional information relevant to the case.

Date _____ Time _____ Location _____

Name of individual(s) accused of discrimination or a civil rights violation

Description of incidence and other relevant information:

GLOSSARY

aggravated assault - to intentionally cause serious bodily injury to another or use of a dangerous weapon or other force likely to produce death or serious bodily injury.

alcohol - see glossary under “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

alternative placement - placement of a student in a program outside of his/her regular school setting. This may include, but is not limited to, the following: daytime alternative, 4:00-6:00 after-school alternative, and/or home placement.

arson - the act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

assault - an attempt with unlawful force or violence to do bodily injury to another, or a threat accomplished by show of immediate force of violence to do bodily injury to another, or an act committed with unlawful force of violence that causes or creates a substantial risk of bodily injury to another.

Board - the Provo City School District Board of Education.

bullying - bullying is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power, and may be repeated over time.

bullying I: Taunting, teasing, name-calling, spreading rumors, threatening or obscene gestures, excluding others from a group, or manipulation of friendship.

bullying II – Hitting, kicking, physical harm, destruction of property, enlisting someone to assault someone for you.

controlled substance - any drug delivered by a pharmacist to an ultimate user under a lawful prescription; see also definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

criminal activity - any activity that violates applicable criminal codes.

cyber bullying – cyber bullying includes the use of email, web pages, text messaging, instant messaging, three-way calling or messaging, or any other electronic mean of aggression inside or outside of school.

cyber bullying I – the use of email, web pages, text messaging, instant messaging, or any other electronic communication device with the intent to annoy alarm, intimidate, offend, abuse, threaten, harass, or frighten another inside or outside of school.

cyber bullying II - the use of email, web pages, text messaging, instant messaging, or any other electronic communication device that threatens to inflict injury, physical harm, or damage to any person or the property of any person inside or outside of school.

cyber bullying III - the use of email, web pages, text messaging, instant messaging, or any other electronic communication device for the purpose of stalking, extortion, or distribution of pornographic material.

disciplinary reassignment - disciplinary action involving transfer to another room or school or alternative school placement for a specified period of time.

distribution - means to deliver other than by administering or dispensing a controlled substance or a listed chemical (see use, possession/sale).

district - the superintendent and/or designee(s).

drug paraphernalia - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

due process - notification to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

electronic device – an “electronic communication device” includes, but is not limited to, telephones, cell phones, camera telephones, two-way radios or video broadcasting devices, pagers and any other device that allows a person to record and /or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

expulsion - permanent removal of a student from school by the Board of Education.

extortion - obtaining of money, information or personal property from another by coercion or

intimidation.

fighting - physical conflict between two or more individuals.

firearms - a pistol, revolver, shotgun, sawed-off shotgun, rifle, or sawed-off rifle, loaded or unloaded, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.

flagrant - outrageous, notorious, scandalous, glaringly bad.

gang involvement II - any level 1 violation committed while involved in any gang activity.

gang involvement III - any level 2 violation committed while involved in any gang activity.

graffiti - any form of unauthorized printing, writing, spraying, scratching, affixing, or inscribing on the property of another, regardless of the content or nature of the material used in the commission of the act.

harassment I - intentional, non-criminal behavior, which is targeted at an individual or particular member of a group; which can be verbal, physical or visual; and that is so severe or pervasive that it adversely affects the learning environment (offensive comments, jokes, suggestions or gestures directed to an individual's/group's race, ethnicity or national origin).

harassment II - intimidation and/or threat of violence.

hazing - hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law (UCA 53A-11-908).

indecent exposure - unauthorized exposure of one's genitals, buttocks, anus, pubic area, or breast (if female) [UCA 76-9-702(1)].

imitation controlled substance - see definition of "use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances."

incendiary device - any device designed to cause combustion or fire, including a lighter or matches.

in-school suspension - the student remains in a supervised location in school where work is provided, but regular school freedoms are severely limited. Classes are not attended. The action may be recorded in the student's folder.

insubordination - failure to obey an order by school authority.

interfering device - any device or object that interferes with the educational process, including lasers, laser pens, radios, portable CD players, portable telephones, pagers, or any electronic equipment or other disruptive objects.

intimidation - engaging in behavior, which prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal.

loitering - occupying an unauthorized place on or near the school grounds, property, or activities.

mitigating - to make less severe.

O.S.S. - Office of Student Services

other similar harmful substances - substances such as inhalants and prescription or over-the-counter drugs used inappropriately.

parent(s) - natural parents, foster parents, or legal guardians.

possession - physical control over real or personal property.

school days - one of the regularly scheduled 180 days in a school year and/or a summer school program.

school personnel - any school district employee, including administrators, teachers, coaches, counselors, staff, aides, interns and volunteers.

school property - school buildings and lands owned by the school district, vehicles funded by the Board of Education, any areas rented or leased by the school district, and areas in and around any school- or district-sponsored event.

sexual battery - a criminal, intentional, offensive touching (whether or not through clothing) of another's anus, buttocks, any part of the genitals, or the breast of a female. [UCA 76-9-702(3)]

sexual harassment I - Sexual language, whether verbal or written, including joking; sexual conduct that is visual or silent or through any medium; or allegedly unintentional sexual touching -- all of which create a hostile environment.

sexual harassment II - Physical, intentional, sexual conduct, touching, threat or intimidation that is not criminal.

special education - specially designated instruction, at no cost to the parents or guardians, to meet the unique needs of a student with a disability. This education includes instruction conducted in the classroom, in the home, in a hospital or an institution, and in other settings and instruction in physical education.

suspension - involuntary temporary removal of a student from school attendance and activities.

theft - to obtain or exercise unauthorized control over the property of another.

tobacco - includes cigarettes, cigars, pipes, and smokeless or other tobacco products in any form.

trespassing - to enter or remain unlawfully on property, including being present on school grounds during a period of suspension or expulsion.

use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation

controlled substances - shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor acts thereto of the Utah Code.

vandalism - intentionally damaging, defacing or destroying the property of others.

weapon - any item that in the manner of its use or intended use is capable of causing death or serious bodily injury, including, but not limited to, BB-guns, air guns, pellet guns, blow guns, sling-shots, all knives, explosives, chemical, noxious, or flammable materials, and all items containing gun powder.

wearing/displaying of gang apparel, signs or paraphernalia - wearing of bandannas, headgear or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership. This includes gang signing.

Board approved: July 14, 1992

Revised: April 11, 2000; June 12, 2001; May 2002; April 2003; March 2004, April 2005,

April 2007, May 2009

Provo High Bulldogs strive to be Provo STRONG:

Skilled

Tenacious

Respectful

Optimistic

Noble

Genuine

Bulldog Pride

- We come to class prepared, are on time, and stay on-task until the final bell.
- We work hard during class, complete all homework, and turn work in on time.
- We adhere to the school dress code.
- We do not use or display phones, MP3 players/iPods or electronic devices in class.
- We care for our campus, clean up after ourselves, and help others as needed.
- We respect ourselves, others, & Provo High School's "Tradition of Excellence."

