

ACADEMIC SUPPORT SERVICES

Park City High School offers a number of services to help our students succeed.

TEACHER OFFICE HOURS AND EMAIL

Every teacher is available outside classroom time to meet with students and parents. Some teachers offer specific times before and after school for tutoring students. Contact teachers through email or a phone message left in the office (645-5650).

Every teacher has an email account: first initial last name @pcschoools.us

If you need assistance in contacting a specific teacher through email, please call 645-5650.

ADMINISTRATION & OFFICE SUPPORT OFFICE HOURS 7:00 AM-3:30 PM

Mr. Bob O'Connor	Principal
Ms. Phyllis Suggett	Assistant Principal
Mr. Caleb Fine	Assistant Principal
Mr. Jamie Sheetz	Athletic Director
Ms. Dena Housel	Attendance Secretary
Ms. Donna McManus	Financial Secretary
Ms. Barbara Swenson	Main Office Secretary

POWERSCHOOL

The internet based PowerSchool site gives parents and students unrestricted access to assignments, grades and attendance information. There is a "Quick Link" to Powerschool on **Park City School District's Home Page:** <http://www.pcschoools.us>

The information includes grades and specific descriptions of assignments for each class during each quarter. Individual teacher's email is also accessible through this site. The individual student's or parent's confidential ID and password are needed to access any information. This information is given at registration, or you may call 645-5650 to arrange to have these passwords mailed home again.

CANVAS

CANVAS is the internet-based learning management system used by the Park City School District. The program gives parents and students access to class information, including assignments, messaging, online resources, and learning tools. You can access Canvas from the **PCHS website (<http://pchs.pcschoools.us>)**. Logins were mailed home at registration or you can call 435-645-5650 to have the passwords mailed home.

COMPUTERS AND INTERNET ACCESS

Students have been issued district owned and managed laptops for the school year. Please see the student laptop user agreement for details on usage. If the student does not have the laptop for whatever reason (repair, suspension, forgetfulness) there is one desktop available for student use in the classroom.

A link to the District's Acceptable Use Policy is available on the PCSD's home page for student and parent review.

LIBRARY SERVICES

The PCHS Library occupies a space in the PCCAPS center and offers some books, DVDs, and audiobooks. The PCHS digital library exists as the PCHS Library Canvas course and is a portal to databases, ebooks, digital audiobooks, and more. The library staff is available during these hours: Monday, 7 - 2 pm and Tuesday - Friday, 7 - 3 pm.



ACADEMIC COUNSELING DEPARTMENT

Students are assigned an Academic Counselor based on their last name beginning with:

Ms. Smith	A-G
Ms. Moskal	H-Pa
Ms. Hall	Pe-Z
Ms. Cashel	Learning Center
Ms. Frink	Registrar
Ms. Briley	Scholarship Advisor
Ms. Monson	Counseling Secretary

Contact the Registrar, Ms. Frink, in the Counseling Office at 645-5657, for transcripts, copies of report cards, corrections and changes to student records.. Contact the Counseling Secretary, Ms. Monson to schedule an appointment with your counselor.

MAKE-UP CREDIT

An on-line and after school program is available for students who failed a class and need to make up credit. See your Academic Counselor for details. The Park City Learning Center can set students up on their own computer.

ELL HOMEWORK CLUB

For ELL students who want help with homework. In room 145

**Monday 2:00-3:00
Tuesday- Thursday 2:30-3:30.**

SCI-SPACE

Sci-Space is an extra help tutoring lab offered free of charge to all students of science (biology, chemistry, physics, etc.). It is located in Ms. Jones' Room 234 from 6:45-7:30 in the mornings and after school in Ms. Jones (234), Ms. Mooney (232) and Ms. Waller's (241) rooms until approximately 3:30 or 4:00 PM. Stop by and get the help you need.

FREE PEER TUTORING SERVICE

A list of Junior and Senior students willing to provide tutoring in any subject, is available in the Counseling Department. Contact the students directly to schedule tutoring sessions. There is no charge for this service.

FREE MATH TUTORING LAB

The Math Department sponsors a Math Lab. Students in any math class at PCHS are welcome in the lab to ask questions and receive additional help.

**Mornings: 6:30-7:30 Room 244
B Lunch End of 240's Hallway
Afternoons: T- Fr 2:30-4:00 Rm 244
Mon 2:00-3:00 Rm 244**

PCHS PARENT-TEACHER CONFERENCES

Conferences will be held on 10/5, 10/6, and 3/2 from 3:00-6:00 pm by appointment only. There will be open times from 6:00-7:00 pm. The week prior to conferences, visit: <http://pchs.pcschoools.us> for information on scheduling an appointment or contact Barbara Swenson at 645-5650 or Helen Corkran at 645-5626 for the PCLC.

EXTRA TRANSPORTATION

There is one After School bus that leaves TMIH at 3:55 and leaves PCHS at 4:00. Bus #7.
Do not be late.

