

# Park City High School Student Handbook

Updated: 8/1/2018

## **PARK CITY HIGH SCHOOL**

**Principal:** Roger Arbabi

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 ACADEMY**

**Principal:** Tracy Sjostrom

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	Rah-rah-rah- Park High
Her colors red and white	Dear old Park High
We'll raise 'em high	Hear our loyal band
Our dear old Park High	Rah-rah-rah
We'll sing her praises to the sky	Cheer our dear
We will be loyal in everything	Old high school
We say and do, we are united	Show your loyalty
And we're all for you	Three cheers for
Rah-rah-rah Park High	Your school, our school,
Dear old Park High	My school
Best school in the land	Fight for victory, Fight!
Fight! Fight!	

## **WHERE TO GET HELP AT PCHS**

**PRINCIPAL - Roger Arbabi - [rarbabi@pcschools.us](mailto:rarbabi@pcschools.us)**

### **ASSISTANT PRINCIPALS –**

**Phyllis Suggett – [psuggett@pcschools.us](mailto:psuggett@pcschools.us)**

**Caleb Fine – [cfine@pcschools.us](mailto:cfine@pcschools.us)**

**Jamie Weekes – [jweekes@pcschools.us](mailto:jweekes@pcschools.us)**

### **ACTIVITIES/ATHLETICS DIRECTOR –**

**Jamie Sheetz – [jsheetz@pcschools.us](mailto:jsheetz@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 – Suzanne Tanner**

**FINANCIAL OFFICE SECRETARY – Donna McManus**

**ATTENDANCE OFFICE SECRETARY – Rebekka Hall**

**MAIN OFFICE ADMINISTRATIVE SECRETARY – Barbara Swenson**

**PARKING COORDINATOR – Kevin Orgill**

**BLENDED LEARNING SPECIALIST – Andrea Payne**

**COUNSELING OFFICE SECRETARY – Pepper Elliot**

**REGISTRAR – Jennifer Frink**

**SCHOLARSHIP ADVISOR – Kristen Silvestri**

## **WHERE TO GET HELP AT THE LEARNING ACADEMY**

**PRINCIPAL – Tracy Sjostrom – [tsjostrom@pcschools.us](mailto:tsjostrom@pcschools.us)**

**SECRETARY – Helen Corkran**

## **REGULAR TUESDAY-FRIDAY 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
<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
3rd Period	10:54 - 12:22
<b>B LUNCH</b>	<b>12:22 - 12:51</b>
4th Period	12:57 - 2:25

## **REGULAR MONDAY SCHEDULE - EARLY RELEASE**

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
<b>A LUNCH</b>	<b>10:22 - 10:52</b>
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>B LUNCH</b>	<b>11:48 - 12:18</b>
4th Period	12:23 - 1:45

## **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
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
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 - 10:13
<b>A LUNCH</b>	<b>10:13- 10:42</b>
3rd Period	10:48 - 12:01
4th Period	12:07 - 1:20
Assembly	1:25 - 2:25

### **2nd Lunch Schedule**

1st Period	7:35 - 8:48
2nd Period	8:54 - 10:13
3rd Period	10:19 - 11:32
<b>B LUNCH</b>	<b>11:32 - 12:01</b>
4th Period	12:07 - 1:20
Assembly	1:25 - 2:25

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# ACADEMICS

## REQUIREMENTS FOR GRADUATION

Students in the Class of 2019, and beyond need 28 credits in order to graduate. Please contact a counselor to identify specific needs.

### 10th GRADE

English  
Mathematics  
Science  
World Civilizations  
Fitness for Life  
Health (.5)  
Electives (3)

### 11th GRADE

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

### 12th GRADE

English  
Social Studies  
Electives (6)

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

Park City High School offers a robust college and career prep curriculum, with options available to meet the individual needs of students. Each year, school counselors work with students individually through College and Career Readiness (CCR) Meetings to discuss course planning to ensure both rigor and relevance. To learn more about the options available to students please visit the PCHS course catalog found on the PCHS web site.

## PROGRAM PLANNING

The parents/guardians, student, and counselors will meet to develop and review the student's career & college readiness 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 CCR at any time.

## COUNSELING AND GUIDANCE

**Counselors**

Ms. Dara Smith – dsmith@pcschoools.us (Student Last Name Beginning A-E)

Ms. Heather Briley – hbriley@pcschoools.us (Student Last Name Beginning F-La)

Ms. Liz Moskal – emoskal@pcschoools.us (Student Last Name Beginning Le-Ri)

Ms. Kristen Hall – khall@pcschoools.us (Student Last Name Beginning Ro-Z)

Mr. Shannon Hase – shase@pcschoools.us (Learning Academy)

**Intervention Specialist**

Ms. Samantha Walsh – swalsh@pcschoools.us

**Scholarship Advisor/Academic Seal Program**

Kristen Silvestri – ksilvestri@pcschoools.us

Counseling and guidance link at: <http://pchs.pcschoools.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**

Park City High School is committed to providing all students the opportunity to grow as college and career ready citizens of the world.

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 learning. We believe all students should have the opportunity to earn the highest mark possible in each course. The following is used to calculate GPA:

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

Valedictorian and Salutatorian are chosen based on weighted GPA. 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:

- Obtained a 3.5 to 3.69 simple GPA for that quarter (regular Honor Roll)
- Obtained a 3.7 or higher simple GPA for that quarter (High Honor Roll)

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

### **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 available online. 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 available online 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**

It is important to realize that the PCHS master schedule is based upon the student requests made during class registration in spring of the previous year. In order to be fiscally responsible, the number of course sections within each subject area are based on those projections. Counselors spend a considerable amount of time in the spring ensuring students have the courses needed for graduation and their chosen electives or alternates, as requested. When a first choice elective or alternate selection is not able to fit in a student's schedule, the counselor meets with the student to find a solution. Once requests are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity. Therefore we anticipate minimal options for schedule changes.

- Changes will NOT be made for preferred lunch, teacher, or to be scheduled with a friend.
- Because of the impact and disruption changes have on class size and to ensure the balance of class loads, class capacities will NOT be overfilled.

### **Schedule Corrections Prior to the First Day of School:**

Prior to the first day of school, students can request a class change when an ERROR has occurred. You can request a correction using our online Schedule Change Request Form. The



form link will be posted on the PCHS website and will be open for a limited time. Schedule change requests will NOT be accepted via email. Reasons for a schedule correction include:

- Did not receive a course required for graduation
- Enrolled in a course you have already completed and received credit
- Enrolled in a course for which you have not met the prerequisite
- Do not have a full schedule of 8 classes
- Received a course you did not request as an original or alternate during registration
- Want to move up or down a level in a core course (per teacher recommendation)

### **Requests for Schedule Changes during the School Year:**

Once the school year is underway, students may ONLY request a schedule change within the first FIVE DAYS of the SEMESTER. Requests for schedule changes outside the change window will require a meeting with Administration. Reasons for schedule changes could include: medical condition/504 Plan, IEP, CCR, Safe School Violation or a new transfer student to PCHS.

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## **ATTENDANCE POLICIES**

### **ATTENTION ALL PARENTS/CAREGIVERS AND STUDENTS**

Park City High School recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement.

- All students are expected to be in class and be on-time.
- Frequent absences and or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefits of classroom instruction, once lost, cannot be entirely regained.
- State law reflects the importance of regular attendance by establishing compulsory school attendance in Utah Code 53A-11 101-103 (Habitual Truancy)

The Role of the Student:

- Be on time and attend all classes, with required course materials and assignments.
- Follow proper check-in / check-out procedures.
- Get a tardy slip when arriving late to school.

- Obtain assignment from the teacher due to absences.

The Role of the Teacher:

- Keep an accurate roll of all absences and tardies.
- Emphasize the importance of class time by beginning class promptly and providing meaningful instruction bell to bell.
- Incorporate attendance and tardiness into the structure of the grading policy.
- Discuss attendance issues with students and parents / guardians as they arise and inform the school administration if attendance does not improve.
- Require students to use a “Hall Pass” when sent from class.
- Limit the use of “Hall Passes” during the first 10 minutes and last 10 minutes of class.
- Teachers/Coaches/Advisors are responsible for notifying the Attendance Office and teachers 48-hours in advance of any school sanctioned absence.

The Role of the Parent / Guardian:

- Encourage regular attendance at school.
- Regularly check PowerSchool and keep personal contact information current with the school (<http://powerschool.pcschools.us/public>)
- Avoid interruptions of the academic year as much as possible by planning medical appointments and vacations at times that will not require student to be out of school.
- Direct all student contact through the front office, avoiding cell phone contact during class.

The Role of the Administration:

- Maintain an earnest and persistent effort to improve student attendance.
- Identify students with attendance issues and work cooperatively with parents / guardians, school guidance counselors, and students to improve attendance.
- Enforce and uphold the Utah State Compulsory Education Law.

The Role of the Attendance Office:

- Keep administrators and parents / guardians informed of the attendance problems.
- Notify parents / guardians of excessive absenteeism by phone or mail.
- Review attendance daily and resolve discrepancies in student attendance records.

## ATTENDANCE POLICY

1. Students will be permitted 3 parent excused absences per class per quarter. **A written note must be received in the attendance office within 3 school days to excuse any absences.** 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, teachers may choose whether credit*

for work will be given for absences excused or unexcused.

2. Students who have accumulated more than 3 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in athletic competitions or field trips.
3. In order to participate in extracurricular 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 activities. **It is the student's responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.**
4. Students with excessive absences (6 or more in any class in each Quarter) will be prohibited from participation in school social activities, dances, athletic competitions, etc.
5. Students are expected to be in class on time. A tardy (arriving to class within the first 10 minutes) to any class cannot be excused by a parent/guardian and is subject to individual teacher tardy policy. Students should report directly to class.
6. If a student arrives between 10 minutes and 45 minutes late, they must sign in at the office and will be marked "L" (Late). **After 3 "Lates" in a class each additional late arrival will be considered an unexcused absence. Lates can only be excused with a medical note.**
7. Students arriving more than 45 minutes late will be considered absent and will need a note to excuse the absence.
8. 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 or the student providing a note from the parent releasing them at the needed time.

**\*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.

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

- **DOCUMENTED MEDICAL VISITS:** Notes excusing absences from doctors and/or dentists will not count toward the allowed absences; therefore when such visits are needed during school hours please request a note from your doctor. A doctor's note is

required for any absence or chronic illness over 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--***Written documentation from the admissions office of each college with date and time must be submitted to the attendance secretary.*  
**Pamphlets/Brochures are not considered documentation.**
- **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
- Have 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 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in athletic competitions or field trips. 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**

**Students have three (3) school days to bring in a note from a parent.** A signed note may also be sent to the school via our fax machine: (435) 645-5659. Or via email to [rmonson@pcschoools.us](mailto:rmonson@pcschoools.us)

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. **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. ***If a note is sent in with the student it is not necessary for a parent to come to the office and sign the student out***

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**

\*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 while still residing in parent/guardian household.

\*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.**

**NOTE: Students with specific educational plans and/or accommodations may be exempt from some or all portions of this policy.**

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## **CONDUCT AND DISCIPLINE**

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

## **STUDENT DRESS CODE**

At Park City High School, our dress code policy is committed to providing a safe and orderly learning environment.

Our dress code expected to be followed by all students.

All staff members are responsible for enforcing the following standards of dress.

Students and parents will be informed of the dress code at the beginning of each school year, and students who violate the standards will be subject to appropriate disciplinary action as outlined below.

Specifically this includes, but is not limited to:

1. No displaying of underwear or the areas normally covered by underwear.
2. No apparel that is see-through and/or revealing of underwear, abdomen, buttocks or chest.
3. Oversized clothing is to be avoided and must not hang below the hips.
4. Shorts, skorts, and skirts must be modest in appearance as determined by staff and administration. Gluteal creases may not be revealed.
5. No gaps in coverage between tops and bottoms.
6. Appropriate, safe footwear must be worn at all times. No bare feet.
7. No chains and/or other apparel or accessories that may be used as a weapon.
8. No distracting jewelry or piercings as determined by staff and administration.
9. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence). No images of substances or products illegal for minors, profane scenes, or messages.
10. No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture.
11. Any clothing (or other items) that has been identified by Law Enforcement agencies as being associated with illicit drugs is prohibited.
12. Any clothing (or other items) that has been identified by Law Enforcement agencies as being associated with gangs is prohibited.
13. Hats with a bill (ie: Baseball Caps, Cowboy hats etc.) **are not allowed** and should be removed upon entering campus. Stocking caps that do not cover a student's face and do not have a "short" bill are allowed. Stocking caps may be worn in classrooms at teachers' discretion.

## **DISCIPLINE FOR DRESS CODE VIOLATIONS**

**Students who are in violation of the dress code will be required to put on clothing that is not in violation of dress code. If a student does not have appropriate attire a unisex shirt and/or pants will be provided for the school day.**

- **First violation:** Warning and clothing item is exchanged for school PE clothing\*; parent contact; log entry recorded in PowerSchool.
- **Second violation:** In School Suspension (ISS) for the remainder of the school day; and clothing item is exchanged for school PE clothing\*; parent contact; log entry recorded in PowerSchool.
- **Third violation:** ISS until meeting with parent, and clothing item is exchanged for school PE clothing\*; log entry recorded in PowerSchool.
- **Subsequent violation:** Suspension from school, parent contact/meeting.  
\*PE clothing must be returned to avoid a fee.

### **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.

Teachers may enforce their own cell phone policy, including collecting and storing cell phones in a secure place.

Disciplinary action will be taken if cell phones or electronic equipment (I-Pods, Gameboys, PS II, etc.) are confiscated. Having a cell phone at school is a privilege. Any behavior that causes suspicion regarding cell phone use may result in the phone being confiscated and/or searched. Other forms of electronic equipment are subject to individual teacher policy.

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

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—including all types of social media—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 AND ACADEMIC INTEGRITY**

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. 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. 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. 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 hall pass.** Any student found in the

hall without a hall pass 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**

Policies regarding safe schools and alcohol and drug free work places are available online. 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**

Parking permits will only be sold to Juniors & Seniors at registration. If a student is interested in driving to school and parking at the high school or the LDS church lot (located on Monitor & Lucky John), the attached form must be completed and submitted. The cost of a parking permit is \$100. To replace a lost or stolen permit, a new application will be required along with a fee of \$100. ***Keep in mind that just paying for a permit does not give you the permit. You must complete the application and return it to our parking supervisor after paying to receive the permit.***

**Sophomores will NOT be allowed to purchase a permit until after the beginning of school and we are able to assess space. If sophomores are allowed to purchase a permit, they will only be allowed to park in the LDS Church lot.**

The following information applies for parking on high school, and LDS church grounds:

Parking at the high school and/or the LDS Church lot is a privilege and is by permit only. The rules applicable to parking at these locations are binding on all students. Secondly, submitting an application for a parking permit constitutes a student and parent's acknowledgement of the rules and agreement to abide by the rules applicable to parking at the above-mentioned locations,

including the consequences if the rules are not followed. To apply for and retain a parking permit, 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 campus. 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. Permits may be obtained solely from the high school. Permits are not transferable, and may not be sold or given to other drivers.**

**Rules:**

1. Each vehicle that a student might drive to school must be registered through the main office at the high school. Students are expected to notify the main office immediately of any change in vehicle(s).
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 ticketed, booted or towed 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 may result in the vehicle being ticketed, booted or towed from school property.
4. Parking permits may be used only in vehicles to which they are registered and pre-assigned. Any permits transferred to another vehicle other than the registered vehicle may result in the vehicle being ticketed, booted or towed from school property.
5. **Parking will be on a first come, first served basis.** There is no parking outside marked lines, in visitor, other reserved spaces, fire lanes, or handicapped spaces (unless you have a handicapped parking decal). There is no parking in the horseshoe driveway in the back of the school. **STUDENTS ARE NOT ALLOWED TO PARK IN ANY NUMBERED PARKING SPACES – THESE ARE RESERVED FOR STAFF.**
6. During the Sundance Film Festival, available space is limited. ***Purchase of a parking pass does not ensure or guarantee a parking space during the Sundance Film Festival.***
7. At all times, the LDS church reserves the right, on little or no notice, to close all or any part of its lot, whether for funerals or other purposes. At those times, students will need to find other places to park. Students using the church lot are not to park in any of the spaces adjacent to any of the church building (i.e. adjoining the sidewalk).
8. Sitting in cars or loitering in a parking lot during the school day is not permitted.

9. Other than during a student's assigned lunch period, leaving campus during school hours without permission is prohibited and they will be considered truant.
10. The high school speed limit is 10 MPH. Speeding or careless driving on school, district, or church grounds is prohibited.
11. Any student involved in an accident on school, or district grounds need to report the accident or they may lose their parking privileges.
12. The parking rules are enforceable by any high school staff member.
13. The penalty for violation may include a car being ticketed, booted or towed, revocation or suspension of parking privileges, and/or community service, as deemed appropriate. Towing will be at the student's expense.
14. Parking privileges may be lost or suspended for reasons or conduct unrelated to parking or driving on campus.
15. Park City High School, or the Park City School District, is not responsible for vehicles or for items left in vehicles while on school or district grounds.
16. Ticking Information:
  - 1<sup>st</sup> ticket = \$25.00 Fine and vehicle may be booted or towed
  - 2<sup>nd</sup> ticket = \$35.00 Fine and vehicle may be booted or towed
17. Tickets must be paid at the finance office at PCHS.
18. **Staff parking spaces are numbered. Students are not to park in these spaces. They are reserved strictly for staff members. If a student parks in these assigned spaces, they are subject to a ticket, being booted or towed.**

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## 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.** 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.

## **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 online registration, 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.**

### **FUNDRAISING**

*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.*