

# Park City High School

## 2009-2010

### Student Handbook

NAME \_\_\_\_\_

#### **PARK CITY HIGH SCHOOL**

**Principal: Hilary Hays**

1750 Kearns Blvd  
Park City, Utah 84060

#### **ADMINISTRATION**

Phone: 435-645-5650 Fax: 435-645-5659

#### **COUNSELING**

Phone: 435-645-5657 Fax: 435-645-5658

#### **PARK CITY LEARNING CENTER**

**Principal: Tom VanGorder**

2400 Kearns Blvd  
Park City, Utah 84060

Phone: 435-645-5626 Fax: 435-645-5627

The policies and procedures contained in this book are the result of a concentrated effort on the part of the faculty, students, community, and the administration. The information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.



## **DISTRICT VISION STATEMENT**

Students are the center of our thoughts and the focus of our dreams.

## **PCHS MISSION STATEMENT**

Park City High School values integrity and academic excellence in an inclusive community.

## **CHARACTER EDUCATION**

Park City High School embodies the following values: family, trust, respect, caring, and responsibility.

## **SCHOOL SYMBOL**

The Miner is the mascot of PCHS. It is a symbol of pride and competitive spirit.

## **COLORS**

Red and white are Park City High's official colors.

## **SCHOOL SONG**

Our dear old Park High  
Her colors red and white  
We'll raise 'em high  
Our dear old Park High  
We'll sing her praises to the sky  
We will be loyal in everything  
We say and do, we are united  
And we're all for you  
Rah-rah-rah Park High  
Dear old Park High  
Best school in the land

Rah-rah-rah- Park High  
Dear old Park High  
Hear our loyal band  
Rah-rah-rah  
Cheer our dear  
Old high school  
Show your loyalty  
Three cheers for  
Your school, our school,  
My school  
Fight for victory, Fight!  
Fight! Fight!

**STUDENT GOVERNMENT  
2009-2010**

Student Body President	Tyler Alden
Student Body Vice President	Sarah Brothers
Treasurer	Ben Haynes
Historian:	Tracy Lewis
Student Body Outreach Coordinator:	Maureen Sison
Communications Officer Film:	Lauren Beshesti
Communications Officer Paper:	Dulce Barajas
Assemblies Director:	Melody Rogushka
Sports Coordinator:	Sami Wall
Student on the Board:	Fred Prettner

**CLASS OFFICERS  
2009-2010**

Senior Class President	Hunter Bibb
Senior Class Vice President	Bridget Chapman
Junior Class Rep	Brianne Aglaure
Junior Class Rep	Sydney Smoot
Sophomore Class Rep	Isaiah Folau

Advisor: Jesse Morrison

## **WHERE TO GET HELP**

**PRINCIPAL - Hilary Hays – hhays@pcschools.us**

**ASSISTANT PRINCIPALS –**  
**David McNaughtan – dmcaughtan@pcschools.us**  
**John Hall – jhall@pcschools.us**

**ACTIVITIES/ATHLETICS DIRECTOR - Doug Payne –**  
**dpayne@pcschools.us**

**CTE DIRECTOR- Janice Jones – jjones@pcschools.us**

**COUNSELING DEPARTMENT -** Schedule changes, graduation requirements, grade changes, makeup credit and residency requirements. (See list of guidance and counseling services in Academic Section of this booklet).

**SCHOOL NURSE – Gina Agy**

**FINANCIAL OFFICE – Donna McManus**

**ATTENDANCE OFFICE – Dena Fitzsimmons**

**MAIN OFFICE – Barbara Swenson**

**SAFETY/PARKING COORDINATOR – Scott Sine**

**LIBRARY DIRECTOR – Anita Booher**

**LIBRARY ASSISTANT – Patty Parrish**

**COMPUTER SPECIALIST – Kirsten Kobler**

**COUNSELING OFFICE SECRETARY – Nancy Scott**

**REGISTRAR – Karen Grooms**

**SCHOLARSHIP ADVISOR – Nancy Machalko**

## DAILY BELL SCHEDULE

Zero Period 6:45 - 7:30 a.m.

Warning Bell 7:30 a.m.

### 1st Lunch Schedule

1st Period	7:35 - 9:03
2nd Period	9:09 - 10:48
Miner Morning Show	9:09 - 9:20
<b>A LUNCH</b>	<b>10:48 - 11:17</b>
3rd Period	11:23 - 12:51
4th Period	12:57 - 2:25

### 2nd Lunch Schedule

1st Period	7:35 - 9:03
2nd Period	9:09 - 10:48
Miner Morning Show	9:09 - 9:20
3rd Period	10:54 - 12:22
<b>B LUNCH</b>	<b>12:22 - 12:51</b>
4th Period	12:57 - 2:25

## LATE START SCHEDULE

Warning Bell 8:48

### 1st Lunch Schedule

Teacher Collaboration	7:15 - 9:15
1st Period	9:30 - 10:41
Miner Morning Show	10:30 - 10:41
<b>A LUNCH</b>	<b>10:41 - 11:10</b>
2 <sup>nd</sup> Period	11:15 - 12:15
3rd Period	12:20 - 1:20
4th Period	1:25 - 2:25

### 2nd Lunch Schedule

Teacher Collaboration	7:15 - 9:15
1 <sup>st</sup> Period	9:30 - 10:41
Miner Morning Show	10:30 - 10:41
2nd Period	10:46 - 11:46
<b>B LUNCH</b>	<b>11:46 - 12:15</b>
3rd Period	12:20 - 1:20
4th Period	1:25 - 2:25

## **A.M. ASSEMBLY SCHEDULE**

Zero Period 6:45 - 7:30 a.m.

Warning Bell 7:30 a.m.

### **1st Lunch Schedule**

1st Period	7:35 - 8:48
2nd Period	8:54 - 10:13
Miner Morning Show	8:54 - 9:00
Assembly	10:18 - 11:18
<b>A LUNCH</b>	<b>11:18 - 11:47</b>
3rd Period	11:53 - 1:06
4th Period	1:12 - 2:25

### **2nd Lunch Schedule**

1st Period	7:35 - 8:48
2nd Period	8:54 - 10:13
Miner Morning Show	8:54 - 9:00
Assembly	10:18 - 11:18
3rd Period	11:24 - 12:37
<b>B LUNCH</b>	<b>12:37 - 1:06</b>
4th Period	1:12 - 2:25

## **P.M. ASSEMBLY SCHEDULE**

Zero Period 6:45 - 7:30 a.m.

Warning Bell 7:30 a.m.

### **1st Lunch Schedule**

1st Period	7:35 - 8:48
2nd Period	8:54 - 10:17
Miner Morning Show	8:54 - 9:05
<b>A LUNCH</b>	<b>10:17 - 10:46</b>
3rd Period	10:52 - 12:06
4th Period	12:12 - 1:25
Assembly	1:25 - 2:25

### **2nd Lunch Schedule**

1st Period	7:35 - 8:48
2nd Period	8:54 - 10:17
Miner Morning Show	8:54 - 9:05
3rd Period	10:23 - 11:37
<b>B LUNCH</b>	<b>11:37 - 12:06</b>
4th Period	12:12 - 1:25
Assembly	1:25 - 2:25

# ACADEMICS

## REQUIREMENTS FOR GRADUATION

All students need 26 credits in order to graduate. Please contact a counselor to identify specific needs.

### 10th GRADE

English  
Mathematics  
Biology/H. Chemistry  
World Civilizations  
Healthy Lifestyles II (.5)  
Health (.5)  
Electives (3)

### 11th GRADE

English  
Mathematics  
Science  
U.S. Studies  
Financial Literacy (.5)  
Electives (4)

### 12th GRADE

English  
Social Studies  
Applied Technology or  
Core Curriculum  
Electives (5)

There is a Board of Education policy in place for a district achievement seal for going above the requirements. Graduation requirements may be adjusted by the state and local level.

## CURRICULUM AND SCHEDULING REQUIREMENTS

Students may earn credit outside the regular school program, which may be applied toward graduation requirements. Those units include work experience, student service, teacher aide, and special project activities. Based on the Student Education/Occupation Plan (SEOP, which is required) a junior and senior student will select their core courses from either the college preparation area or the applied technology courses. **Outside credit or changes must be coordinated and approved through the counseling department and SEOP process.**

A required class not passed during the school year will have to be re-taken outside the school day (summer school or correspondence school and these can be fee based.) See your counselor for additional information.

## PROGRAM PLANNING

The parents/guardians, student, and counselors will meet to develop and review the student's education/occupational plan. Planning is a cooperative effort to determine the direction of the student's interests, abilities, ambition, values, and career goals. Counselors will furnish information and guidance in implementing the plan. Parents may suggest changes and modify the SEOP at any time.

## COUNSELING AND GUIDANCE

### Counselors

Ms. Bonnie Beaty  
Ms. Dara Smith  
Ms. Liz Mozkal  
Mr. Larry Jensen

### Intervention Specialist

Ms. Samantha Walsh

### Scholarship Advisor/Academic Seal Program

Nancy Machalko

Counseling and guidance link at [www.pcschools.us](http://www.pcschools.us)

PCHS is a comprehensive guidance school. Students should feel free to consult with the counselors about any problem giving cause for concern.

Students desiring counseling should sign up for an appointment with the counseling secretary. The counselor will call the student at his/her earliest convenience.

## GRADING PHILOSOPHY

The Park City schools are committed to providing each student an opportunity to fully develop the individual powers of reasoning and judgment and to developmentally, emotionally, physically, socially, and culturally. (Focus on Excellence 1992 Report)

The Board requires that a student must receive a grade or mark for each class taken for credit. Teachers are responsible to ensure that the grade adequately reflects a student's achievement, effort, and her/his dedication. A grade also indicates a student's standing in relation to her/his peers.

In recognition of academic freedom, the faculty of Park City High School does not believe in a standardized grading scale. Based upon our professional judgment, our grades reflect the following guidelines:

A = Superior or excellent; doing above and beyond what is expected;  
exemplary work

B = Above average

C = Average

D = Below average, but passing

F = Not acceptable achievement, effort or application; failing work

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

Valedictorian and Salutatorian are chosen based on weighted GPA and ranks. Weighted grades (.0125) will be added for Advanced Placement grades of A, B, or C each quarter.

### **HONOR ROLL**

The honor roll and high honor roll is a recognition awarded to those students who achieve a high measure of success in their course of study at PCHS based upon the following criteria:

- Enrolled in 6 credit classes for that quarter taken in Park City School District
- Obtained a 3.5 Weighted GPA for that quarter (regular Honor Roll)
- Obtained a 3.7 Weighted GPA for that quarter (High Honor Roll)

Students or parents with unusual circumstances may petition for a review.

Student's names will not be published in the newspaper if parent has signed a FERPA (Family Education Rights and Privacy Act) Opt Out form.

### **CLASS RANK**

Students will be included in class ranking as long as they are in line to obtain a diploma from PCHS and are currently enrolled in one or more classes at Park City High School. Seniors who withdraw early to finish graduation requirements with outside credits will not be included in this ranking.

### **REPORT OF STUDENT PROGRESS**

Report cards are issued every quarter. Report cards will be mailed home. Parents are asked to review the report cards with their son or daughter and to consult with the teachers if they wish.

Progress reports will be mailed home at the midpoint of the quarter. Two parent/teacher conferences are also scheduled for the year. Teachers will update grades at least once every 2 weeks.

Parents may check student progress on: PowerSchool.  
<http://powerschool.pcschools.us/public>.

### **CLASS CHANGES**

Class changes occurring outside of designated drop-add periods will require a class change fee. Designated drop-add periods will be posted in the counseling center.

# ATTENDANCE POLICIES

Students are expected to be punctual and prepared every day. There is a direct correlation between school attendance and achievement in school. **Absences for any reason during the first or last week of any quarter are strongly discouraged.**

**The Federal No Child Left Behind Program mandates a 93% attendance rate. As such, parents/students are expected to fully utilize the ample vacation days scheduled through the school year for trips as well as for doctor and dental appointments.**

Parents are encouraged to check daily attendance on Powerschool. <http://powerschool.pcschools.us/public>

Students will be permitted the equivalent of **3 block periods** of absence in each class for each quarter of the year. A block period is a single class of approximately 90 minutes. **It is the student's responsibility to make up work missed for an excused absence as per individual teacher or policy. After the third absence, no credit for work will be given for absences whether excused or unexcused.**

## **THE FOLLOWING ABSENCES WILL NOT COUNT AGAINST THE 3 BLOCK ABSENCES ALLOWED:**

**MEDICAL:** A doctor's medical excuse is required for any absence or chronic illness over 3 days. The doctor's excuse must be submitted within one week following an absence as long as parent excuse is submitted within 3 days.

**DEATH OR GRAVE ILLNESS OF AN IMMEDIATE FAMILY MEMBER.**

**ABSENCE FROM CLASS DUE TO COUNSELING OR OFFICE BUSINESS:** Documentation must be provided by the counseling/or attendance office.

**DOCUMENTED COLLEGE VISITS:** or appropriate SEOP related visits that occur with the prior approval of the attendance secretary or administration. Written documentation from the admissions office of each college with date and time must be submitted to the attendance secretary.

**PRE-ARRANGED ABSENCES: LIMIT ONE (1) PER YEAR** Special requests for extended absences, 3 school days or more, should be submitted in writing to the Attendance Secretary at least 2 weeks prior to the dates requested for a "Prearranged Absence." See contract for additional information.

To **qualify** for a “Prearranged Absence” a student:

- Must have a minimum GPA of 2.0
- Has not exceeded the allowable (3) absences during the quarter in **any class**
- Must have a parent/guardian signature on the form
- Must return the form to the Attendance Office **Prior to Leaving**

**SCHOOL RELATED ABSENCES:** Participation in sports/school-sponsored activities.

Students who have accumulated more than 3 block absences in **any class** during any quarter will not be allowed an early dismissal from school.

Students with excessive absences (6 or more in any class) will be prohibited from participation in school social activities, dances, games, etc. Absences may be made up by arrangement with the Administration.

In order to participate in extra curricular activities (i.e. sports, field trips, dances, plays, etc.) **the student must be in class or study hall the two regularly scheduled periods before the practice or departure for the event.** This includes after school and weekend activities. An administrator must clear any exceptions in advance.

**It is the student’s responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.**

**CONTRACT ABSENCES:** Groups or individuals involved in, but not limited to, ski teams, modeling, competitive skating, rodeo, equestrian competition, etc. must set up an individual “Attendance Contract”. Contracts may be obtained at the Attendance Office. **Subject to grade and attendance verification as explained in the contract.** See contract for additional information.

### **STEPS TO TAKE FOLLOWING AN ABSENCE**

Bring a note from parent to the attendance office. **Students have three (3) school days to bring in a note.** A signed note may also be sent to the school via our fax machine: (435) 645-5659.

If a parent/guardian is out of town at the time of a student’s absence, the student should contact the attendance office so that adequate time can be given for an excused note to be provided upon the parent’s return. **If possible, parents should notify the school of a responsible party prior to leaving, in case of an emergency, or to write notes to excuse their student.**

### **CHECKING OUT STUDENTS DURING THE DAY**

IF YOU NEED TO CHECK YOUR STUDENT OUT OF SCHOOL DURING THE SCHOOL DAY FOR A DOCTOR OR DENTIST APPOINTMENT, FUNERAL, ETC. **PLEASE SEND A NOTE THE MORNING OF THE CHECK OUT** WITH YOUR STUDENT TO TAKE TO THE ATTENDANCE OFFICE.

Your student will be given a GOLD “permit to leave school” pass. The student gives this pass to the teacher to be excused at the specified time. You can then meet your student at a specified location for pick up. IT IS NOT NECESSARY FOR PARENTS TO GO TO THE ATTENDANCE OFFICE TO SIGN STUDENT OUT IF THEY SEND A NOTE IN AHEAD OF TIME.

If you do not send a note ahead, we have to call the classroom and disturb the class. Sometimes we are unable to locate your student because they are in a PE class, dance class, computer lab, library, or even off campus. This causes you to be late for your appointment or event. **PLEASE BE CONSIDERATE AND PLAN AHEAD.**

### **OTHER SPECIFICS OF THE ATTENDANCE POLICY**

\*Students are expected to be in class on time. Students are subject to individual teacher tardy policy. A tardy to any class cannot be excused by a parent/guardian.

\*If a student misses ½ (usually 45 minutes) or more of a class period they will be considered absent.

\*If a student is more than 10 minutes late they must report to the Attendance office and receive a note back to class and will receive an L. Four L’s in any given term will equal one block absence. Any L’s beyond four will equate to the additional absences.

\*For liability reasons, students may not leave campus during regular school hours, except at lunch, without a parent/guardian checking them out through the attendance office. Check out during the school day can be arranged ahead of time by a written note to the attendance office.

**\*If a student leaves school without checking out through the attendance office, they will be considered truant and subject to disciplinary action.** A note of excuse is required upon return to class unless the parent/guardian signs a school release form at the time of departure.

\*A student who forges a parent note must meet with an administrator and complete community service (minor suspension policy – 1<sup>st</sup> time only.)

\*Parents may not legally give permission to a minor to sign his/her name or write his/her own excuses.

\*Legal aged students may not write their own excuses unless legally emancipated from a parent or guardian.

\*A student who has 10 consecutive unexcused attendance days is automatically dropped from the rolls at Park City High School – as per Utah State Code.

### **ILLNESS DURING THE SCHOOL DAY**

A student who becomes ill during the school day will report to the main or attendance office for permission to call home. Parent/guardian is requested to provide transportation to the doctor or to the home as soon as possible. In case of an emergency, proper authorities and the parent/guardian will be notified. **Under no circumstances may a student leave school without permission from the attendance office.**

### **LEAVING SCHOOL WITHOUT PERMISSION**

Under no circumstances may a student leave campus during regular school hours without checking through the attendance office. However, a student may leave campus at lunch without checking through the office. **At all times when a parent/guardian checks a student out of school, a written note is necessary upon the return of the student.** Failure to check out will result in referral for truancy.

### **REQUEST FOR HOMEWORK**

We encourage parents/students to e-mail or phone teachers directly for assignments and make-up work. Requests for homework may only be made through the counseling office if the student is absent three or more class days and has a medical excuse. Please wait 24 hrs before picking up the work from the main office. It is best to call as early in the day as possible to request this information.

# CONDUCT AND DISCIPLINE

## The zero tolerance for drugs policy at Park City High School is strictly enforced!

### STUDENT DRESS AND GROOMING STANDARDS

The Park City Board of Education has established the following general codes and guidelines on student dress and grooming standards.

Hair, body and clothing should be neat and clean in appearance.

**Students should be modest in appearance.** Extremes of dress and hairstyles that attract undue attention or interfere with the normal process of school must be avoided. Specifically this includes, but is not limited to:

- \*No hats, bandanas, sunglasses, hoods, visors, or headbands worn in the building
- \*No oversized attire exceeding 2 inches or 1 full size above individual's regular size and must not hang below the hips
- \*No displaying of underwear or the areas normally covered by underwear
- \*No belts hanging lower than 4 inches from belt line
- \*Shorts and skirts must be at least mid thigh in length, modest in appearance
- \*No gaps in coverage between tops and bottoms
- \*No halters or strapless clothing
- \*No apparel that is "too bare" and/or tight
- \*No bare feet
- \*No chains and/or other apparel that may be used as weapons
- \*Facial hardware or other distracting jewelry is not allowed. A small nose (12 gauge) stud is the only exception
- \*No images of substances or products illegal for minors, profane scenes or messages
- \*Any clothing (or other items) that has been identified by the Metro Area Law Enforcement agencies as being associated with illicit drug use is prohibited.

Any violation of the Student Dress Code is subject to administrative intervention. Violators will be asked to meet dress code standards. Repeat and subsequent violations of the Student Dress Code will result in suspension.

### **CELL PHONES & ELECTRONIC EQUIPMENT**

**PCHS will permit students to use cell phones before or after school. Cell phones may also be used during lunch and passing periods.** Parents and friends should refrain from calling or texting students on their cell phone during the school day.

Parents needing to contact students should do so through the main office.

Disciplinary action will be taken if cell phones or electronic equipment (I-Pods, Gameboys, PS II, etc.) are confiscated. Other forms of electronic equipment are subject to individual teacher policy.

### **OFFICE TELEPHONES**

Students will not use the office phone for personal calls except in an emergency and with the staff permission. In the event a student receives a call, he/she will be called out of class only in case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime, or after school.

### **FOOD & BEVERAGES IN SCHOOL**

**Eating in the halls is prohibited.** Students will be permitted to eat their lunches outside of the school on the lawn areas as long as there is cooperation in assuring that trash is discarded in the barrels provided. Food and/or beverages will be allowed in classrooms at the teacher's discretion.

### **LITTERING**

Trashing or littering of the school halls or grounds is not acceptable. Violators will be disciplined.

### **HAZING OR INITIATION**

Hazing or initiations of any kind are forbidden at Park City High School. Hazing is also a safe schools violation.

### **HARASSMENT**

In accordance with Park City School District policy, any form of harassment of boys or girls, whether by word, gesture, or action, violates district policy and will not be tolerated. Harassment includes not only heterosexual harassment, but also harassment of individuals for gender identity, ethnic group, or religious practices. Students who harass others will be sent to the office for disciplinary action. Students who feel they are being harassed by another student or adult should report this action to a teacher, counselor or administrator.

## HATE LANGUAGE

Hate language directed at any group or individual at Park City High School whether for ethnic stereotypes, religious affiliations or sexual preferences, will not be tolerated and will face appropriate disciplinary action.

## CHEATING

Cheating will not be tolerated. Plagiarism is considered a form of cheating. Academic integrity is a specific district policy. Any student using any means or instrument not personally created for their own benefit will **receive a zero for that work**. Any individual giving information to another is as guilty of cheating as the individual receiving the information and will also **receive a zero**. Any individual copying information from another individual (i.e. homework or test answers) will **receive a zero** for the assignment. If the individual whose material is being copied gave permission, that individual will **receive a zero** for the assignment. Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent/guardian will be notified that a second offense will bring automatic suspension from school, or an assignment to ISS, to be determined at the discretion of the administration. **AT THE DISCRETION OF THE SCHOOL ADMINISTRATION, DISCIPLINARY ACTION FOR CHEATING MAY RESULT IN THE REMOVAL FROM SCHOOL FOR UP TO 10 SCHOOL DAYS.**

## DISCIPLINE/SANCTIONS FOR MISCONDUCT

It is recognized that some students will not always act in accordance with the rules and regulations. When possible, the school will provide students with an opportunity to self-correct inappropriate behavior. When circumstances indicate a need for more stringent action, the school will enforce the rules and regulations with appropriate sanctions. Those sanctions may include in-school suspension, suspension, referral to the police where appropriate, or, in extreme cases, recommendation for a long-term suspension to the Board of Education.

## SUSPENSIONS

The goal of any school should be to have students in class as much as possible. Our suspension policy attempts to reflect that goal as well while holding students responsible for their actions.

For minor offenses students will be suspended, but the suspension may be put on hold pending completion of community service hours equal to the suspension time. If the community service requirement is not completed within the allocated time, then the days the student would have been suspended will revert to no credit and zeros for academic work performed on those days.

For major suspensions the administration of PCHS will do everything possible to limit the time out of class and use community service and other means such as Valley Mental Health classes to assist students. The administration and staff of the high school will work with students on major suspensions with work such as term projects and tests that make up a significant part of the grade for

the marking period. A significant part of the grade is defined as a grade dropping by more than two full grades i.e. from an A to a C+.

Students who are suspended will not be able to take part in any extra-curricular school sponsored activities or events (i.e. sports, drama, field trips, dances, etc.), even if these events occur off campus during the time of suspension.

However, all of these items will be considered on a case-by-case basis and will be influenced by the cooperation of the student and parents/guardian. Each minor offense will only have the opportunity to go through the alternative to suspension once. On the second offense the out of school suspension policy will be in place.

### **IN SCHOOL SUSPENSION**

1. Any staff member may assign ISS. Teachers may only assign ISS for their own period. Those incidents deemed to warrant more serious sanctions (either additional sections of ISS or suspension) must be brought to the attention of the administration. Repeated offenses (more than two incidents of the same nature) in which the student has failed to respond should also be referred to the administration. This includes such areas as:
  - a. Repeated refusal to respond to reasonable authority and requests
  - b. Habitual tardiness and/or truancy - specific teacher policy
  - c. Disruptive and/or inappropriate behavior
2. Teachers may assign ISS only for a breach of rules and regulations. They may not assign for any academic reason, including failure to meet assignment deadlines. Such incidents are handled through grading procedures. Under no circumstances may a teacher assign ISS for failure to meet expectations of an academic nature.

### **DRUGS, ALCOHOL AND TOBACCO**

Being under the influence or acting as if under the influence, or possessing, selling or using any item that may be considered an alcoholic beverage, tobacco, unlawful narcotic, or drug on school property or at school activities can result in sanctions of up to one full calendar year. Do not store any item that would be detrimental to you in your locker, backpack, or vehicles. Any individual selling an illegal substance in or around the school will face an enhanced criminal code violation and will be prosecuted to the full extent of the law. Please be aware of the district medication policy as well.

### **CONDUCT AT SCHOOL FUNCTIONS**

All rules and regulations will be enforced at these activities. Any student leaving a school sponsored dance after being admitted will not be permitted to return to the activity. No student without a Park City High student identification card will be allowed at a PCHS sponsored dance. Guests may be brought to a PCHS sponsored dance if a PCHS student sponsors the guest, the guest is age 20 or less, and has been pre-registered in the attendance office at least 24 hours in advance. The guest must also agree to abide by all of the

PCHS and PCSD rules. Ninth grade & younger school students are NOT allowed to attend PCHS dances.

### **RESPONSIBILITY FOR PERSONAL ITEMS**

PCHS does its best to provide appropriate supervision for students and their belongings. It is not possible, however, to observe or manage every student and all personal belongings to perfect satisfaction. Each student must assume responsibility for following school procedures and notifying administrators when any dangerous situation arises.

Students are not to bring items of significant value to school. If, for some class or activity, such items are required, the items should be checked-in with an assistant principal until needed. The school is not responsible for lost or stolen items. Likewise, the school cannot be held liable for vandalism done to student vehicles.

**IT IS IMPERATIVE THAT ALL PE LOCKERS AND HALL LOCKERS BE LOCKED FOR YOUR SECURITY.** Find out what policy each teacher has for backpack storage in classrooms during the period, and store your backpack in your locker, as needed, for safety/security.

### **STUDY HALL**

Students with assigned study hall must abide by the same policies that govern any class at Park City High School. Students marked with an unexcused absence or any tardies will have appropriate sanctions imposed. No student without a properly signed, designated pass will be admitted to the library or the computer lab. Priority in both facilities is given to scheduled activities. Students with a study hall should plan to remain in study hall for the duration of the class period.

### **PARENT RELEASE**

Parent release scheduling - for information for this topic, please refer to PCSD Policy Book Section 10 Policy 10040.

**Those students with parent release must leave school immediately after the bell sounds.**

Parent release is a privilege for juniors and seniors. Abuse or misuse of the privilege will result in the loss of the parent release privilege. Any exceptions must go through the office. Parent release may be taken away if a student is habitually tardy/absent to the class following the parent release.

### **HALLS**

There is no acceptable reason to be in the hall without a hall pass. Whenever it is necessary for a student to leave the room during a class period, or when the teacher finds it necessary to send a student out of class for any reason, **the student must have a signed student agenda.** Any student found in the hall without an agenda will be subject to ISS and any student who is habitually in

the halls will have changes made in his/her class schedule including use of the in-school suspension option.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection shall be limited to hugs. Excessive public display of affection will be subject to a parent meeting or other disciplinary action including in school suspension.

### **GRIEVANCE PROCEDURES**

Should a student and parent/guardian feel that there has been a violation, misinterpretation or inequitable application of school rules, Board policy, or federal regulations governing discrimination on the basis of race or sex, they may seek redress through an appointment with the principal.

### **DISTRICT POLICIES**

A Park City School District Policy Manual is located in the library for your review. Policies regarding safe schools and alcohol and drug free work places will be distributed to all students and staff under a separate cover. Other district policies that impact students may also be distributed. See the PCSD web site for a full list of district policies.

### **VISITORS/PARENT PRESENCE**

All visitors must report to the main office upon arrival to obtain permission to visit the school or students. Any visitor who does not report to the office may be referred to the police for trespassing charges. Parents are always welcome at PCHS but do need to check in either at the counseling office or the main office as they enter the building. Parents must check in at the office before visiting any class.

### **AUTOMOBILE RULES**

Rules for parking on school, school district, and church grounds for 2009-2010:

**Parking at Park City High School is a privilege** and is by permit only. The rules applicable to parking at Park City High School are binding on all students. Secondly, submitting an application for a parking permit or pass constitutes a student's acknowledgement of the rules and agreement to abide by the rules applicable to parking at Park City High School, including the consequences if the rules are not followed. The same rules apply to parking in the church lot, at the Learning Center, and to all school district lots. To apply for and retain a parking pass, a student must be in good standing with PCHS. Parking privileges may be suspended or revoked for rules violations or for other conduct unrelated to parking or driving on the PCHS campus, or on district or church grounds. Students will be held directly responsible for rules violations. Park City High School believes a student deemed responsible enough by the State of Utah to drive should be responsible enough to follow the rules without the need to notify a parent or guardian of problems relating to parking.

**Parking fees are not refundable for any reason. Passes may be obtained solely from PCHS. Personnel passes are not transferable, and may not be sold or given to other drivers.**

**Rules:**

1. Each vehicle must be registered through the safety coordinator at Park City High School. Students are expected to notify the safety coordinator immediately of any change in vehicle(s), including, for example, a new car or a change in vehicle being driven.
2. Each vehicle must display a valid PCHS permit, registered to the student driver and to the vehicle in which it is displayed. Failure to do so may result in the student's car being removed from school property.
3. Permits must be hung from the rear view mirror, with the permit number facing outward toward the front of the car. The permit must be fully readable at all times. A student having a permit which is not properly displayed or which cannot be read will be deemed not to have a permit and will be treated accordingly.
4. Parking passes may be used only in vehicles to which they are registered and pre-assigned. Any passes transferred to another vehicle other than the registered vehicle may result in the removal of vehicle from school property.
5. Student parking is on a first come, first served basis. During the Sundance Film Festival, available space is limited, and seniors may have to park in the church lot. At all times, the church reserves the right, on little or no notice, to close all or any part of its lot, whether for funerals or other purposes. There is no parking outside marked lines, in visitor or other specially reserved spaces, fire lanes, and handicapped spaces.
6. Sitting in cars or loitering in a parking lot during the school day is not permitted.
7. Students will not be allowed in parking areas without a signed agenda indicating permission to go there during school hours.
8. Other than during a student's assigned lunch period, leaving campus during school hours without permission is prohibited.
9. The PCHS speed limit is 10 MPH. Speeding or careless driving on school, district, or church grounds is prohibited.
10. Students are encouraged to use district transportation, the city bus system, or carpool.
11. Any student involved in an accident on school, district, or church grounds need to report the accident or they may lose his or her parking privileges.

12. Students who purchase a parking pass are eligible for a rebate on parking passes during the Sundance Film Festival. If a student gets a rebate for their parking pass, they are not allowed to park at the school during Sundance.
13. The parking rules are enforceable by the safety coordinator or by any other PCHS staff member.
14. The penalty for violation may include a car being booted or towed, revocation or suspension of parking privileges, a fine, and/or community service, as deemed appropriate. Towing will be at the student's expense.
15. Purchase of a parking pass does not ensure or guarantee a parking spot during the Sundance Film Festival.
16. Parking privileges may be lost or suspended for reasons or conduct unrelated to parking or driving on campus.
17. The Park City High School and the Park City School District are not responsible for vehicles or for items left in vehicles while on school or district grounds.
18. Students using the church lot are not to park in any of the spaces adjacent to any of the church buildings (i.e. adjoining the sidewalk).
19. PCHS students and faculty with a State of Utah handicapped parking tag must also acquire a PCHS handicapped tag. These slots will be assigned for you to park in.
20. **Sophomores may be allowed** by permit only, and if space is available, to park at the church parking lot. These passes, if any, will not be given out for at least a month after school has started in order to accommodate seniors and juniors.

# FACILITIES AND ACTIVITIES

## PE & HALL LOCKERS

Lockers with combinations are issued to students at the beginning of the year, upon request. Lockers should be kept locked at all times. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping his or her assigned locker clean, both inside and outside. Damage caused to the locker will be charged to the student responsible. The locker is the property of the school and may be examined at any time. To assure safety and security of personal items, including backpacks, students are expected to lock all items in their lockers.

## INSURANCE

Any student enrolled may buy insurance through the school program at the start of the school year, or have a statement on file from a parent/guardian indicating that the student is insured under a group or family policy provided by the respective parents/guardian. Any student participating in athletics will need to show proof of insurance. An application for school insurance can be obtained from the finance secretary.

## CAFETERIA

Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are: **(1) observing good dining room standards at the table, (2) leaving the table and surrounding area clean and orderly, (3) replacing chairs and putting trash in the proper containers, and, (4) not leaving the cafeteria while eating or carrying food.** All school rules apply to students that choose to leave campus for lunch, and includes the time in which a student is off campus for lunch.

## THE PCHS LIBRARY/MEDIA CENTER

The library program is designed to support and enrich the curriculum.

The library is open before, during and after school. All students visiting during the school day must show a signed agenda from their classroom teacher to be allowed to stay.

Backpacks and book bags as well as food and drink are not allowed in the library.

## COMPUTERS

Computers are available for student use in many areas of Park City High School. Once both the parent/guardian and the student have signed a **Computer Usage Agreement**, a computer account will be set up. This form is completed upon entry into PCHS and is valid until graduation and/or withdrawal from the high school.

The **Computer Usage Agreement** contains the rules for using the computers and gives the student permission to have access to the internet, if so desired by the parent/guardian. Students are expected to respect the equipment and use it only for appropriate educational purposes. Students violating the terms of this agreement will have their access revoked and may face disciplinary action.

## **ACTIVITIES PROGRAM**

The athletic program at Park City High School is designed to provide co-curricular opportunities for boys and girls who desire competitive activity. Any student is welcome to try out for an interscholastic team if he/she meets the following standards:

1. Student is eligible under the school, league and state requirements
2. Student follows a simple set of training rules, which the coaching staff believes is fair
3. Complete eligibility packet, including proof of insurance and fee payment before first practical competition
4. Must be attendance eligible – refer to attendance policy in this agenda

Some of the minimum rules for individual eligibility include:

1. Scholarship rule - a (2.0 gpa previous quarter) minimum grade point average is mandatory. Check with the Athletic Director for specific information.
2. Parental consent and a physician's certificate, completely filled in must be submitted to the athletic office
3. Student has not reached 19 years of age prior to September 1st
4. Sportsmanship - understand and acknowledge that sportsmanship is an important element of being a student/athlete at PCHS
5. Proof of health insurance

The USHAA activities program includes:

BOYS: Football...basketball...soccer...track...tennis...golf...cross country...swimming...diving...baseball...and wrestling.

GIRLS: Volleyball...soccer...track...cheerleading...basketball...cross country...tennis...swimming...diving...golf...and softball.

CO-ED: Debate...drama...music.

**It is the student's responsibility to contact teachers of classes to be missed before leaving for a school related activity and to complete assignments on time.**

## **FUND RAISING**

*All fund raising activities are to be coordinated through the office of the Activities Director. NO fundraisers are permitted without the permission of the Activities Director. Door to door solicitation is not allowed.*