



# **Provo High School Student and Parent Handbook 2022-2023**

**1199 North Lakeshore Drive  
Provo, UT, 84601**

**Phone: (801) 373-6550**

**Fax: (801) 374-4880**

**[www.provohigh.provo.edu](http://www.provohigh.provo.edu)**

# Table of Contents

Mission, Vision, and Core Values	3
Bulldog Fight Song	4
Office Hours:	5
Visitors	5
Parent Teacher Association	5
Administration	5
Non-Discrimination	6
Important Dates	7
Calendars	8
Student Government	9
Clubs	12
Dances	12
Counseling Center	13
Graduation Requirements	15
Typical Grade Level Requirements	15
Completion Requirement	15
Class Changes	16
Grade Changes And Replacement	16
Credit Recovery	16
Credit Replacements	16
Progress Reports	17
Scholarships	17
Utah Scholars Initiative	17
Advanced Placement & Concurrent Enrollment Courses	17
Academic Letters	18
Honor Societies	18
Academic Assistance	18
Policies, Expectations, and Procedures	19
Student Attendance	20
Provo High School Attendance Procedures	22
Electronics Policy	24
Dress Code	25
Other Conduct	26
Sexual Harassment	33
Extracurricular Activities & Clubs	35
PHS Code Of Conduct For Extracurricular Activities	38
Academic Eligibility	39
Eligibility: Athletic & Performing Arts	43

# **Mission Statement**

To help all students be successful.

## **Vision**

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.

## **Core Values**

### **Inclusion**

Build Empathy & respect for all people and perspectives

Celebrate Diversity

Get Involved

Invite others

### **Excellence**

Approach challenges with determination & resilience

Be prepared

Set high expectations

Continually improve

### **Integrity**

Develop & strengthen your moral character

Be fair

Be honest

Be ethical

## **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!**

# Welcome to Provo High School

## Home of the 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.

### Office Hours:

Monday - Friday  
7:00 A.M. to 4:00 P.M.

### Visitors

Students may not bring friends, relatives, or siblings to class with them at any time. Parents are welcome to come to the building 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 between 7:00 A.M. and 2:45 P.M.

## Administration

Superintendent

Assistant Superintendent over Secondary Education

School Board President

Principal

Assistant Principals

Dean of Students

Athletic Director

Counseling Center Director

Administrative Secretary

Head Custodian

Lunch Supervisor

PTA President

Keith Rittel

Todd McKee

Melanie Hall

Jarod Sites

Jennifer Thurston (P-Z)

Jose Ventura (Ge-O)

David Kent (A-Ga)

Paula Heyn

Mike Hunter

Lissette Blanchard

K C Wabel

Karolyn Davis

Lisa Rowley

Angela Puertas

### Parent Teacher Association

The Provo High School Parent Teacher Association (PTA) provides opportunities for youth, improves communication, and increases teamwork between PHS and parents. All parents of PHS students are encouraged to participate. The Student Body President or a designee shall represent students on the PTA executive council.

## Main Office Staff

Amy Adair  
Jennifer Waller  
Shannon Edwards  
Gloria Valgardson  
Officer Travis Bushman  
Kristen Kinikini

Administrative Assistant  
Administrative Assistant  
Administrative Assistant  
Attendance Secretary  
School Resource Officer  
Wellness Room Coordinator

## 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](http://www.provo.edu)

## 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.

## Important Dates

Bulldog Days	August 11-12	Thursday-Friday
New Student Orientation	August 15	Monday
Back to School Night 5-7 p.m.	August 15	Monday
1st Term Begins (1st Day of School)	August 16	Tuesday
School Pictures	August 22-23	Monday-Tuesday
School Picture Re-takes	October 4	Tuesday
Labor Day *	September 5	Monday
Parent Teacher Conferences 3-7 p.m.	September 15	Thursday
1st Term Ends	October 12	Wednesday
Fall Break *	October 13-17	Thursday-Monday
Teacher Professional Development *	October 18	Tuesday
2nd Term Begins	October 19	Wednesday
Common Comp Day for Teachers *	November 23	Wednesday
Thanksgiving Break *	November 24-25	Thursday-Friday
2nd Term Ends	December 16	Friday
Winter Break *	December 19- Jan 2	Monday-Monday
3rd Term Begins	January 3	Tuesday
Martin Luther King Jr. Holiday *	January 16	Monday
Presidents' Day *	February 20	Monday
Parent Teacher Conferences 3-7 p.m.	February 16	Thursday
ACT Testing Day	March 21	Tuesday
3rd Term Ends	March 10	Friday
Teacher No Work Day *	March 13	Monday
4th Term Begins	March 14	Tuesday
Common Comp Day for Teachers *	April 3	Monday
Spring Break *	April 4-7	Tuesday-Friday
Graduation Clearance Cut-Off	May 21 at 1:00 PM	Friday
Graduation	May 24	Wednesday
4th Term Ends	May 26	Friday

\*No school will be held

# Calendars

[School District](#)

[A B Schedule](#)

[Bell Schedule](#)



# **Student Government**

# Student Government

## Student Body

President	Allie Wakefield
Vice President of Activities	Lindsey Little
Vice President of Organizations	Alana Toutai
Secretary	Jonah Edwards
Assembly Chairperson	Kayta Grow
Business Specialist	Lucy Brown
Public Relations	Kara Jo
Spirit Chairperson	Dayne Martin
Artist	Makenna Tetrick
Technical Specialist	Milan Venegas
Supreme Court	Preston Bingham
	Darby Patrick
	Kylee Rife
Executive Ambassadors	Sydney Carter
	Claire Moreira
	Ellie Neal

## Class Officers

	Seniors	Juniors	Sophomores	Freshmen
President	Leo Borlik	James Adams	Cora Toutai	Autumn Lillico
Vice President	Britney Rivera	Aubrey Beus	Ellen Faulconer	Zach Wakefield
Secretary	Joseph Arias	John Madsen	Emily Fiorucci	Greta Lydiksen

# Student Government Dates 2022-2023

## Date Dances

Date	Dance	Dress	Choice	Location
October 1	Homecoming	Semi-formal	Boys	PHS Commons
October 29	Halloween	Casual	Girls	PHS Commons
November 18	Cheapskate	Casual	Boys	PHS Gym 1
December 10	Winter Dance	Formal	Stag	PHS Commons
January 20	Dance	TBD	Stag	PHS Commons
February 11	Sweetheart	Semi-formal	Girls	PHS Commons
March 24	Morp	Casual	Girls	PHS Commons
April 29	Prom	Formal	Boys	City Library
May 11	Senior Dinner	Semi-formal	Stag	TBD

## Assemblies

Date	Topic
August 25	Welcome
September 29	Homecoming
October 19	Fall Spirit/Intro to Food Drive
November 22	Food Drive
January 26	Winter Spirit
March 23	Spring Spirit
April 27	Spirit Bowl

## Other Activities

Welcome Week August 22-26

Club Week August 29-September 2

Homecoming Parade September 30

Food Drive October 25-November 22

Talent Show November 1

Student-Teacher Basketball Game November 14

Powderpuff Game November 21

Jolly Week December 12-16

Spirit Week April 24-28

Graduation May 24

Last Day of School May 26

## **Clubs**

There are many club opportunities at PHS. In addition to the clubs that emphasize a particular interest, there are clubs that furnish service for the school. Somewhere there is a club, or club idea, which will interest you and 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: Gay Straight Alliance (GSA), HOSA, National Honor Society, Chess Club, Magic the Gathering Club, Turning Point USA, and many more. Visit the office of Ms. Lorien Francis (lorienf@provo.edu) in A310 for club information and forms. Refer to the dates above for the dates of Club Week to learn about the many opportunities to be inclusive.

## **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 probation and/or suspension at their current school. Activity cards are required for entry at all dances. School Dances begin at 8:00 pm and conclude at 11:00 pm. The school will be locked at 11:15 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 while traveling to and from the dances, they will be held at Provo High School except Prom (Provo City Library) and the Senior Dinner Dance (Location TBD).

# **Counseling Center**

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

## Personnel

### Student Last Name

### Counselor Name

A-CI  
Cm-Ga  
Ge-Le  
Lf-O  
P-Sh  
Si-Z  
Attendance

Pahoran Marquez  
Lissette Blanchard  
Shannon Watson  
Deana Edmondson  
Guy Golightly  
Emily Jimenez  
Kristen Kinikini

Counseling Secretary  
Registrar  
Special Education Fac.  
Social Worker  
College/Career Center

Jenessa Zeyer  
Amanda Pino  
Deanna Coates  
Logan Telford  
Jeri Marshall  
Candy Castillo  
Lynell Moore

# Graduation Requirements

## Typical Grade Level Requirements

### 9th Grade

1.0 Credit English  
1.0 Credit Mathematics  
1.0 Credit Science  
0.5 Credit Geography  
0.5 Credit Business Office Specialist  
0.5 Credit PE-Participation & Skills

### 10th Grade

1.0 Credit English  
1.0 Credit Mathematics  
1.0 Credit Science  
0.5 Credit Health  
0.5 Credit World History  
0.5 Credit 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  
0.5 Credit Physical Education

### 12th Grade

1.0 Credit English Elective  
0.5 Credit U.S. Government & Citizenship  
0.5 Credit Social Studies Elective

### Other Credit Requirements

1.5 Credits Fine/Practical Arts  
1.0 Credit Career and Technical Educ.  
8.5 Credits Electives

### Total Credits Required

27.0 Credits (It is recommended that you earn at least 7.0 credits in each grade 9-12)

### 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.

Please see your assigned counselor if you have any questions or concerns regarding the graduation requirements.

## **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.

## **Grade Changes And Replacement**

After grades are stored, teachers must complete a grade change request if you continue to work on a grade. If you plan on fixing a grade from a previous term, you will need to coordinate your plans with your teacher. Any Incomplete (I) not made up will automatically be rolled over to an "F" at the end of the following term. The teacher must make grade changes unless covered by an academic appeal. The administration will change grades only if a clerical error has occurred after the teacher submitted the grade.

A grade replacement is completed by either re-taking a course or purchasing an approved "original" credit course that matches the course you are replacing the grade for.

## **Credit Recovery**

Credit Recovery is done by taking a PHS approved Canvas Course aligned with a course that was failed. Credit can also be recovered through accredited coursework such as Provo City School District's e-School. In order to qualify for credit recovery, you must have earned at least a 30% in a course and/or have passed at least  $\frac{1}{2}$  of the curriculum standards in a course. If you do not meet the 30% standard, you will need to do a credit replacement. In order for you to recover credit you must complete the entire packet and pass the post-assessment with 60% or better. There is no pre-assessment to test out of a packet at this time.

## **Credit Replacements**

Original credit is a requirement for graduation. If you desire to replace a grade on your transcript, you must discuss with your counselor the options to earn "original" credit. Taking a class at PHS with a classroom teacher is the best way to get original credit. If you do not earn at least 30% for a course and/or show proficiency for at least  $\frac{1}{2}$  of the required standards, this will be your option for making up that course. The most recent grade will count. A Pass (P) grade will not count in GPA calculation but allows you to earn credit towards graduation.



## **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](#).

## **Scholarships**

Scholarships are available for students who excel in academics and extracurricular activities. For more information, contact the College and Career Center or your counselor.

## **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 Initiative Requirements:**

- 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

## **Advanced Placement & Concurrent Enrollment Courses**

Provo High School has many options for taking advanced classes. Please talk with your counselor regarding opportunities that fit your needs.

## **MTECH**

Please talk with your counselor regarding opportunities for learning a trade while you get a high school diploma.

## Academic Letters

Provo High School recognizes excellence in all areas of student achievement. Letter awards are achievable in academic areas as well as some Career and Technical Education (CTE) areas. These letters are awarded to students who have achieved certain criteria established by the PHS faculty. Academic letter certificates will be awarded at the end of the school year. Awards are available in the following areas: English, English as a Second Language (ESL), Fine Arts/Visual Arts, Foreign Language, Mathematics, Practical Arts/CTE, Science, Social Studies.

Department chairs can able to help you with specific requirements. Please see the College and Career Center (CCC) for information on how to qualify and who the department chairs are.

## Honor Societies

### 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. Please visit the NHS advisor for more information.

### 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. Please visit the NAHS advisor for more information.

## Academic Assistance

Your classroom teacher is a support to you when you are struggling with a class. Please arrange a time that you could work with he/they/she before or after school for that assistance. If you need additional assistance, we offer Tutoring in the library Monday-Thursday from 2:30-4:30. Transportation is provided for students that need to ride the bus.

If you need to make up or re-take a test there is a testing center available for you to schedule a time that works for all parties involved. You may sign up on the PHS website under "The Essentials" or click the link [here](#). The Testing Center hours are as follows:

Monday-Thursday 2:30-4:30 in A227 (right next to the library).

# Policies, Expectations, & Procedures

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 policies and procedures align with the PCSD School Board of Education Policies. The PCSD Safe Schools Policy can be found [here](#). All other policies can be found [here](#).

# Consequences

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan. In determining the appropriate consequence for a violation of the Code of Student Conduct, principals shall consider all aggravating or mitigating circumstances they deem relevant. Examples of aggravating or mitigating circumstances that may be considered include but are not limited to: the student's age; the student's intent; the student's disciplinary history, including number of infractions and prior discipline for the same violation; the student's academic history; whether the conduct caused a threat to safety; whether school property or personal property was damaged; whether the conduct caused a substantial disruption of the educational environment; whether a weapon was involved; and whether any injury resulted.

All students will be given due process if accused of committing a minor or major violation. The due process exchange for a minor violation may be informal and need not be in writing.

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

## Major Violations

Major violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in a long-term suspension (up to 10 school days) and/or a district screening hearing.

A district screening hearing is run by the Assistant Superintendent over Student Services or a designee. The outcome of this hearing may lead to a period of probation, a longer suspension, change of educational setting, or expulsion.

## Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a major violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension (less than 5 school days). Other disciplinary measures or responses may include, but are not limited to, the following:

- parental involvement, such as a conference;
- isolation or time-out for short periods of time;
- behavior monitoring, self-charting, feedback, attendance tracking sheet;
- behavior contracts;
- instruction in social-emotional skills, strategies to cool down and return to class;
- conflict resolution;
- negotiation or problem solving approaches;
- peer mediation;
- counseling;
- referral to the school's multi-tiered system of support school team;
- mini-courses, modules for additional support, skill-building group;
- academic intervention;
- change in classes or schedule;
- in-school suspension;
- detention during lunch, before or after school;
- community service;
- exclusion from graduation ceremonies;
- exclusion from extracurricular activities;
- suspension from bus privileges;
- loss of other privileges;
- restitution;
- referral to a community resource;
- out of school suspension

# Student Attendance

## State Compulsory Attendance Law

Utah State Law requires students between the ages of 6 and 18 to be in attendance at school unless they have graduated from high school.

## PCSD Policy and Procedure & Board of Education expectations

The purpose of this procedure is to implement the Student Attendance Policy 3150 P-2 ([www.provo.edu](http://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. Please see the above linked PCSD webpage for this procedure.

## Reasoning For Required Attendance

In an effort to prepare students for the attendance standards of future college and career experiences, students at Provo High School are expected to adhere to the following:

## Expectations

- Students attend every assigned class on time and prepared for the class
- Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

## Tardies (per class per term)

- 0-3 tardies- teacher discretion
- 4 tardies- teacher involves parents
- 5+ tardies- administrative consequences that could include:
  - Before or After School detention
  - Lunch detention
  - Attendance Mediation
  - Other disciplinary actions as appropriate

If student demonstrates the inability to arrive to class on time for multiple classes, administration reserves the right to choose any of the above consequences based on individual needs.

# Student Attendance Procedures

## Absences (per class per term)

- 0-3 absences- teacher discretion
- 4 absences- teacher involves parents
- 5+ absences- administrative consequences that could include:
  - Before or After School detention
  - Lunch detention
  - Attendance Mediation
  - Other disciplinary actions as appropriate

Excessive absences may impact eligibility for participation in extracurricular activities including athletics.

## Provo High School Responsibilities

- Keep accurate records of daily student attendance as required by state law.
- Notify parents/guardians of any unexcused and/or excessive absences. This notification may include, but is not limited to, one of the following:
  - Computer generated "robocalls"\*
  - Faculty and staff contact via phone and/or email
  - Computer generated letters
  - On-line information system (PowerSchool)

\*If you have the school number blocked in your phone, you will not get these automated phone calls. Sometimes students will get into a parent phone and block the number to avoid the parent knowing. Please check your phone.

## Student Responsibilities

- Be prepared for and fully participate in classroom lessons.
- Assume responsibility for regular and prompt school attendance as they progress through the educational system. A conscientious effort will be made to attend daily.
- Adhere to the attendance procedures as defined by Provo High School.
- Cooperate with school officials and support personnel to correct any attendance problems that may develop.
- Check in and out of the attendance office any time they enter or leave campus during the school day.

## Parent/Guardian Responsibilities

- Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent/guardian.
- Parents have the responsibility to assure their student will be in school and on time.
- Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
- Parents/guardians will notify the school attendance office of each student absence within 48 hours of the absence by doing 1 of the following:
  - a. Sending in a note by parent or doctor.
  - b. E-mail the attendance secretaries: (pchsattendance@provo.edu)
  - c. Parent/Guardian phone call within 48 hours to the Attendance Office (801--373-6550)
  - d. Fill out the [Attendance Excuse Form online](#)
- Parents will be responsible to monitor their child's attendance either electronically (i.e. Powerschool) or by contacting the school.
- Parents/guardians will provide the school with accurate and current contact information.
- 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.



# Electronics Policy

Unless specifically authorized by a teacher or school administrator, students shall not use, display, or have in the “on” position any personal electronic communication or entertainment device, including cell phones, pagers, music players, electronic games, electronic watches or similar items, during instructional time or mandatory school assemblies and activities.

Any device possessed or used in violation of this policy may be confiscated and held for return per the following guidelines:

- Warning from teacher or assigned substitute
- Taken by a teacher or assigned substitute, returned at the end of class
- Taken by a teacher or authorized adult, given to the main office, returned at the end of the day.
- Taken by a teacher or authorized adult, given to administration, parent must come pick up the phone and meet with administration to get it back.
- Any further violations: Administrative Consequence(s) including, but not limited to, the following:
  - Out of school suspension
  - In school suspension

Laser pointers and other electronic devices that could damage eyesight or otherwise cause physical harm are specifically covered by this policy. Depending on the circumstances, such items may also constitute “weapons,” and the student may be disciplined accordingly.

Students shall be personally and solely responsible for the security of their electronic devices or personal technology devices. Provo High School is not responsible for any electronic devices or personal technology devices that are lost, stolen, or damaged while on school property or at school events.

## School Owned Electronic Devices:

For full access to the [PCSD Electronic Device User Agreement](#) click on the link.

## Highlights of the Agreement:

- There is no expectation of privacy when using school owned devices.
- During school hours, students may not use Internet games and chat rooms unrelated to core curriculum unless directed by a teacher.
- Students will be held responsible for their conduct while using the electronic device.

# Dress & Grooming Standards

## Purpose:

In an effort to prepare students for the dress and grooming standards of future college and career experiences, students at Provo High School are expected to adhere to the following:

## Standards:

- Clothing must be appropriate for the setting, activity, and the learning environment. (Example: PE has a different dress standard than Physics)
- Undergarments must be worn and should not be visible.
- Clothing of all students should cover the buttocks and torso.
- Clothing which displays, represents, or suggests violence, obscenity, drugs or alcohol, or illegal behaviors is not permitted at school.
- Accessories must not present a health or safety risk (chains, sharp objects, etc.)
- Hats may be worn at the discretion of the teacher. Hoods should not be worn in the school building so that personnel can quickly identify students.
- Any attire that identifies, promotes, or suggests illegal or gang activity is not permitted. Bandanas of any color may not be worn.
- According to Utah State Law, shoes must be worn in public buildings at all times.

## Consequences:

- Students violating the dress code will be asked to comply with the dress and grooming expectations.
- Parents and guardians may be consulted to address concerns.

Per district policy (No. 3224 P.1), students in the Provo City School District are expected to keep themselves well groomed and neatly dressed while at school or at school functions. Clothing or grooming which is conspicuous or extreme, or which may draw undue attention or interfere with the educational atmosphere at school/school functions will not be allowed.

## **Address Change**

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

## **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 will:

- 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 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.
- Practice scrutiny, be honest, and care for others. Appropriate communication means respect for individuals.
- Avoid communication that may involve defamation of character, harassment, or infringe on privacy rights.
- Model positive behaviors 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. 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.

## **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.

## Emergency Evacuation

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

## Freshman Mentor Program

For many years, we have been concerned about the transition between middle 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. 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 our English Language Arts teachers, help our freshmen transition successfully to High School. The program has 3 main purposes:

- To teach the freshmen academic skills necessary to be successful in high school.
- To teach the freshmen social and emotional skills as they become young adults.
- To create a strong transition between the middle school and the high school experience.

## 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 information on how the student can stay up to date with school 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 except during the actual time of their class(es).
- 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.

# **Provo High School Code of Conduct**

## **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.

## **Cheating & Plagiarism**

Cheating and/or plagiarism is not acceptable. Some examples of cheating and plagiarism 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; 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.

## **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 will not be delivered.

## **Computer Usage And Fraud**

Computers are used at PHS to assist in the educational process. Students have been checked out a Chromebook if they follow the posted PCSD technology policies and complete the PCSD Computer Use Agreement Form. 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 from the Student Government Advisor.

## **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.

- An anonymous student tipline is available through [SafeUT](#) and the SafeUT app available for Apple and Android devices.

## **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.

- Lockers are available when fees are paid and privileges revoked if abused.
- Students who share their locker with others, unless a locker buddy is assigned, are still responsible for that locker and its Contents.
- If you know of someone putting illegal or inappropriate items in the locker, notify the administration or a tracker immediately.
- Lockers may be opened by school officials at any time for inspection.
- Do NOT leave valuable personal property in lockers.
- Valuables that must be brought to campus should be checked in with a teacher or administrator.
- Be sure that your locker is locked after each use. Spin the combination dial and check the door.
- Students may be charged for locker repairs.
- If using a locker in the locker room, these same rules apply. You are responsible for bringing your own lock for the locker rooms. To prevent theft in the locker rooms, bringing a lock is advised.

## **Lost & Found**

Lost and found articles will be held in the main office. Items must be correctly identified in order to be returned. Items left over 30 days or not picked up before the end of the last day of school will be given to charity.

## Lunch

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 halls, commons, and courtyard.
- Students may socialize in the commons after eating until the end of lunch.
- Classroom areas are off limits during lunch.
- Provo High is a closed campus.
- Students are given 1 lunch period and should only go to their assigned lunch.

## Overnight Activities

Overnight parties, hazing, initiations, etc. on school property are not allowed. The only exception is to get administrative approval. Students participating in an unapproved overnight activity are subject to trespassing laws.

## Parking

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

- Licensed student drivers may purchase parking decals at the business office for \$5. Once paid, the decals may be picked up in the main office.
- Students may park in the South lot only.
- Students are not allowed to park in visitor parking.
- The issuance of a parking decal does not guarantee an available parking space.
- Cars should be locked at all times to avoid theft.
- Accidents must be reported immediately to the police or the front office.
- Loitering in the parking lot is not allowed.
- Improper parking will be cited.
  - The parking violation fee is \$5.00 same day.
  - \$10.00 within five school days
  - \$20.00 after five school days.
- Unpaid tickets are turned over to the business office and a fine will be assessed to your student account that must be paid before graduation.
- Vehicles may be booted or towed (at owner's expense) for serious or repeat violations.
- Parents may park in visitor parking on the South side of campus. All visitors must check in at the office.
- Unsafe driving on campus can result in a fine and referral to police.



## Personal And School Property

- Students will be charged for loss or damage of school property.
- Bike racks are provided for student use, but students assume all risk for the security of their bikes and scooters.
- Bikes and scooters are not allowed in the building.
- 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.
- Students are not allowed to have spray paint, glass cutters, permanent ink markers, or other graffiti tools.
- Items that are forbidden on campus by the Safe School Policy (drugs, alcohol, tobacco, weapons, lighters, etc.) will be confiscated and/or given to police. Some items may be returned to the parent only. If the parent does not come in to claim returnable items, the items will be discarded after 30 days.
- A theft or loss report should be completed if property is damaged, stolen, and/or misplaced.
- Provo High assumes no responsibility for loss or damage to personal property brought on campus.

## Pornography

No pornography may be brought to school whether in print form or on any electronic device.

## Prescription Drugs & Illegal Substances

Students may not possess prescription drugs and/or illegal substances 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.

## Public Displays Of Affection

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

## Snowballs

Injuries can and do occur because of snowballs. Throwing snowballs in a public place is against the law. Consequences for snowball throwing will be handled via District [Safe School Policies and Procedures](#).

## **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.

- Sexual harassment takes many forms. Following are some examples:

- Displaying gender offensive items, photos, posters, etc.,
- Inappropriate gestures, touching, or grabbing
- Sexual remarks, suggestions, or spreading rumors
- Comments about a person's body
- Pressure for unwanted sexual activity
- Inappropriate physical contact
- Jokes that are sexual in nature

- There is a difference between sexual harassment and flirtation.

- Sexual Harassment

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

- Flirtation

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

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

What can you do?

- Say Stop: Tell the harasser you do not like the behavior and want it to stop.
- If it continues tell someone: Talk to a teacher, counselor or principal.
- Keep Records: If the behavior continues, write it down. Be sure to include dates, times, names, places and witnesses.
- Take Action: File a written complaint with the administration.

**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. Following an investigation, appropriate disciplinary action will be taken.**

**Per federal law the PCSD has a process for handling sexual harassment complaints. For the official grievance form click [here](#). For the full Title IX policy and who to contact for a Title IX grievance please click [here](#).**

# **Extracurricular Activities & Clubs**

## **PHS Philosophy On Activities**

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) Extracurricular Activity Student Code of Conduct was developed with input from all stakeholders. Students involved in extracurricular programs and their parents should 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.

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 and coaches/advisors 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](http://www.uhsaa.org).

## **Athletic Events—Sportsmanship**

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

- 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.
- All Athletes and spectators are expected to conduct themselves in a manner that does not detract from the educational environment or event.
- Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen.
- Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and common sense.

## **General Sportsmanship Guidelines (From The Uhsaa Handbook):**

- Be courteous to all (participants, coaches, officials, staff, and fans).
- Know the rules. Abide by and respect officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control & reflect positively upon yourself, the team, & the school.
- 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 for Extracurricular Activities (SCCEA) 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 SCCEA are two separate sets of standards. The PHS SCCEA, 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 SCCEA, then the student will be penalized accordingly.

The PHS SCCEA 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 SCCEA 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 SCCEA 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 SCCEA 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 SCCEA 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 SCCEA 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 SCCEA, then consequences will follow if brought to the attention of the school administration.

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Consequences for violating the PHS SCCEA will be in effect for non-region, region, and state contests and championships. With regard to suspensions from contests, scrimmages do not count. Consequences for violating the PHS SCCEA 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 SCCEA violations will follow him/her from one sport/activity to the next and from one year to the next.

## **Academic Eligibility**

To be eligible to participate, a student (including incoming 9th grade students):

- 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.
- Cannot fail more than one subject in the preceding grading period.
- Must have a minimum grade point average (GPA) of 2.0 based on a 4.0 scale in the preceding grading period.
- 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.
- A recalculation of the GPA will also be done if deficiencies are replaced during the summer grading period.
- 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.
- Students who are scholastically ineligible for a grading period cannot represent their school.

## **Student Disciplinary Sanctions**

### **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.



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- **Third and Subsequent Offenses:** 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.

### **Additional Drug and Alcohol Guidelines:**

- 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.
- Any penalties for violation follow the student to any school to which he/she transfers.
- The school district discipline screening committee can impose a sanction greater than those described in each of the offenses if there are extenuating circumstances.

### **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 and Subsequent Offenses** - The consequence for a third offense and beyond will be determined by the school administration 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.

### **Additional Tobacco Guidelines:**

- Violations carry over year-to-year and from sport/activity to sport/activity in a participant's career.
- Violations must occur and be discovered during a sport/activity season.
- Any penalties for violation follow the student to any school to which he/she transfers.
- The school district discipline screening committee can impose a sanction greater than those described in each of the offenses if there are extenuating circumstances.

### **Violation of Team Rules and Regulations:**

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

## **Attendance – Truancy:**

Student attendance is critical to a student's success in the classroom just as attendance at practice is essential. Students involved in extracurricular programs are expected to attend all of their classes on time and avoid truancy.

- Students who receive a truancy citation letter shall be suspended from participation in extracurricular programs for one week for a first offense.
- A second truancy citation letter during a student's high school enrollment shall result in a two-week suspension.
- 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.

## **School Suspension:**

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

## **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.

## **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.

## **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. Administration reserves the right to continue the suspension from extracurricular activities indefinitely post legal judgment.

## **New Enrollees/Transfer Students:**

New enrollees, including transfer students, with prior violations at previous schools will be considered to have violated the PHS SCCEA, 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 PHS SCCEA, the following procedures are to be followed:

- Request a meeting with the person who gave a consequence.
- If not resolved, request a meeting with the school assistant principal over athletics and activities.
- 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.

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.

## **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.

## **Fundraising Drives**

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

## **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 before and during the participation period including tryouts. The eligible student must:

- Have a minimum GPA of 2.0, maintained the term before, during tryouts and the season.
  - Have a full schedule, enrolled in 6 credit-bearing classes. (Seniors on a reduced schedule and on track for graduation with the reduced schedule are an exception). Seminary and Study Hall do not count as credit bearing classes.
  - Have no more than one (1) F or I earned in the previous term, tryouts and the season. (Summer school is not a term but can be used to directly replace or recover a failed 4th term course.
  - If enrolled in Distance Education, 3 credit enrollment counts as 1 PHS credit.
  - Comply with the PHS Student Code of Conduct for Extracurricular Activities.
- Students have 5 days after report cards are issued to verify eligibility. After 5 school days, no eligibility appeals will be allowed. Extracurricular coaches and/or supervisors may require additional eligibility standards as they see fit. Please see disclosure statements and student constitution for details.