

Park City High School

1750 Kearns Blvd.
Park City, UT 84060
Tel: 435-645-5650
Fax: 435-645-5658



Welcome to Park City High School!

The faculty and staff would like to welcome you to Park City High School. We're excited to help your child succeed. The counseling staff is here to meet all your needs for enrollment. Please help us make this process as smooth as possible by following the steps outlined below and have all the required documentation with you when you enroll.

Step 1 - Complete the Online Registration.

You must complete the online registration FIRST. Go to the PCHS website: <http://pchs.pcschools.us> > click on Registration > choose New Student Enrollment. *The online registration system isn't always open. The link will be posted when it's available.* If you don't have internet at home, you can use a computer at the public library, or at the school after August 6. The online registration is complete when you get the "Submission Confirmation" page.

Step 2 - Submit the required documents to the Registrar's Office at PCHS (after August 6).

You can bring them in, fax to 435-645-5658, or email to jfrink@pcschools.us. **PLEASE NOTE:** *You are responsible for providing the required documents at the time of enrollment. PCHS will not request records from the previous school until AFTER the student is enrolled.*

- **Proof of Residency** - The student must be living with a parent or legal guardian within the school district boundaries. Complete the attached Proof of Residency form and submit two acceptable proof documents.
- **Guardianship Papers** - You must be the student's custodial parent or court-appointed legal guardian to enroll him/her in school. In cases of divorce, bring your court documents naming you as the primary custodial or joint-custodial parent. Legal guardians must provide their court documents or a court filing receipt.
- **Birth Certificate** - Bring a copy of the student's birth certificate (no wallet cards). We are required to enroll students under their full legal name.
- **Immunization Record** - Bring a copy of the student's complete immunization record. Please review the attached Utah school immunization requirements—they may be different than the state you're coming from. *By law, a student cannot start school until his/her immunizations are up-to-date by Utah's requirements.*
- **School Transcript** - Bring your student's most recent transcript (grade 9 forward). An unofficial copy is fine. This is required for discussing class placements and transfer of high school credits. *We will request official records AFTER your student is enrolled.*
- **Withdrawal Form** - If your student is transferring during the school year, provide us with a copy of the previous school's withdrawal form showing their classes and grades at the time of withdrawal.
- **Parent Electronic Device Orientation** - Parents must view this video before the student will receive their school laptop. Go to <http://pchs.pcschools.us> > Registration > Parent Electronic Device Orientation.

Step 3 - Meet with the Counselor to discuss class schedule.

Appointments will NOT be scheduled until Steps 1 and 2 are complete and all required documents are received. To prepare for your appointment, review the PCHS Course Catalog to see what classes we offer and to review our graduation requirements. Go to <http://pchs.pcschools.us> > Registration > PCHS Course Catalog.

Step 4 - Miscellaneous.

School fees/waivers, parking permits, PTSO membership, athletics, etc. are handled through the main office. Bus info: www.pcschools.us > Departments > Transportation. Lunch/breakfast info: www.pcschools.us > Departments > Child Nutrition/Menus. Student Handbook: pchs.pcschools.us > Students and Teachers > Student Handbook.

Park City High School Academic Counselors and Staff

Counselors:

Dara Smith - Last Names A-E
Heather Briley - Last Names F-La
Liz Moskal - Last Names Le-Ri
Kristen Hall - Last Names Ro-Z
Shannon Hase - Park City Learning Academy

Staff:

Pepper Elliot - Counseling Secretary
Jennifer Frink - Registrar
Kristin Silvestri - Scholarship Advisor

Website: <http://pchs.pcschools.us> > Counseling



Park City School District Proof of Residency Requirement Form

Student's Name: _____ Grade: _____ School: _____

Home Address: _____

Mailing Address: _____

Name of parent/legal guardian with whom student resides: _____

Parent/Legal Guardian's Signature: _____ Date: _____

Submit this form <u>AND</u> at least ONE requirement from Column A -or- TWO documents from Column B to each child's school.	
Column A	Column B
All documents MUST INCLUDE the physical home address (not a PO Box) AND the parent or legal guardian's name (birth parent, custodial parent or parent student lives with most in cases of divorce; legal guardians must be court-appointed)	
<ul style="list-style-type: none"> Most recent Mortgage Statement <u>AND</u> record of most recent mortgage payment Current Rental/Lease Agreement <u>AND</u> record of most recent rent payment If renting "month-to-month" or lack a written lease, provide a notarized statement from a landlord or home owner affirming that the child(ren) and parent(s) live at the address, which includes length of stay, <u>AND</u> record of most recent rent payment (or one document from Column B if there is no rent payment) Purchase contract or closing escrow papers for new home purchased within last 45 days <u>AND</u> one document from Column B If approved on open enrollment, provide a copy of your Non-Resident Enrollment/District Transfer approval letter <u>AND</u> one document from Column B 	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> Utility bill, new service order, or service verification letter (<i>must include the residence/service address—will not accept PO box</i>): <ul style="list-style-type: none"> - Gas bill - Electric bill - Water service bill - Cable or satellite television bill - Home telephone or cell phone bill - Home Internet service bill U.S. Postal Service change of address confirmation Payroll stub Bank or credit card statement Letter from an approved government agency (housing assistance, unemployment check, SNAP, Medicaid, CHIP) <p>Dated within the past year:</p> <ul style="list-style-type: none"> Homeowners or Renters Insurance Policy Property tax bill (residential primary improved property) Proof of car insurance (must include physical address) Voter registration documentation W-2 form
<p>The following DO NOT establish residency:</p> <ul style="list-style-type: none"> Powers of attorney Letters from friends or relatives P.O. Box or UPS mail box in the district boundaries Property or business owned in the district boundaries 	

The proof of residency requirement does not apply to homeless students. The McKinney-Vento Homeless Education Assistance Act provides education services to homeless children and youth who lack a fixed, regular, adequate nightly residence. If you believe your family fits this exception, ask school personnel for a "Student Residency Questionnaire" and a district representative will contact you.

Frequently Asked Questions are answered on back. District Residency Policy: Per Utah Code and PCSD Policy 10010, to be enrolled in a Park City School District school, the student's parent(s) or court-appointed legal guardian(s) must provide proof that their primary residence lies within the school district's boundaries. **Proof of residency is required every year, and must be submitted at each child's school.** New proof of residency is also required if the student moves during the school year. Unannounced home visits and/or requesting additional documents may be done at any time at the district's discretion to verify residency. Residency documentation is kept confidential and will be retained for the current school year only. By submitting this form and/or proof of residency documents to your child's school, you certify that the information you provide is true and accurate. Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school.

Proof of Residency Questions and Answers

How is Park City School District residency defined? Parent(s) or Legal Guardian(s) must actually reside with the student within the Park City School District boundaries. "Residence" is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent(s) or guardian(s) who have legal physical custody of the child.

- i. If the student's parents are divorced and share physical custody, the student's residence is the location where the student lives the majority of the time—with the primary or majority custodial parent (court documents will be required).
- ii. If the student is not living with a parent, the Park City School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving "guardianship" to others are unacceptable).
- iii. A temporary resident within the Park City School District boundaries solely for the purpose of attending a Park City School District school shall not be considered residency.

How does Park City School District verify residency? Proof of residency is required annually for all students in all district schools at the time of school registration. Documents that satisfy proof of residency are listed on the Proof of Residency Requirement Form. The district reserves the right to request additional proof documents or to perform unscheduled home visits at any time to verify a family's residency. Families who move during the school year must re-submit proof of residency for the new address.

What if I don't have the required proofs of residency with me when I register? All families must have the required documents at the time of new enrollment or back-to-school registration. The student's enrollment or registration will be put on hold until the family can return with the required proof of residency documents.

What can I use for proof of recent rent or mortgage payment? A cancelled check, rent payment receipt, mortgage payment receipt, or bank statement showing an automatic deduction for the rent or mortgage payment.

What if none of the utility bills are in my name? You can call the utility company and have your name added to the bill, then ask the utility company to fax a confirmation letter to the school for proof of residency.

What if all my statements and bills are online? You should be able to log into your online accounts and print copies of your statements and bills. Printouts are acceptable if they include the home/property address (not a PO box), the account holder's name, and the billing date.

I'm worried about my privacy. Will documents that I submit remain confidential? Yes. All submitted documents will remain confidential and will be shredded at the end of the school year. You may black out your financial information and/or account numbers to protect your privacy. We are only interested in names, addresses, and dates.

What if I just moved or purchased a new home and I don't have any proof documents yet? We have listed a number of documents that you should be able to provide even shortly after moving. For example, a change of address confirmation letter from the U.S. Postal Service, or you can submit a work order from any utility stating that your service has been ordered or installed, or most insurance companies can provide updated policies by email. If you provide the school with a new home purchase contract or closing escrow papers, you will have no more than 30 days to provide a document from Column B.

What if I cannot produce all required documents? If your personal circumstances make it impossible to provide items from either of the columns, bring available documents to the District Office at 2700 Kearns Blvd. to explain why circumstances prevent you from having the required documents.

What if my family does not have a permanent residence? Proof of residency requirements do not apply to students and families in a homeless situation as defined by the McKinney-Vento Homeless Education Assistance Act. If you feel you qualify as being homeless under this Act, please request a "Student Residency Questionnaire" from the school secretary. A district representative will contact you to discuss your residency status.

What if I am an undocumented immigrant? We will never ask families or students about their immigration status. Any child can attend a public school if they are living with a parent or legal guardian within the school district's boundaries and they are able to provide acceptable proof of residency or qualify under the McKinney-Vento Act.

What are the consequences of residency fraud? Evidence that false information was provided will result in the immediate withdrawal of the child(ren) from school. Any person making false statements with the intent to deceive a public servant in the performance of their official function could be found guilty of a Class B Misdemeanor as defined in Utah Criminal Code, Title 76 Chapter 8 Part 5 Section 504 - Falsification in Official Matters.

Park City High School

Registrar's Office
1750 Kearns Blvd.
Park City, UT 84060
Tel: 435-645-5657
Fax: 435-645-5658



Immunization Requirements for School Enrollment

To attend school, a child must have proof of receiving Utah's required immunizations. **Students will not be permitted to attend school without providing proof of the required vaccines for their age group.*** (UT Rule R396-100)

Your child must meet the Utah School Immunization Requirements, or currently be on track:

- 5 doses of DTP (4 doses if 4th dose was given on/after the 4th birthday)
- 1 Tdap (age 11-12, regardless of interval since the last tetanus/diphtheria containing vaccine)
- 4 doses of Polio (3 doses if 3rd dose was given on/after the 4th birthday)
- 2 doses of MMR—Measles/Mumps/Rubella (1st dose must be on/after the 1st birthday)
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 2 doses of Varicella (history of chickenpox is acceptable, but only if *parent provides the school with a document signed by a healthcare provider as proof of immunity*)
- 1 dose of Meningococcal (required for 10th graders beginning with the 2018-19 school year)

***Conditional Enrollment:** A child may be allowed to attend school *conditionally* if the child has received one dose of each required vaccine and be **on schedule** for subsequent immunizations. If one calendar month past due, the school must exclude the child from school. (Utah Rule R396-100-7)

Where to Get Immunizations in Park City:

- Summit County Health Department, 650 Round Valley Drive (near the Hwy 40 Park City exit), 435-333-1500. Walk-in immunization clinic on Wednesdays from 9-11am and 1-4pm or call for an appointment. Financial assistance may be available. Exemptions available. Habla Español.
- The People's Health Clinic, 650 Round Valley Drive, call 435-333-1850 for an appointment. Provides medical care to uninsured residents of Summit and Wasatch Counties. Habla Español.
- Snow Creek Medical Center, 1600 Snow Creek Drive (next to the Park City Market), 435-655-0055
- Park City InstaCare, 1750 Sidewinder Dr (across the street from 7-11), 435-649-7640
- Redstone Health Center, 1743 W. Redstone Center Drive, 435-658-9262
- Check with local pharmacies to see if they can provide vaccinations: Rite Aid (950 Iron Horse Dr, 435-649-9621), Park City Market (1500 Snow Creek Dr, 435-645-7916), Fresh Market (1760 Park Ave, 435-649-6264), or Smith's (1725 Uinta Way, 435-649-7606).

Exemptions: A child may be exempt from immunizations for medical or personal reasons. Exemption forms are available at the Summit County Health Department, 650 Round Valley Drive. An online module will be available at www.immunize-utah.org by July 1. A copy of the **official signed exemption form** must be presented to the school, to be kept in the child's school file. In the event of an outbreak, children who have claimed an exemption (or are on conditional enrollment) and have not received the immunization for which there is an outbreak will be excluded from school. (Utah Code 53A-11-302)

If you have questions, contact the School Nurse, the Summit County Health Department, or call the Utah Immunization Hotline at 1-800-275-0659.

Park City School District Student Health Information

Name of Student (Last, First, Middle)	Date of Birth	(Circle) Male Female
Address (Street)	School	Grade
City and ZIP Code	Home Telephone Number	Parent/Guardian (Last, First, Middle)

To improve the wellbeing of your student in his/her educational setting, please provide the following information concerning any medical conditions which require special attention. All parents/guardians need to sign this form in all three places. Thank you for your cooperation!

Physician(s) _____ Phone: _____
Dentist(s) _____ Phone: _____

MEDICAL HISTORY: PLEASE CHECK APPROPRIATE BOXES. IF YES, PLEASE COMMENT

NO	YES	Health Concerns	Additional Information
		Allergies (Food, Insects, Drugs, Latex, Seasonal) List Allergies:	Antihistamine Yes No Epi Pen Yes No
		Asthma: Please circle one: MILD MODERATE SEVERE	<i>Circle if needed at school:</i> Inhaler Nebulizer Epi Pen
		Diabetes: Please circle one: Type 1 Type 11 Glucagon Yes No	Insulin needed at school? Yes No Pump Pen Syringe
		Seizures (Epilepsy) Date of last occurrence? Type of Seizures: Does student have a Vagus Nerve Stimulator? Yes No	Medication needed at school? Diastat Nasal Versed Other

		Autism Spectrum Disorder
		Medication needed at school (use separate sheet of paper if needed) Type: _____ Dosage: _____ When: _____
		Other Health Concerns: (for example: CP, ADHD, etc)
		Does your student require any special health care procedure or device at school? (Feeding tube, catheter, wheelchair, hearing aid, etc)
		Does your student have eye or vision problems? (explain) Wears Glasses? Yes No Wears Contacts? Yes No

If your child has any of the health concerns or medication needs at school they will need a health care plan. The health care plan will need to be completed each year. A parent and physician signature is required. Please contact your student's school nurse if you have any questions or for the appropriate forms.

Health Care Plan (HCP) forms are available online at <http://www.pcschools.us/index.php?page=143> or go to the District web page www.pcschools.us Departments>Health Services>Health Care Plans.

Parent/Guardian Acknowledgment:

- I understand that in case of accident/injury/illness to my student, the school will call an ambulance if deemed necessary. The school is not responsible for related costs.
- I understand that the school/district does not carry insurance on students. Supplemental insurance is available for purchase and these forms may be picked up at any school.
- I also understand that all students entering Park City School District must be up-to-date on immunizations or have the proper exemption documentation provided by Summit County Health Department, and grades K-3 must have a current vision screening.

X Signature of Parent/Guardian

Date

Name of Child (Last, First, Middle)

If it is determined that my child needs a Health Care Plan, I understand that...

- As a parent/guardian of the above named student, I give my permission to the school nurse to contact my child's health care provider.
- I give permission for my child's health care provider to share information with the school nurse for the completion of the Health Care Plan.
- I understand that the information contained in this plan will be shared with school staff on a need-to-know basis.
- Parent/guardian is responsible for maintaining necessary supplies, medications and equipment.

I have read the above information.

_____ X Parent/Guardian Signature

_____ Date

*My student is covered under medical insurance: (please circle) Yes No Medicaid CHIP Other

Medication During School Hours

Park City School District recognizes that parents or guardians have the primary responsibility for administering medication. However, from time to time a student will require assistance with medication during school hours due to medical condition. In keeping with 53A-11-601, Utah Code, the following procedures have been adopted by Park City School District Board of Education in order to provide for the administration of medication by school personnel. Your school principal or designee will provide you with needed assistance should this help be required for your student.

- In the event your student should require such help, you as the parent or guardian of the student must submit a completed signed and dated Medication Permission form to the school principal. This authorization form also requires information from the student's health care provider regarding the methods, amounts, duration, time schedule and possible side effects of the prescribed medication.
- Parents/guardian or an authorized adult (NOT A STUDENT) must bring the prescription and/or nonprescription medication to school in the original container properly labeled with student's name on container. This is to assure that the proper medication will be administered to your student. Parents must provide an adequate supply of medication to avoid interruption of treatment.
- School personnel who provide assistance as described above in substantial compliance with the licensed health care provider's written statement, are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or for discontinuing the administration of the medication per parent request.
- Your school principal will designate staff to administer medication. In addition, the school administration, in compliance with Board policy, will assume that only students with a current, completed, signed and dated Medication Permission form will receive help from the school staff in the administration of medication.
- District policy prohibits grades K-7 from self-administering or carrying a one-day dosage of medication except for asthma inhalers, insulin and supplies, epinephrine auto-injectors, or pancreatic enzymes. Students in grades 8-12 may not carry prescription medication on their person but may carry a one-day supply of nonprescription medication in the original container for their personal use only. Narcotic pain medication shall not be kept at school, nor administered by school personnel. Medication may not be shared. Any misuse of such medication may subject the student to disciplinary action under the District's Safe Schools Policy.
- Medication Permission forms are available at your school or one the District's web site: www.pcschools.us. Go to Departments>Health Services>Health Care Plans>Medication Administration Authorization Forms.

I have read the above information.

_____ X Parent/Guardian Signature

_____ Date

**PARK CITY SCHOOL DISTRICT
2018-2019 CALENDAR**

FIRST DAY OF SCHOOL	August 23	2018-19 Term Dates:
Labor Day (no school)	September 3	Semester 1 8/23/2018 – 1/11/2019
Fall Recess (no school)	October 18-19	Semester 2 1/14/2019 – 6/5/2019
Thanksgiving (no school)	November 21-23	
Winter Recess (no school)	Dec 21-Jan 1	Quarter 1 8/23/2018 – 10/26/2018
Martin Luther King (no school)	January 21	Quarter 2 10/29/2018 – 1/11/2019
February Recess (no school)	February 18-22	Quarter 3 1/14/2019 – 3/22/2019
Teacher In-Service (no school)	March 18	Quarter 4 3/25/2019 – 6/5/2019
Spring Recess (no school)	April 8-12	
Memorial Day (no school)	May 27	
Graduation (last day for Seniors)	May 31	
LAST DAY OF SCHOOL	June 5	
Last day of school if snow day used	June 6	

The district calendar and term dates are subject to change due to legislative directives or budget cuts.

PARK CITY HIGH SCHOOL CALENDAR

On the PCHS website (<http://pchs.pcschools.us>), click the "See what's going on this week" link for a quick view of events, or see the full calendar using the "Calendar" link at the top of the website. On the calendar page, you can use the little down-arrow on the top-right corner to customize what types of events you see. If you use Google Calendar, subscribe by clicking the "+Google Calendar" button.

PARK CITY HIGH SCHOOL BELL SCHEDULES

A student's schedule depends on their lunch time. A student's lunch time is based on their 3rd period teacher. Teacher lunch schedules will be posted around school by the first day of school. Please note that the student's lunch time could be different on Red and White days. A.M. Assembly and P.M. Assembly Bell Schedules are available on our website and in the school offices.

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

A LUNCH 10:48 – 11:17

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

B LUNCH 12:22 – 12:51

4th Period 12:57 – 2:25

EARLY RELEASE SCHEDULE:

Students are released at 1:45pm on Mondays.

Zero Period 6:45 – 7:30 a.m.
Warning Bell 7:30 a.m.

1st Lunch Schedule

1st Period 7:35 – 8:56
2nd Period 9:01 – 10:22
A LUNCH 10:22 – 10:52
3rd Period 10:57 – 12:18
4th Period 12:23 – 1:45

2nd Lunch Schedule

1st Period 7:35 – 8:56
2nd Period 9:01 – 10:22
3rd Period 10:27 – 11:48
B LUNCH 11:48 – 12:18
4th Period 12:23 – 1:45



Our Mission

Our mission is to inspire and support all students equitably to achieve their academic and social potential.

Our Vision

Park City School District is student-centered with a focus and emphasis on the whole child – our students are safe, supported, engaged, challenged, and healthy. We continuously deliver efficient, effective, and transparent communication about the District.

Academic Success

Develop the potential of every student through data-driven and best learning practices to be academically successful and prepared for life beyond graduation. Provide safe, optimal and equitable learning environments for all students and staff.

Excellent Personnel

Create a culture of respect for all employees through recruiting, retaining, and providing professional development, while building the district's leadership capacity.

Leadership

Provide districtwide leadership that exhibits transparency, clarity and accountability at all times and in all situations.

Communication

Continuously deliver efficient, effective, and transparent communication about Park City School District.

Community Alliances

Partner with families and the community for the general well-being and education of our collective student base while including a culture of inclusiveness and respect for the rich diversity of our community.