

# PROVO HIGH SCHOOL

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**STUDENT & PARENT**

**HANDBOOK**

*2024-2025*

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## WELCOME MESSAGE



KAMI ALVAREZ - PRINCIPAL  
PROVO HIGH SCHOOL

Dear Provo High Community,

Welcome to our school! I am honored to serve as your principal and excited to be part of such a vibrant and dynamic community. As we come together in this shared space of learning, I want to highlight the core values that shape our school culture: Inclusion, Integrity, and Excellence.

**Inclusion** is fundamental to who we are as a school. We believe that every student, regardless of their background or identity, has a place here and contributes to the richness of our community. Our commitment to inclusion means that we celebrate diversity and ensure that everyone feels safe, welcomed, and respected. Together, we create an environment where every voice is heard and every individual is valued.

**Integrity** is a cornerstone of our school's character. It involves being honest, ethical, and responsible in all our actions and decisions. We encourage students to uphold integrity in their academic pursuits, relationships, and personal choices. By fostering a culture of trust and accountability, we build a community where people can rely on one another and feel confident in their shared purpose.

**Excellence** is a commitment to doing our best in every endeavor. We believe that excellence is not about perfection but about striving to improve, learn, and grow each day. Whether in academics, arts, athletics, or any other area, we encourage you to pursue your passions with dedication and resilience. Excellence means setting high standards for ourselves and supporting each other to reach our fullest potential.

To our students, I encourage you to embrace these values in all that you do. To our community members, thank you for your continued support and partnership in making our school a place where everyone can thrive. Together, we can create a culture that is inclusive, grounded in integrity, and committed to excellence.

Thank you for being part of our school community. Let's work together to make this an exceptional experience for everyone.

Warm regards,

Kami Alvarez  
Provo High Principal



# PROVO HIGH SCHOOL

## HOME OF THE BULLDOGS SINCE 1912

### MISSION

Provo High School is committed to helping every student prepare for the opportunities of College and Careers after high school. Our core values of Excellence, Inclusion, and Integrity will frame the decisions that we make to teach, guide, direct, and prepare our students to be College and Career ready upon graduation.

### 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 and resilience.
  - Be prepared
  - Set high expectations
  - Continually improve

#### INTEGRITY:

- Develop & strengthen your moral character.
  - Be fair
  - Be honest
  - Be ethical



**PROVO HIGH SCHOOL  
HOME OF THE BULLDOGS SINCE 1912**

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**Administration Goals:**

- Strengthen Culture
- Improve Attendance
- Systematic Interventions

**PLC Goal:**

- 80% of Students Meet Proficiency on Common Formative Assessments

**Classroom Goal:**

- 80% of Students Actively Engaged

**Student Goals:**

- Show Up
- Do Something
- Turn Something In

# **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



# **OFFICE HOURS**

MONDAY - FRIDAY  
7:00AM TO 3:00PM

1199 North Lakeshore Drive  
Provo, UT, 84601  
Phone: (801) 373-6550  
Fax: (801) 374-4880  
[www.provohigh.provo.edu](http://www.provohigh.provo.edu)

## **VISITORS**

Students may not bring friends, relatives, siblings, or pets 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 7:00am and 2:45pm.

## **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. The Student Body President or a designee shall represent students on the PTSA executive council.

# SCHOOL DIRECTORY -ADMINISTRATION-

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## DISTRICT OFFICE: (801) 374-4800

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**WENDY DAU**

*Superintendent*

**DARRELL JENSEN**

*Assistant Superintendent -  
Secondary Schools*

**REBECCA NIELSEN**

*School Board*

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## PHS OFFICE: (801) 373-6550

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**KAMI ALVAREZ**

*Principal*

**PATRICIA BLANTON**

*Assistant Principal - A-E*

**PAULA HEYN**

*Assistant Principal - F-Le*

**JOSE VENTURA**

*Assistant Principal - Li-Ri*

**LYNN ALLRED**

*Assistant Principal - Ro-Z*

**MIKE HUNTER**

*Athletic Director*

**PAHORAN MARQUEZ**

*Head Counselor*

**DEANNA COATES**

*Special Education Facilitator*

**JEFF GOMMN**

*School Psychologist*

**LOGAN TELFORD**

*Social Worker*

**KAROLYN DAVIS**

*Head Custodian*

**KC WABEL**

*Administrative Secretary*

**JENN STEMMONS**

*PTSA President*

# SCHOOL DIRECTORY

## -MAIN OFFICE-

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### PHS MAIN OFFICE: (801) 373-6550

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**AMY ADAIR**

*Administrative Assistant*

**SHANNON EDWARDS**

*Administrative Assistant*

**CELESTE GUTIERREZ**

*Administrative Assistant*

**GLORIA VALGARDSON**

*Attendance Specialist*

**AMANDA PINO**

*School Registrar*

**ANU O'NEILL**

*Student Success*

**Mandi Christian**

*Counseling Secretary*

**CANDELA ANDERSON**

*Social Worker*

**JOAN CHRISTIANSEN**

*School Nurse*

**SHATIE MOULTON**

*Health Clerk*

**LAUREN AMRINE**

*College/Career Center*

**YAZMIN MONTERO**

*CE/Distance Education*

**LYNELLE MOORE**

*College/Career Center*

**TRAVIS BUSHMAN**

*School Resource Officer*

# **SCHOOL DIRECTORY -COUNSELING OFFICE-**

## **PAHORAN MARQUEZ**

*pahoranm@provo.edu*

*A,B,CA*

## **LISSETTE BLANCHARD**

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*CE,CI,CO,CU,D,E,F*

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*G,H,I,JA*

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## **KRISTEN KINIKINI**

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*ME,MI,MO,MU,N,O,P*

## **GUY GOLIGHTLY**

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*Q,R,SA,SE,SI,SO*

## **EMILY JIMENEZ**

*emilij@provo.edu*

*SU,SP,T,U,V,W,X,Y,Z*

# **POLICIES & GUIDELINES**

## **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)

## **ACCOMODATIONS-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

New Student Orientation .....	August 12
Back to School Night .....	August 13
School Picture .....	August 19-20
Labor Day .....	September 2
Parent Teacher Conference (3pm-7pm).....	September 18
Homecoming Parade .....	September 27
School Pictures Re-takes .....	October 2
Fall Graduation.....	October 2
Fall Break* .....	October 17-21
Teacher Professional Development* .....	October 22
End of 1st Term .....	October 22
Thanksgiving Break*.....	November 27-29
Winter Break* .....	December 23-January 3
End of 2nd Term.....	January 6
Teacher Professional Development* .....	January 6
Martin Luther King Jr. Holiday* .....	January 20
Parent Teacher Conference (3pm-7pm).....	February 12
President's Day*.....	February 17
Test Day .....	March 11
End of 3rd Term.....	March 14
Teacher Professional Development* .....	March 14
Spring Break* .....	March 31 - April 4
Graduation .....	May 21
4th Term Ends .....	May 23

\*No school will be held

# STUDENT GOVERNMENT

Cora Toutai .....	Student Body President
Camila Sanchez .....	Vice-President of Organizations
Kayla Stoddard .....	Vice-President of Activities
Austin Allred .....	Student Body Secretary
Josie Magleby .....	Assembly Chairperson
Collin Casperson .....	Spirit Chairperson
Ellen Faulconer .....	Senior President
Jonah Loosli .....	Senior Vice-President
Connor Casperson .....	Senior Secretary
Grace Stemmons .....	Senior Class Public Relations
Autumn Lillico .....	Junior President
Ruby Pope .....	Junior Vice-President
Paige Barry .....	Junior Secretary
Malik Filimoe'atu .....	Junior Class Rep
Emma Parke .....	Junior Class Public Relations
Ty Nielsen .....	Sophomore President
Jacob Mayo .....	Sophomore Vice-President
Lincoln Swanson .....	Sophomore Secretary
Lucy Patrick .....	Sophomore Class Rep
Riley May .....	Sophomore Class Public Relations
Daniel Fale .....	Freshman President
Natalie Wakefield .....	Freshman Vice-President
Romasi Toutai .....	Freshman Secretary
Presley Goodwin .....	Freshman Class Rep
Thomas Scott .....	Freshman Class Public Relations
Allison Chambers .....	Supreme Court
Rachel Faulkner .....	Supreme Court
Sydney Jarvis .....	Supreme Court
Christian Macfarlane .....	Technical Specialist
Cora Green .....	Technical Specialist
Margaret Schofield .....	Technical Specialist
Mallory Brown .....	Executive Ambassador
Claire Chambers .....	Executive Ambassador
Greta Lydiksen .....	Executive Ambassador
Mallory Gordon .....	Business Manager
Alyssa Loftus .....	Student Body Artist
Mazie Smith .....	Public Relations
Hutch Fale .....	School Board Representative

## STUDENT GOVERNMENT DATES

Welcome Week .....	Aug. 19-23
Club Week .....	Aug. 26-30
Film on the Field/Just Dance .....	Aug. 28
Homecoming Parade .....	Sept. 27
Spooky Week .....	Oct. 28-31
Drive-In Movie .....	Oct. 30
Jolly Week .....	Dec. 16-20
Food Drive .....	Jan. 22 - Feb. 12
Student-Teacher Basketball Game .....	Jan. 27
Talent Show .....	Feb. 4
Sweetheart Week .....	Feb. 10-14
Cultural Week .....	March 17-21
Powderpuff Game .....	April 21
Spirit Week .....	April 21-25
Graduation .....	May 21
Last Day of School .....	May 23

## DANCES

Homecoming (Semi-formal, Boys Choice) .....	Sept. 28
Halloween (Casual, Girls Choice) .....	October 26
Snowball (Semi-Formal, Boys Choice) .....	November 14
Sweethearts (Semi-formal, Girls Choice) .....	February 8
Prom (Formal, Boys Choice) .....	April 12
Morp (Casual, Girls Choice) .....	May 3
Senior Dinner (Semi-formal, Stag) .....	May 15

## ASSEMBLIES

Welcome .....	Aug. 21
Homecoming/Fall Spirit .....	Sept. 25
Jolly/Winter Spirit .....	Dec. 4
Food Drive Kickoff .....	Jan. 22
Spring Spirit/End of Drive .....	Feb. 12
Cultural Celebration (Split) .....	March 19
Spirit Bowl .....	April 23



## 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 follow Provo City

# 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

### 11TH GRADE

- 1.0 Credit English
- 1.0 Credit Mathematics
- 1.0 Credit US History
- 1.0 Credit Science
- 0.5 Credit Financial Literacy
- 0.5 Credit Physical Education

### 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

### 12TH GRADE

- 1.0 Credit English Elective
- 0.5 Credit US Government & Citizenship
- 0.5 Credit Social Studies Elective

## OTHER CREDIT REQUIREMENTS

- 1.5 Credits Fine/Practical Arts
- 1.0 Credit Career & Technical Education
- 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 the 3rd term of their 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 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.

## 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](#).

## 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 ½ 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 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.

# 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**

## 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 are 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.

## ADVANCED PLACEMENT AND 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.

# 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.

## STUDENT ATTENDANCE MATTERS

Students are expected to be in class, on time, ready to learn every day, every period.

Attending class has a direct impact on:

- Student learning
- Student success
- Graduation
- School safety
- Future opportunities



# STUDENT ATTENDANCE

## Purpose

To create a positive school environment that encourages high student engagement and regular attendance through Positive Behavioral Interventions and Supports (PBIS).

### Policy Overview

This policy aims to promote student success by emphasizing the importance of attendance, engagement, and accountability. The core student expectations are:

- **Show Up:** Be present and on time for all classes.
- **Do Something:** Actively participate in class activities.
- **Turn Something In:** Complete and submit all assignments and projects on time.

This policy aligns with our three core values:

- **Integrity:** We uphold honesty and responsibility in attendance and academic work.
- **Excellence:** We strive for the highest standards in student engagement and assignment completion.
- **Inclusion:** We foster a supportive environment where every student feels valued and engaged.

### Attendance Expectations

**Daily Attendance:** Students are expected to attend all scheduled classes every day.

**Punctuality:** Students should arrive on time to each class. Arriving late disrupts the learning environment and will be addressed according to the PBIS framework.

**Excused Absences:** Valid reasons for excused absences include illness, medical appointments, family emergencies, and other reasons approved by the school administration. Chronic absences will trigger interventions.

**Unexcused Absences:** Absences without a valid reason will be considered unexcused. Chronic absences will trigger interventions.

**Chronic Absences:** Chronic Absences = missing 10% of school.

### Engagement Expectations

**Active Participation:** Students are encouraged to actively engage in classroom discussions, group activities, and other learning opportunities.

**Effort and Attitude:** Students should demonstrate a positive attitude and put forth their best effort in all tasks.

**Respectful Behavior:** Respect for teachers, classmates, and the learning environment is essential for maintaining a positive and productive classroom atmosphere.

### Assignment Expectations

**Timely Submission:** Students must complete and turn in all assignments by the specified deadlines. Assignments will be tracked through PowerSchool.

**Quality of Work:** Students are expected to produce quality work that reflects their understanding and effort.

**Seeking Help:** If students encounter difficulties with assignments, they should seek help from teachers or peers in a timely manner.

### PBIS Framework

**Recognition and Rewards:**

**Daily/Weekly:** Teachers will acknowledge and reward students who meet the attendance, engagement, and assignment expectations through verbal praise, VICoin rewards, and positive notes home.

**Monthly:** Students with perfect attendance, active participation, and timely assignment submissions will be eligible for monthly rewards such as certificates or special privileges, and additional VICoin rewards.

**End-of-Term:** Outstanding students will be recognized during school assemblies and may receive awards, gift cards, or other significant incentives, along with a substantial amount of VICoin.

Interventions and Supports:

- Tier 1: Universal interventions include clear communication of expectations, consistent routines, and a positive classroom environment.
- Tier 2: Targeted interventions for students with occasional attendance, engagement, or assignment issues may include small group sessions, mentoring, and additional academic support.
- Tier 3: Intensive interventions for students with chronic issues may involve individualized support plans, counseling, administrative support, and collaboration with families and external agencies.

### Monitoring and Accountability

**Tracking Attendance:** Attendance will be monitored daily through the school's PowerSchool attendance system and MyHomeworkApp. Teachers will take attendance at the beginning of each class period.

**Monitoring Engagement:** Teachers will assess student engagement through participation in class activities and completion of assignments and reward students with VICoins.

**Recording Assignments:** Assignments will be tracked, recorded, and updated in PowerSchool weekly.

### Communication with Families

**Regular Updates:** Families will have access to regular updates on their child's attendance, engagement, and assignment completion through the school's PowerSchool portal.

**Intervention Meetings:** For students requiring additional support, the school will schedule meetings with students to develop and implement intervention plans.

### Conclusion

By aligning attendance policy with PBIS and high student engagement, and utilizing tools like MyHomeworkApp and VICoin, we aim to foster a supportive and motivating school environment that promotes student success. Regular attendance, active participation, and timely assignment submission are critical components of academic achievement and personal growth.

# STUDENT ATTENDANCE

## EXCUSING ABSENCES

To excuse an absence, parents/guardians must call (801-373-6550) or email the attendance secretary ([phsattendance@provo.edu](mailto:phsattendance@provo.edu)) within **72 hours** of the absence.

- When leaving a message to excuse an absence, parents/guardians must include the **student's first and last name, date, time of day, and phone number** where a parent/guardian may be reached.
- Students are required to communicate with the teacher to make up missed work.
- Parents have the option to excuse **tardies - T (0-15 min.)** for the first period only.
- If students are planning to miss more than three days of school, students need to fill out an Extended Absence Form (available in the attendance office).

## PHS NO PARTICIPATION LIST

Coaches, advisors, and administration have discretion about who is eligible to participate in sports/events. This discretion will be based on violations of school policies and procedures.

# ELECTRONIC DEVICE POLICY

## Purpose

To create an optimal learning environment, we have established the following cell phone policy. This policy aims to minimize distractions, maximize student engagement, and ensure that all students are focused on their educational activities.

## Policy

### No Devices in Class

- Cell phones, smart watches, headphones and earbuds are not to be seen, heard or used in the school building during school hours. Electronic devices must be stowed away in a backpack, secured by the student and set to a mode where notifications cannot be received. Smart watches must also be set so that notifications cannot be received.

### Consequences for Violation

- **1st Offense:** Student will place their device in a provided locked container which remains with the student for the rest of the school day. Parents will be notified that the electronic device has been placed in the container. A school administrator will be available in the main office to unlock the container at the end of the school day.
- **2nd Offense:** The same process as above will be followed except the administrator will not unlock the container until a parent has been notified and has requested that the device be unlocked.
- **3rd Offense:** The same process will be followed as the 2nd offense except the parent and student will be required to meet with an administrator to develop a contract and plan to support the student in following this policy.

### Exceptions

- Exceptions to this policy may be made for medical reasons and disabilities with prior approval from the administration.

### Enforcement

- Teachers and staff are responsible for enforcing this policy and reporting any violations to the administration. Consistent enforcement is crucial to maintaining the integrity of the policy and ensuring a distraction-free learning environment where high student engagement is encouraged.

### Communication

- This policy will be communicated to students, parents, and staff at the beginning of the school year and will be included in the student handbook. Reminders will also be given periodically throughout the year.

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

## SCHOOL OWNED ELECTRONIC DEVICES

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

# STUDENT DRESS STANDARDS

Provo City School District supports the position that parents or guardians should oversee the appearance of their students and that school personnel should not take exception to student apparel that is clean, safe, non-disruptive, and meets minimum clothing requirements.

Students are expected to dress appropriately for the setting and activity that will not take attention away from or disrupt the learning process. While we want our students to feel comfortable, confident, and able to express themselves, there are specific guidelines all students are expected to follow.

## **Requirements for Student Dress:**

1. All students must wear clothing that is appropriate for the setting, and activity. In addition:
  - a. Undergarments must be covered at all times.
  - b. See-through or mesh garments must be worn with appropriate coverage underneath.
2. Any illegal, threatening, profane, or lewd content will not be allowed. For example, images or language that contain:
  - a. Gang-related
  - b. Weapons (as defined in Utah Code 76-10-501)
  - c. Illicit drugs or alcohol
  - d. sexual content
  - e. Violence
  - f. Discrimination
  - g. Profanity

**The School Administration reserves the right to determine if an item of clothing does not meet the dress standards. Students violating the dress code will be asked to remove/fix the offending items or return home, with parent/guardian notification, to change their attire.**

## 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

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 AND 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.**

# PROVO HIGH SCHOOL

## CODE OF CONDUCT

### 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.**



# PROVO HIGH SCHOOL CODE OF CONDUCT

## 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

Parking on school grounds is free. Students must register their cars.

- **Students may park in the South lot only.**
- **Students are not allowed to park in visitor or faculty parking.**
- **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.**
  
- **Parking tickets will be issued for violations and the fees are:**
  - **1st Offense \$25**
  - **2nd Offense \$50**
  - **3rd Offense \$100**
  - **4th Offense Loss of Parking Privileges**
  
- **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.**

## 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.

# PROVO HIGH SCHOOL CODE OF CONDUCT

## 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.

## 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](#).

# PROVO HIGH SCHOOL CODE OF CONDUCT

## 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](#).

# PROVO HIGH SCHOOL

## 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, cheerleading, drama, forensics, and music— as well as non-sanctioned programs like 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).

# PROVO HIGH SCHOOL EXTRACURRICULAR ACTIVITIES & CLUBS

## 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.

# PROVO HIGH SCHOOL

## EXTRACURRICULAR ACTIVITIES & CLUBS

### 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.  
continued...

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.

# PROVO HIGH SCHOOL

## EXTRACURRICULAR ACTIVITIES & CLUBS

### 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

#### 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.

#### 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.

# PROVO HIGH SCHOOL EXTRACURRICULAR ACTIVITIES & CLUBS

## 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. continued:
- **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 & 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.



# PROVO HIGH SCHOOL EXTRACURRICULAR ACTIVITIES & CLUBS

## STUDENT DISCIPLINARY SANCTIONS

### 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 & 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.

### 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.

# PROVO HIGH SCHOOL EXTRACURRICULAR ACTIVITIES & CLUBS

## STUDENT DISCIPLINARY SANCTIONS

### 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.

# PROVO HIGH SCHOOL

## EXTRACURRICULAR ACTIVITIES & CLUBS

### 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.**