

# Payson High School

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1050 South Main  
Payson, Utah 84651  
801.465.6025

## 2018-2019



A Lion Pride, Together We Conquer

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## Principal's Message

Dear Payson High School Students,

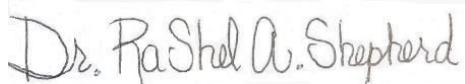
We extend a warm welcome to students, parents, and families of Payson High School, *Home of the Lions*. We look forward to working with you to achieve our school mission statement which is *Because quality education enriches lives, we are committed to work together to ensure high levels of learning and growth for everyone at Payson High School*. Our vision is to maximize every student's academic potential through relevance, rigor and relationships by creating a positive school culture where all students feel a sense of belonging, pride, and enthusiasm in their learning and achievements.

We had an awesome year last year and our goal is to continue to grow and improve. Some of our celebrations include: students earned over \$3,007,000 in scholarships and over \$760,000 in concurrent enrollment college credits; improved in every subject area of the SAGE test and 3% more of our students met the state goal on their ACT test! We have also added 13 new concurrent enrollment courses for the 2018-19 school year.

After completing a needs assessment, our leadership team and faculty determined the need to make improvements in our attendance policy. We recognize there is significant correlation between school attendance and academic achievement. Our goal is to improve learning by focusing on teaching and rewarding positive attendance. Here is the complete [attendance policy](#).

As your principal, I am honored to serve and help you. My door is always open. I wish you the best for a successful, happy school year.

Sincerely,



Dr. RaShel A. Shepherd  
Principal PHS

## Mission Statement

Because quality education enriches lives, we are committed to work together to ensure high levels of learning and growth for everyone at Payson High School

***Motto: We care - We excel***

## Belief Statements

*We believe positive relationships, rigor and relevance enhance learning*

1. Each person is unique and has individual worth.
2. All students can learn and prepare to be lifelong learners.
3. Each person has rights with accompanying responsibilities and accountability.
4. Optimal learning takes place in a climate where safety, caring, respect, trust, and high expectations exist.
5. Optimal learning takes place when there is a perceived need, benefit, or relevance to life.
6. Finding meaning in work performed contributes to the quality of life.
7. The family is the foundation of our society with education as a shared responsibility of the individual, home, school, and community.
8. Communication skills are essential for success

## School Improvement Plan

At Payson High School we are focusing on the following goals this year. We hope you can do your part to help us provide the greatest education possible for you and our community. Below each goal you will find a brief description of resources available to you to help us meet these goals. Working together we know we can be successful. Remember our Motto: “We Care - We Excel” Our goals are as follows:

**Academic Goal #1:** At Payson High School we will better prepare students to be career and college ready by raising the percent of students who are scoring an overall score of 18 or better on the ACT by 4%. The baseline for this data will be determined by the 2017-2018 school year.

**Academic Goal #2:** Improve student access to technology by increasing the number of Chromebooks, tablets, and other technologies that ensure students are continuing to develop 21st century skills needed to compete in a global economy. Students will also use technology and be trained on Shmoop, Utah Futures, and CTE Career Pathways as well as other programs to help students identify college and career opportunities to better prepare them for post-high school opportunities.

**Goal #3:** During the 2018-19 school year PHS will continue with a “Hope Week” for character education to help continue to build a culture of caring and community within the school.

**Academic Goal #4:** We will improve student learning by working together to identify and provide timely intervention and enrichment for ALL students. We will decrease our number of failing grades by 5% and increase our number of students earning current enrollment credit by 5%.

[Click here for full details of goals.](#)

## Bell Schedules

| <b>MONDAY</b>   |               |    |
|-----------------|---------------|----|
| 1 <sup>st</sup> | 7:55 – 9:10   | 75 |
| 2 <sup>nd</sup> | 9:15 – 10:30  | 75 |
| Lunch           | 10:30 – 11:05 | 35 |
| 3 <sup>rd</sup> | 11:10 – 12:25 | 75 |
| 4 <sup>th</sup> | 12:30 – 1:40  | 70 |
| Collaboration   | 1:45 - 3:00   | 75 |

| <b>WEDNESDAY</b> |               |    |
|------------------|---------------|----|
| 1 <sup>st</sup>  | 7:55 – 9:15   | 80 |
| The Pride        | 9:15 – 9:25   | 10 |
| 2 <sup>nd</sup>  | 9:30 – 10:50  | 80 |
| Lunch            | 10:50 – 11:25 | 35 |
| 3 <sup>rd</sup>  | 11:30 – 12:45 | 75 |
| Intervention 3   | 12:45 – 1:05  | 20 |
| 4 <sup>th</sup>  | 1:10 – 2:25   | 75 |

| <b>TUESDAY</b>  |               |    |
|-----------------|---------------|----|
| 1 <sup>st</sup> | 7:55 – 9:15   | 80 |
| The Pride       | 9:15 – 9:25   | 10 |
| 2 <sup>nd</sup> | 9:30 – 10:50  | 80 |
| Lunch           | 10:50 – 11:25 | 35 |
| 3 <sup>rd</sup> | 11:30 – 12:45 | 75 |
| 4 <sup>th</sup> | 12:50 – 2:05  | 75 |
| Intervention 4  | 2:05 – 2:25   | 20 |

| <b>THURSDAY</b> |               |    |
|-----------------|---------------|----|
| 1 <sup>st</sup> | 7:55 – 9:10   | 75 |
| The Pride       | 9:10 – 9:20   | 10 |
| 2 <sup>nd</sup> | 9:25 – 10:40  | 75 |
| Intervention 2  | 10:40 – 11:00 | 20 |
| Lunch           | 11:00 – 11:35 | 35 |
| 3 <sup>rd</sup> | 11:40 – 1:00  | 80 |
| 4 <sup>th</sup> | 1:05 – 2:25   | 80 |

| <b>FRIDAY</b>   |               |    |
|-----------------|---------------|----|
| 1 <sup>st</sup> | 7:55 – 9:10   | 75 |
| Intervention 1  | 9:10 – 9:30   | 20 |
| The Pride       | 9:30 – 9:40   | 10 |
| 2 <sup>nd</sup> | 9:45 – 11:00  | 75 |
| Lunch           | 11:00 – 11:35 | 35 |
| 3 <sup>rd</sup> | 11:40 – 1:00  | 80 |
| 4 <sup>th</sup> | 1:05 – 2:25   | 80 |

| <b>Assembly Schedule, A.M. Long</b> |               |    |
|-------------------------------------|---------------|----|
| 1 <sup>st</sup>                     | 7:55 – 9:00   | 65 |
| Assembly                            | 9:05 – 10:20  | 75 |
| 2 <sup>nd</sup>                     | 10:25 – 11:30 | 65 |
| Lunch                               | 11:30 - 12:05 | 35 |
| 3 <sup>rd</sup>                     | 12:10 – 1:15  | 65 |
| 4 <sup>th</sup>                     | 1:20 – 2:25   | 65 |

| <b>Assembly Schedule, A.M. Regular</b> |               |    |
|--|---------------|----|
| 1 <sup>st</sup>                        | 7:55 – 9:05   | 70 |
| Assembly                               | 9:10 – 10:00  | 50 |
| 2 <sup>nd</sup>                        | 10:05 – 11:15 | 70 |
| Lunch                                  | 11:15 - 11:50 | 35 |
| 3 <sup>rd</sup>                        | 11:55 – 1:05  | 70 |
| 4 <sup>th</sup>                        | 1:10 – 2:25   | 75 |

| <b>Extended Lunch Schedule</b> |               |    |
|--------------------------------|---------------|----|
| 1 <sup>st</sup>                | 7:55 – 9:20   | 85 |
| 2 <sup>nd</sup>                | 9:25 – 10:50  | 85 |
| Lunch                          | 10:50 - 11:35 | 45 |
| 3 <sup>rd</sup>                | 11:40 – 1:00  | 80 |
| 4 <sup>th</sup>                | 1:05 – 2:25   | 80 |



| <b>A/B Schedule</b> |               |    |
|---------------------|---------------|----|
| 1 <sup>st</sup>     | 7:55 – 8:35   | 40 |
| 2 <sup>nd</sup>     | 8:40 – 9:20   | 40 |
| 3 <sup>rd</sup>     | 9:25 – 10:05  | 40 |
| 4 <sup>th</sup>     | 10:10 - 10:50 | 40 |
| Lunch               | 10:50 – 11:25 | 35 |
| 5 <sup>th</sup>     | 11:30 – 12:10 | 40 |
| 6 <sup>th</sup>     | 12:15 - 12:55 | 40 |
| 7 <sup>th</sup>     | 1:00 - 1:40   | 40 |
| 8 <sup>th</sup>     | 1:45 - 2:25   | 40 |

## PHS Faculty and Staff

| Administrative Team  | Counseling Department   | Office Staff  |
|--|---|---|
| Shepherd, RaShel<br>(Principal)<br>Loveless, Chris (Asst.)<br>Mecham, Kevin (Asst.)<br>Graff, Tona ( Dean )<br>Butler, Justin (S.R.O.) | Chidester, Jeffrey<br>Lotz, Sheila<br>Mangum, April<br>Ottesen, Brooke<br>Blake, Brian *CCC | Davis, Vickie (Office)<br>Finch, Penny (Copy<br>Center)<br>Ford, Mary (Finance)<br>Hanks, Rebekah (Finance)<br>Hall, Joanna ( Counseling)<br>Mattinson, Connie (Asst<br>Sec)<br>Steele, Diana (Asst Sec)<br>Tallon, Minon(Attendance) |

|  |  |                                 |
|--|--|---------------------------------|
|  |  | White, Nichelle<br>(Counseling) |
|--|--|---------------------------------|

| Teachers                       |                               |                              |
|--------------------------------|-------------------------------|------------------------------|
| Anderson, John                 | Gilmore, Julie                | Parker, Gaylynn              |
| Anderson, Rebekah              | Gowans, Julie *Student Co     | Peck, Stan *Cross Country    |
| Argyle, Brian                  | Grass, Aubrie                 | Peery, Clint                 |
| Argyle, Teresa                 | Griffin, Tani                 | Peery, Laura                 |
| Bailey, Victoria               | Heaps, Sherry                 | Pena-Bernal, Karen           |
| Beck, Chad                     | Holt, Curtis                  | Ralph, M *Debate             |
| Beck, Jodi                     | Holt, Hunter                  | Redmen, Ashleigh * Library   |
| Berrio, Angie                  | Houston, Howard               | Robbins, Stan                |
| Bourgeois, Banks               | Kadish, Jak                   | Roundy, Jeanie               |
| Brotherson, M.                 | Kennedy, Joseph               | Russell, Nyle                |
| Burdick, Brenda                | Kuester, Holly                | Searle, Kate                 |
| Burger, Michael *Marching Band | lees, Diana *Pipe Band        | Sisneros, Daniel             |
| Campbell, Derek * Football     | Liddle, Sylvia                | Stanley, Amy                 |
| Carlson, Jill                  | McClellan, Deena              | Stickney, Gentry             |
| Castillo, Carlos               | McMurdie, Jamilah             | Syme, Trent                  |
| Chapman, Jeremy                | Meyer, Justin                 | Tanner, Bailee               |
| Christensen, Jamie             | Miller, Marilyn* Golf         | Thomas, Janean *cheerleader  |
| Christensen, Shelly            | Mitchell, Anthony* Basketball | Thomson, Reed                |
| Christensen, Taylor            | Morgan, Marilyn               | Walter, Linda                |
| Clark, Jeb *Wrestling          | Nielson, Scott                | Whitbeck, Whitney *Track     |
| Elmer, Andrew                  | Noll, Sarah                   | White, Rock                  |
| Evans, Michaela *Drill         | Obray, Tiffany                | Wright, Andrew *Girl Soccer  |
| Fox, Amy *Girls Basketball     | Olsen, Andrea                 | Young, Jon *Athletic Trainer |
| Garff, Alicia                  | Park, Linsee                  |                              |

| Tracking       | Custodians          | Technicians      |
|----------------|---------------------|------------------|
| Poulson, Alana | Dansie, Von ( Head) | Jasperson, Tamie |

|   |   |  |
|---|---|--|
| Gray, Shanna<br>Farnsworth, Zulma (ESL) | Kennedy, Katie<br>Taylor, Hank ( Head PM)<br>Villar, Declan | Jensen, Taylor<br>Pace, Jenessa<br>Staheli, Krystal<br>Stinson, Heather<br>VanAusdal, Jill |
|---|---|--|

| Additional Staff  |   | Cornerstone                               |
|---|---|---|
| *Color Guard<br>Shurtliff, Brent *Softball<br>Thomas, Karen* Tennis | Bradley, Luke *Boys Soccer<br>Bishop, Anne * Speech Therapy<br>Bulkley, Jilyan * Swim<br>Jacob, Alan * Psychologist | Cole, Mike<br>Ford, Sam<br>Shepherd, Joel |

## Region X Activities

Region X consists of the following schools:

- Lehi
- Mountain View
- Orem
- Payson
- Salem Hills
- Spanish Fork
- Uintah



Payson High School sponsors many activities with these schools throughout the school year. The Region X Association comprises a variety of competitive teams

and groups that compete on a region and state basis. Your involvement in school sponsored activities is highly encouraged.

Please contact the coach or advisor of the sport or activity that you are interested in and ask for an Extra-Curricular Activity Guide and Disclosure Statement. This guide will give you an overview of the guidelines/requirements, dates of activities, and other information that pertains to athletics and other activities of your choice.

| Sponsored Activities |           |            |
|----------------------|-----------|------------|
| Band                 | Debate    | Soccer     |
| Baseball             | Drama     | Softball   |
| Basketball           | Drill     | Tennis     |
| Cheer                | Football  | Track      |
| Choir                | Golf      | Volleyball |
| Cross Country        | Orchestra | Wrestling  |

## Student Organizations and Clubs

Clubs and Organizations at Payson High School

|                 |                         |              |
|-----------------|-------------------------|--------------|
| Band            | Yearbook                | Science Club |
| Cheerleaders    | H.O.S.A.                |              |
| Close-up        | Japanese Club           |              |
| Dance Company   | Key Club                |              |
| D.E.C.A.        | National Honors Society |              |
| Drill Team      | Journalism              |              |
| Student Council | Student Government      |              |

|                    |                   |
|--------------------|-------------------|
| Environmental Club | Orchestra         |
| F.F.A.             | Peer Helpers      |
| F.C.C.L.A.         | Project Teamwork  |
| Spanish Club       | Rodeo Club        |
|                    | Latinos in Action |

## Charter Information

All clubs affiliated with Payson High School must be granted a charter by P.H.S. Student Council. The club must be organized in such a way that membership is available to all members of the Payson High School Student Body, as provided under the Payson High School Constitution. Within 20 school days after the beginning of the school year, students seeking authorization to establish a club or organization must submit an application and a written club charter to the principal or designee. The charter shall state the following:



1. The purpose of the club
2. The types of activities in which the club members may be engage
3. When the group anticipates holding regular meetings.

The club must have an advisor at all times that is approved by the principal. Informed, written parental consent is required prior to students organizing, attending, or joining any club or organization.

## Sponsor

Each club must have at least one faculty member as a sponsor before a charter will be granted. The club must maintain at least one faculty sponsor at all times.

## Constitution

A club must have a written constitution and submit it to the student council before consideration for a charter can be granted. Officers should be elected and function in accordance with the club constitution.

## Funding

All funds received by the club, regardless of the source, must be deposited immediately with the school Financial Secretary. Expenditure of club funds must be conducted through regular purchasing procedures, as outlined in the faculty handbook.

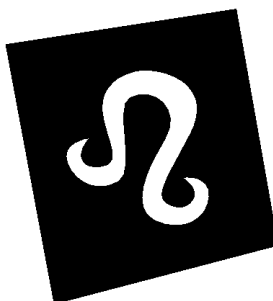
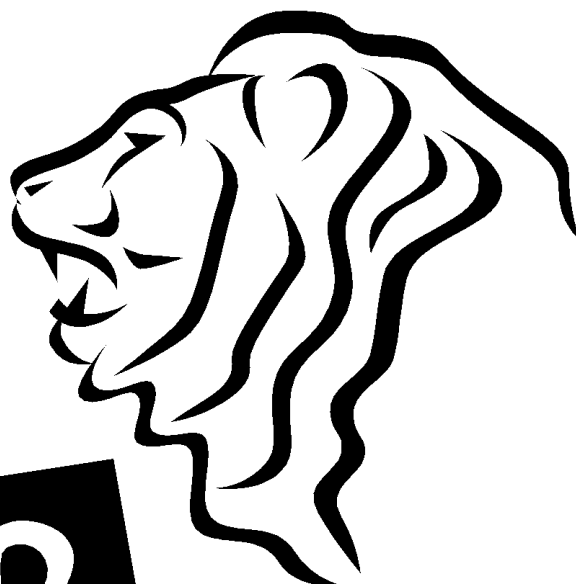
## Activities



All club activities must be approved in advance by the administration. Plans for the activity should receive approval in writing from the sponsor, then be delivered to an administrator no later than one week before the planned activity is to take place. The sponsor's signature verifies that they have committed to be present and will supervise the activity.

## Initiations

Because initiations often result in serious and unsatisfactory consequences, they will not be tolerated. Well-planned installation ceremonies which will be of credit to the school and community are strongly encouraged. Plans for the installation ceremony should be submitted to an administrator in advance of the installation ceremony.



## Counseling Services



Payson High School Counselors promote equity, access, and opportunity for student success. The counseling program promotes postsecondary plans and pathways for all students. The activities and interventions provided by the counselors will help students achieve life and learning goals. Some of these services include:

- Academic and Learning Development
  - Track progress to graduation
  - Encourage students to take courses relevant to their college and career goals
  - Urge students to take a rigorous class schedule
  - Promote attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.
  
- Life and Career Development
  - Assist with college admissions and financial aid
  - Educate students about career development through:
    - Internships
    - MTEC
    - ALC
    - AP and Concurrent Enrollment
  - Cater career development to individual student's needs by broadening their understanding of different career paths
  - Promote the understanding of the relationship between personal qualities, academic achievement, and dedication to success in college and career.
  - Through classroom instruction students will gain personal knowledge of self, and investigate the world of work and make informed college and career decisions.
  
- Multicultural and Global Citizenship Development
  - Counselors encourage students to demonstrate a deep regard for self and others
  - Sponsor Hope Squad, a peer mentor group, which fosters student awareness, support, and an avenue to learn compassionate service.
  - Facilitate opportunities for multicultural awareness
  
- Social and Emotional Development

- o Sponsor small group counseling to meet the needs of various student populations such as:
  - Grief and loss
  - Anxiety
  - Why Try
  - Resiliency
- o Individual counseling that supports:
  - Self-awareness
  - Positive attitudes
  - Ability to express one's feelings
  - Coping strategies
  - Improved communication skills

### Counseling Assignments

|                                |                |
|--------------------------------|----------------|
| A-E                            | Mrs. Lotz      |
| F-L                            | Mr. Chidester  |
| M-R                            | Mrs. Ottesen   |
| S-Z                            | Mrs. Mangum    |
| College and Career Coordinator | Brian Blake    |
| Registrar                      | Joanna Hall    |
| Counseling Secretary           | Nichelle White |
| School Psychologist            | Alan Jacob     |

Students are always welcome to make an appointment to meet with their counselor to get help with current and future education questions, personal and social concerns, or any other supports needed.





## Plan for College and Career Readiness (CCR)

The Plan for College and Career Readiness (CCR) is an opportunity for parents and students to meet with their individual counselor. During the meeting School Counselors help students make successful transitions from grade level to grade level, set future goals which included selecting college and career pathways, and establish career literacy. Career literacy is the basic knowledge and skills that students need to navigate the future work environment. The process of planning for college and career readiness and developing career literacy can be accomplished by gathering information on student interests, identifying strengths, and helping students overcome barriers.

## Credit Make-up Policy

If a student earns an “F” in a core class, this credit must be made-up. Students have a few options to make-up a credit. Please see a counselor to discuss options. A student may only have a total of 4 credits on his/her transcript of this make-up credit.

- Students wishing to graduate early or just get ahead must enroll in an accredited home study program such as BYU Independent Study, American School, etc. See the counselors for options.

All credit needed for graduation from these programs, or other independent study programs, must be completed by May 1<sup>st</sup> to be able to walk at graduation. All credit received after this date and before August 1<sup>st</sup> will be corrected and recorded after graduation and a diploma will be issued as earned.

## Home Release Policy



No student will be given “home release”, “no credit release” or “work release” time during the school day until he/she has completed all 26 credits and all required credits All credit for work is outlined in the Work-Based-Learning Policy. After the completion of these requirements, a student may opt for home

release. Students can obtain a Home Release Contract at the Counseling Office. The students and parents will agree to the following if a student qualifies:

Student

- Leave campus immediately or be cited for trespassing.
- Will be cited for delinquency of a minor if friends are taken with him/her.

Parent

- Release Payson High School and Nebo School District from any responsibility and liability for the student during time student is released from school, no matter where the student is.
- Understand and support the school in the issuance of citations.

## Work-Based Learning Policy



Work-Study students can learn a variety of life skills while working as an employee. The program is open to all students without regard to race, color, national origin, sex, or disabilities.

- This is a one-time only credit for work done outside of school hours.
- Any student may receive .5 credit for working at any job with an official check stub.
- To receive this credit, a student needs to bring in check stubs totaling 75 hours.

**Career Internship Training:** Career internship training provides an opportunity for qualified junior and senior students to voluntarily (usually unpaid) train in a career field of their choice for one or two periods a day. Each internship is individually tailored to bring motivated high school students together with community professionals for a comprehensive training experience.

- The Internship position must be related to the student’s career goal as listed in their CCR.
- Participating students must attend the Career Internship Training Class one day a week.
- The student must apply, meet the minimum requirements and complete the necessary paperwork.
- Apply in the Counseling Center with the Work-Based-Learning coordinator.

**Career Apprenticeship Training:** This is an on-the-job training program where students earn as they learn. Students take the core classes at the high school/college and earn their elective credits on the job with a supervised career expert. There are over 800 different apprenticeship occupations.

- An applicant must be at least 16 years old, be a current high school student, and be working toward a high school diploma.
- An applicant must have a current SEOP reflecting his/her career goals and have a referral from a counselor.
- Apply in the Counseling Center with the Work-Based learning coordinator.

Co-op and no-credit release programs will no longer be offered.



## Core Graduation Requirements

All students must complete a general core of sixteen and one half (17) units plus ten and one half (9) units of elective credit. Students may select a program that will provide specialized vocational/technical training, or prepare themselves to pursue further training in other areas of interest.

### Possible Units of Credit Per Year

|                        |         |
|------------------------|---------|
| 9 <sup>th</sup> Grade  | 7 Units |
| 10 <sup>th</sup> Grade | 8 Units |



|                                 |   |          |
|---------------------------------|---|----------|
| 11 <sup>th</sup> Grade          |  | 8 Units  |
| 12 <sup>th</sup> Grade          |   | 8 Units  |
| Possible 4-year Total           |   | 31 Units |
| Required credits for graduation |   | 26 Units |

**Required Core Classes by Units (Check with counselor for actual required classes)**

|  |  |           |
|--|--|-----------|
| Language Arts  |  | 4 Units   |
| <i>English in grades 9, 10, 11, 12</i>                                       |  |           |
| Mathematics  |  | 3 Units   |
| <i>Equivalent Algebra 1 and Geometry</i>                                     |  |           |
| Science  |  | 3 Units   |
| <i>1 Physical Science and 1 Life Science</i>                                 |  |           |
| Computer Literacy  |  | 0.5 Units |
| Social Studies   |  | 3 Units   |
| Req: <i>.5 World Geog, .5 World History, 1 US studies, .5 Gov &amp; Law</i>  |  |           |
| <i>.5 of elective</i>  |  |           |
| Fine Arts  |  | 1.5 Units |
| Health and Fitness   |  | 2 Units   |
| Req. <i>.5 Health, .5 Fitness for Life, .5 Part. Skills, and .5 elective</i> |  |           |
| Financial Literacy   |  | 0.5 Units |
| Career Technology Education (CTE)  |  | 1 Units   |
| Electives  |  | 8 Units   |

## Options for Meeting Requirements

1. Students may follow the outlined Vocational/Technical program.



2. Students may follow the recommended University program.
3. Students may design a program that meets their own needs and high interest, as long as the program meets the state core curriculum requirements.

## Graduation Honors Program

As an incentive to improve scholarship, special recognition will be given to students who maintain a high grade point average (G.P.A.) in all classes taken in grades 9, 10, 11, and 12. Those who achieve a G.P.A. between 3.50 and 3.69 will be graduated with honors; those with a G.P.A. falling within 3.70 and 4.00 will be graduated with high honors.

## American College Testing (A.C.T.) Information

All students will take the A.C.T. in March of their Junior year. This will allow time for a retest if desired before application to college is completed (January of the senior year). This test is required by most colleges in the western United States. In order to do well on this test, the student should seriously consider taking an ACT prep class offered here and plan to do a fair amount of independent study. Students who learn the material in their math, English and Science do well on the ACT. Study guides and online resources are available in the counseling center.

## Class Changes



Class changes will not take place during class time. In order to keep class disruptions to a minimum, students will be permitted to change classes only before and after school and during lunch. All class changes, except during specified days in the summer, and the semester break, require a \$10.00 fee. Students must attend the class to which they are assigned until another class has been added. **There are no class changes without administrative approval after the first week of the each term!**

# Payson High School Attendance Policy



## Purpose and Philosophy

Payson High School recognizes a significant correlation between school attendance and academic achievement. A missed school day is a lost opportunity for students to learn. Students who develop and maintain patterns of positive attendance also demonstrate a life skill, habit, and quality of character that contributes to their college and career readiness, and promotes an upright and desirable citizenry. As such, PHS is committed to forming a cooperative alliance with parents and students to improve attendance and learning.

The objective of the Payson High School attendance policy is to:

1. Help all students experience academic success by maximizing instructional time,
2. Help all students develop habits of punctuality that will help them both in school and in life, and
3. Eliminate the disruption that tardiness and truancy causes to the classroom learning environment.

If a student needs support to improve attendance it is our intent to work closely with students and parents to problem solve and improve attendance and learning.

## Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, students are asked to do the following:

- Be to class on time and ready to learn every period.
- Check out through the attendance office, should you need to leave school for any reason. You must also check back in at the attendance office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred. (Please see the school website for approved detention makeup opportunities and procedures.)
- If you arrive tardy to class, check with the teacher *that class period* to ensure you were marked tardy and not absent.

## Parent Responsibilities

In order to help their students to be successful at school we ask that parents do the following:

- If the student misses school for an authorized reason (see excused absences), excuse that absence within **one** week. (For example, if a student is absent on a Monday, parents have until the following Monday to excuse the absence.) The one-week limit, however, does not extend beyond the end of a grading period. Parents who feel their situation warrants an exception should refer to the due process procedures.
- Parents may excuse 5 tardies per term (1st or 3rd period only)
- Parents may excuse an absence by replying to the absence notification email or by leaving a message at the attendance office. (Parents may choose how they would like to receive attendance messages, whether via voicemail, text message, or email, by logging into [ParentLink](#).)
- Verify that your student has checked out with the attendance office before leaving school. (Calling before or sending a note with your student will simplify the checkout process.)
- Check [Aspire / SIS](#) attendance regularly to track your student's attendance, and contact teachers prior to an extended absence.

## Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their student's attendance patterns, teachers are asked to do the following:

- Accurately mark roll **each day**.
- Update SIS / Aspire in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.
- Support student learning

## Administrator Responsibilities

In order to help students succeed academically, to help minimize distractions to the learning environment and to help parents maintain a clear picture of student attendance, administrators are expected to do the following:

- Communicate this policy to teachers, staff, students and parents.
- Work with families, teachers and staff to intervene early and often when students exhibit truant behavior.
- Ensure that the policy is implemented and enforced fairly and consistently.
- Support student learning

## Attendance Codes

Teachers may enter or call in the following codes:

- T **Tardy** (0-10 minutes late to class)
- L **Late Tardy** (10-40 minutes late to class)
- U **Unexcused Absence** (Absent from class, or arriving after half the class time has passed)
- S **Sluff** (Verified by school personnel as not being in assigned area: class, assembly, library, etc.) Faculty/staff will call attendance to report. Parents may not excuse a sluff.

Administrators and/or the attendance office may enter the following codes:

- E Excused Absence
- N Tardy was made up in detention
- D Unexcused absence was made up in detention
- Z Student suspension
- A Activity Excused
- X Administrative Excused
- O Office Excused
- K Early Excused Check Out
- V Pre-approved Absence
- S Sluff

## Excused Absences

Parents please call and excuse an absence within one week if a student missed a class for any of the following reasons:

- An illness
- The death of family member or close friend



- An approved school activity
- A medical, dental or orthodontic appointment
- A family emergency
- An absence excused through a health care or other accommodation plan (i.e., an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 accommodation plan).

Students shall have a reasonable amount of time (determined by the teacher), after the excused absence, to turn in assignments as determined by the teacher. If a student's excused absences are having a negative impact on his or her grades, the absences may need to be excused by an administrator. In specific cases of excessive absenteeism, the administration may require a doctor's note to excuse absences.

## **Rewards for Good Attendance**

A variety of rewards will be offered to students who demonstrate a pattern of positive school attendance:

- Keys to Success cards will be given to those with perfect or greatly improved attendance.
- Prize drawings for good/improved attendance
- Quarterly certificate/treat recognition for perfect attendance
- Receive yearbook at early distribution
- Improved student learning
- Other incentives as deemed appropriate

## **Consequences for Poor Attendance**

Students are required to attend all classes on time unless properly excused. Repeated truancy may result in:

- Make-up time/detention (before, after, during lunch)
- No participation status (if make-up time has not been completed)
- District Attendance Policy

As previously mentioned, PHS is committed to forming a cooperative alliance with parents and students to improve attendance and learning. Therefore, a conference with a parent/guardian, student, and administrator will be scheduled for any student exceeding 35 hours of make-up time. During this meeting the participants will work to problem solve in order to improve/remedy the truant behavior. Our intent is to remedy the issue at the school level, however in extreme

cases, a student who exhibits a pattern of truant behavior that is unable or unwilling to remediate that behavior, the district attendance policy will be applied. Detention hours will be assigned as follows:

|   |            |
|---|------------|
| T | 20 minutes |
| L | 30 minutes |
| U | 1 hour     |
| S | 1.5 hours  |

### **Makeup/Detention Options**

- Working with teachers before or after school during designated teacher office hours (Does not include mandatory rehearsal time.)
- Detention before and after school and during lunch in computer lab C30. (Detention before school will be only be available Tues. - Thur.)
- Completion of credit recovery the term after the class is failed (work with administrator and teacher)
- Math lab
- Community service (get this approved with an administrator)

## **No Participation List**

Parents and students will be contacted regularly, via Parent Link and email, regarding attendance / detention hours. Students will receive notes on a bi-monthly basis with the updated number of detention hours. Once a student reaches **10 hours** of detention, they will be placed on attendance warning status. The student will then have one week to reduce his or her detention hours below attendance warning status.

If the truant behavior continues and the student does not lower his or her detention hours below 10, the student will be placed on the **No Participation List**. This prohibits the student from participating in any extracurricular activities until detention hours are made up. Extracurricular activities include: athletics, clubs, art performances, school trips, receiving a yearbook during early distribution, attendance activities, graduation ceremony, and other voluntary school activities.

In order to try out, apply for, or audition for extracurricular activities such as athletics, drill, cheer, student council, FFA leadership, fine arts, etc., students cannot have more than 10 hours of detention.

A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior may be placed on contract which may include an alternative placement at the discretion of the school administration.

## Grade Computation

Payson High School is committed to the ideal that teacher instruction cannot be duplicated. Direct instruction, group discussion, group work, and other classroom activities are difficult to replicate through make up. As such, PHS students should be aware that attendance may factor into their classroom grades. Please remember excessive absences, excused or unexcused, impact not only individual grades but also the rigor of the curriculum.

Participation may impact the academic grade if participation is an essential standard of the course curriculum and is properly disclosed and approved by the school administration. There must be reasonable relationship between the amount of the grade that will be based on a attendance and the amount of participation involved in the class.

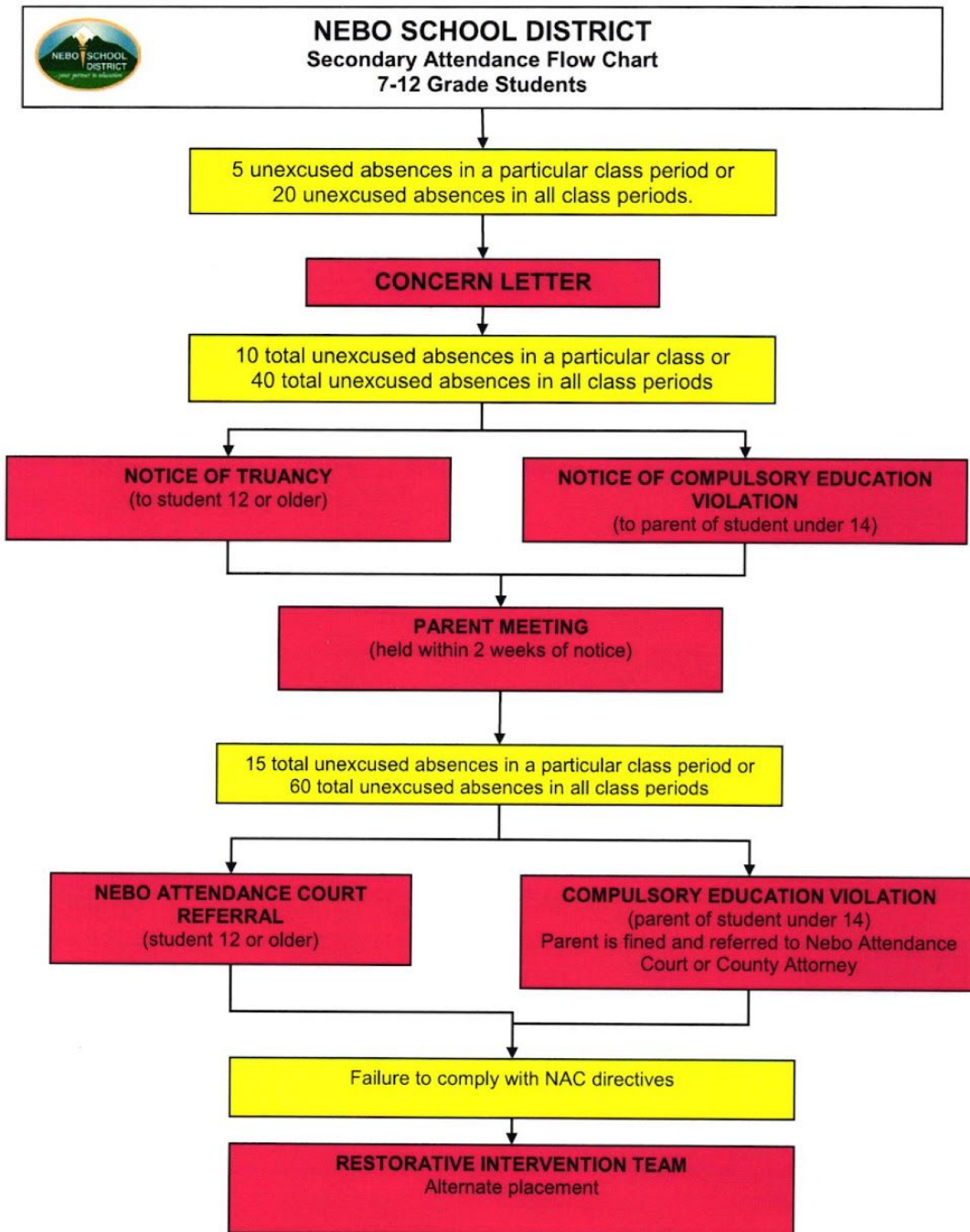
**Nebo District Attendance Policy JDH** (<https://www.nebo.edu/pubpolicy/J/JDH.pdf> [Spanish Version](#)) states:

Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.



# Nebo School District Attendance Policy

(Click link for the full policy)



## School Rules



This section is not meant to be exhaustive. Students have the responsibility to make themselves aware of and obey all school regulations, policies of individual teachers.

**Student Responsibility to Staff Members:** Students are expected to respect and obey the authority of school personnel. Showing defiance of school personnel by either word or act is unacceptable student conduct.

**Disruptive Behavior:** The major thrust of the staff of Payson High School is to provide a quality academic setting for intellectual and emotional growth of our students. Any behavior which disrupts the educational process or atmosphere of the school is considered inappropriate and unacceptable.

**Campus Behavior:** The students of Payson High School are expected to conduct themselves in a proper manner while involved in school activities, en route to and from school, during school hours, or within 1000 feet of school property.

**Tobacco, Alcohol, and Drugs:** The possession or use of tobacco, including electronic cigarettes, intoxicants, narcotics, or any imitation drugs of any kind is prohibited in any building or property including parking lots owned or operated by the Board of Education. This also applies to areas in the immediate vicinity of the School. Violation of this policy will result in suspension and legal action. All tobacco, alcohol and drug violations will be referred to the Payson Police Department.

1<sup>st</sup> offense, 5-10 day suspension and possible referral to Nebo School District's coordinator of student services.

2<sup>nd</sup> offense, 10 day suspension, referral to district office for possible 45-90 day suspension

3<sup>rd</sup> offense, 10 day school suspension referral to Nebo School District 90-180 day suspension or permanent expulsion.

For more details regarding this policy and consequences visit: [Student use of Tobacco, Alcohol, and Drugs](#) or the [Spanish version](#)

**Fighting and/or Violent Behavior:** Any acts of violent nature toward individuals or property at Payson High School are unacceptable. Any acts of violence will result in parental notification, suspension from school, and may be referred to the coordinator of Student Services for further disciplinary action. The appropriate law enforcement agency will be notified if the administration deems their involvement is justified. Also, see the Nebo School District Safe Schools Policy.

**Theft:** Citizens of Payson High School are expected to show respect for each other's property and school equipment. Theft is a crime and will not be tolerated. Any incidence of theft will result in parental notification and suspension. Restitution for loss will be required. The local law enforcement agency will become involved if deemed necessary by the administration.

**Vulgarity, Obscenities or Pornographic Materials:** Obscene, vulgar, immoral, racial, or indecent language, writing pictures, or acts will not be tolerated. The possession or display of pornographic or racial materials including on your cell phone is considered a most serious offense. Any of the above may result in parental contact, suspension and a referral to law enforcement. Materials will be confiscated.

**Fire Alarms/Bomb Threats:** Falsely set fire alarms or bomb threats are not only a serious disruption of school, but they also present a danger to all students, faculty, and staff within the building. Students are not to handle or play with fire alarms or emergency fire equipment. Students engaged in such activities are subject to suspension and the filing of criminal charges. They may also be referred to the Coordinator of Student Services for further disciplinary action.

**Explosives/Explosive Devices:** The possession, use, or distribution of explosives and/or fireworks at school or school activities is expressly forbidden. Students engaged in this type of activity will be subject to suspension from school, parental contact, and notification of the appropriated law

enforcement agency. They may also be referred to the director of Student Services for further disciplinary action. Also, see the Nebo School District Safe Schools Policy contained in this handbook.

**Dangerous or Annoying Items:** Use of knives, squirt guns, dart guns, firearms, martial arts weapons, or other dangerous instruments, or any facsimile thereof offers serious danger within the school. Students engaging in these activities may be suspended with parental notification and referred to the appropriate law enforcement agency. They may also be referred to the director of Student Services for further disciplinary action. Also, see the Nebo School District Safe Schools Policy contained in this handbook.

**Gang and Gang Activities:** Gangs and gang activities detract from the educational goals, standards, and expectations stated in the philosophy of Payson High School. Display of membership in gangs through clothing, hairstyle, jewelry, symbols, insignias, behavior, etc., is strictly prohibited. Any gang-related activity will require notification of parents and the appropriate law enforcement agency. They may also be referred to the director of Student Services for further disciplinary action. Gang related graffiti in lockers or on any item carried in the school may lead to disciplinary action. Also, see the Nebo School District Safe Schools Policy.

[Nebo School District Safe School Environment Policy](#)

## Traffic Regulations

Payson High School's traffic regulations are governed by the Utah Uniform Traffic Code and are enforced by local law enforcement agencies.

- Parking lot speed limits are not to exceed 5 miles per hour
- No driving on sidewalks, lawns, or other unmarked areas
- Fire lanes, bus loading zones, and handicapped parking are enforceable by Payson City tickets and school issued tickets.



## Parking

Parking at Payson High School is a privilege which can be revoked at any time. All students will be expected to abide by the following parking regulations:

- Students can only park in the areas designated on the PHS parking map located on the following page.
- All vehicles must be parked in designated parking stalls. See the map on the following page for designated student parking lots.
- Vehicles should be parked to occupy only one stall. Curb parking or parking out of the stall will be ticketed.
- Theft and accidents should be reported to the office.
- All vehicles must have a PHS parking permit prominently displayed in the window. Parking permits can be obtained at the main office for a cost of \$10.00 per permit.

Vehicles that are not in compliance with these parking regulations will be subject to a PHS parking ticket. The following fee schedule will be in effect for all PHS parking tickets:

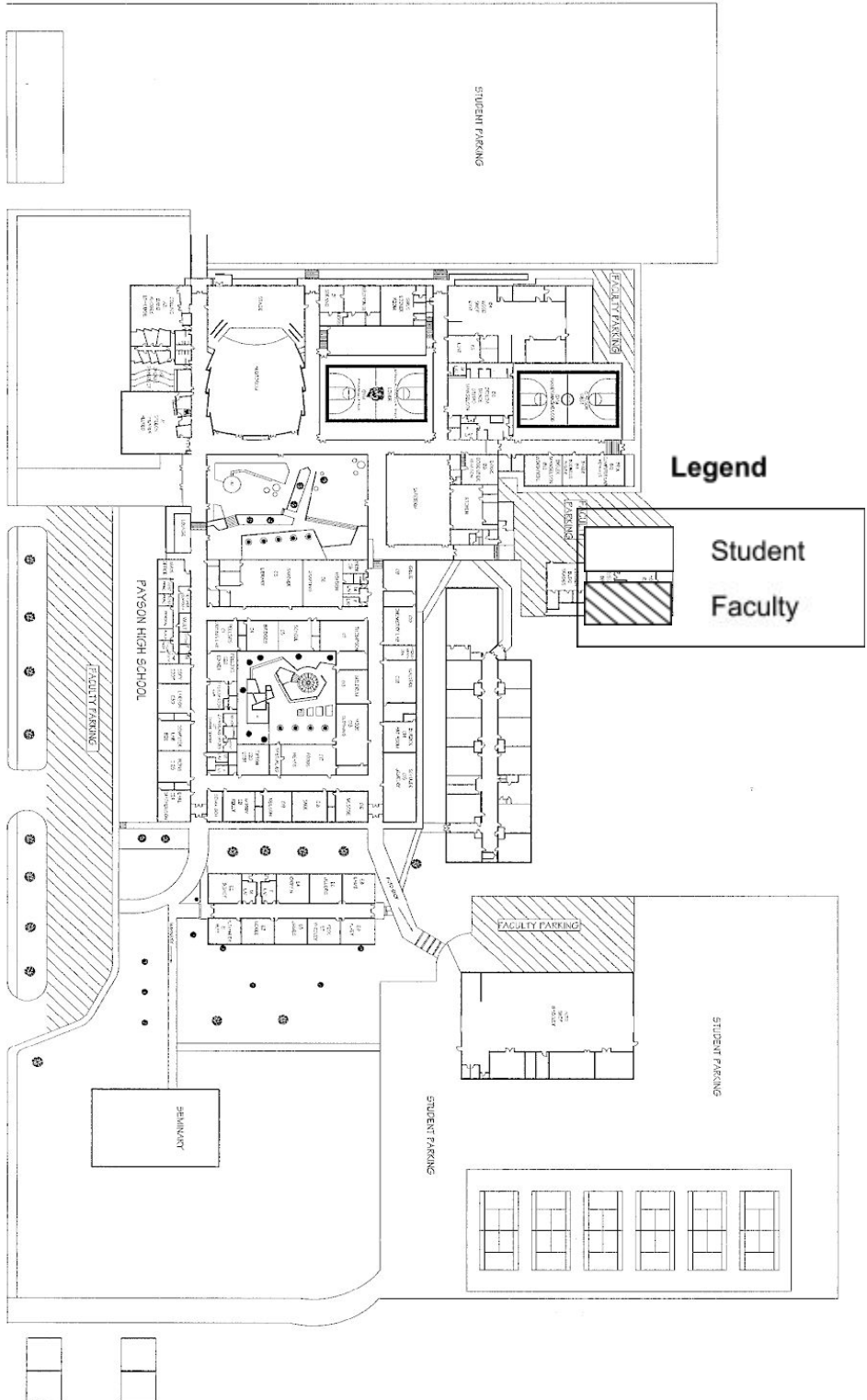
- Within five days of when the ticket is issued the fine is \$10.00.
- Within 6 to 30 days of issuance the fine will be \$15.00.
- After 30 days of issuance the fine will be \$25.00.

Students who continue to park illegally will be subject to having their vehicle booted or having their vehicle towed. If the boot is applied to your car it will cost you \$25.00 to have it removed.

Questions regarding tickets should be directed to the administration in a timely manner.



# Student Parking Map



## School Policies

**Dress Code:** The Board of Education recognizes that student dress and grooming directly impacts the education of students. Experience and research have demonstrated that the learning atmosphere is improved when students dress and groom appropriately. Appropriate student dress and grooming promotes an effective learning environment free of unnecessary disruption and distraction. In addition, appropriate student dress and grooming helps increase school and student safety and security. Certain fads and extremes of dress and grooming tend to attract undue attention to an individual, and accordingly, interfere with or disrupt the educational process. The Board of Education emphasizes the importance of cooperation among schools, parents/guardians, and students to ensure appropriate dress and grooming, and further recognizes that parents/guardians are primarily responsible for their students' dress and grooming. The Board of Education delegates to the school administration the responsibility to see that each student adheres to the dress and grooming standards set forth in this policy. Please visit: [Student dress and grooming standards](#) or [Spanish version](#) for specifics.

**Signs and Advertisements:** Permission must be obtained from the administration before a sign or advertisement can be placed in the school. Approved announcements and advertisements must be placed in designated areas and never on wood or glass. See: [School advertising restrictions](#)

**Use of Office Telephone:** The office phone is available for students to use upon request at the office.



**Public Displays of Affection:** Respect for others includes being considerate of the embarrassment caused by excessive display of affection in public places. Students are therefore expected to recognize the inappropriateness of any display of affection beyond hand-holding on school property.

**Lockers:** Please do not keep any items in your locker that violate state law, district policy, or school rules. School lockers are the property of PHS and at no time does PHS relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Any illegal materials will be seized and may be used as evidence in disciplinary hearings. Report locker malfunctions to the office.

**Media Center Guidelines:** The Media Center is open 7:30 a.m. until 3:00 p.m., Monday through Friday. Students are encouraged to come in and work, check out materials, and/or receive assistance with locating sources. The library is also open during the lunch period. There is a \$.05 fee, per day, for over-due material.

**Hallways:** Students in the halls during class time should have a hall pass in their possession. Please refrain from horseplay and show courtesy and respect for our school by placing all trash in the appropriate disposal containers.

**Cafeteria:** Please respect the rights of others. Do not crowd in line and place all garbage in appropriate disposal containers.

**Auditorium:** Students in the auditorium must be supervised at all times. No food or drinks are allowed in the auditorium.

**Gymnasium:** Students in the gymnasium must be supervised at all times. Please keep street shoes off the gym floor and be sure to place litter in the proper disposal containers.

**Yearbook Distribution:** Yearbooks will be distributed on the last days of school. Students who have paid all fines and fees and who do not have any outstanding attendance detentions may be allowed to receive their books early.

**Physical Education Uniform:** All students participating in physical education classes will be required to wear a P.E. uniform. Uniforms will consist of white T-shirt with sleeves and black shorts. Uniforms may be purchased at the school or students may furnish their own.

**Electronic Devices:** The school does not guarantee the security of these devices and is in no way responsible for such items when they are at school. These items would include but not limited to: cell phones, tablets, laptops, iPods, personal digital assistants, etc.

**Cell Phones:** The school prohibits the use of cell phones during class time unless under the direction of the teacher. All students are requested to have cell phones in the off or airplane position during class. The teacher may take a cell phone from a student if they fail to comply with this policy. The teacher may give the cell phone to the administration for the student to pick up at the end of the day. If a student and their phone becomes a chronic disruption the student's parent may be required to pick up the phone. Cell phones with pornography of any type is a misdemeanor. If the picture is of a minor it is a felony if the picture is shown to anyone else intentionally or accidentally the consequences are much more severe. The school reserves the right to amend this policy at any time.

## Nebo School District Anti-Discrimination Statement

It is the policy of Nebo School District not to discriminate on the basis of sex, race, color, national origin, religious creed, or handicap, in its educational programs, activities, admissions, treatment or employment practices. Any person who feels the need to challenge the district's adherence to this policy may do so by directing their concern to the principal or department director; then, if not satisfied, directly to the district compliance officer, Ken VanAusdal, 350 South Main Street, Spanish Fork, Utah 84660, 354-7400.

## Nebo School District Sexual Harassment Policy

In keeping with federal EEO guidelines, Payson High School disapproves of any form of sexual advances, requests for sexual favors, and/or physical contact directed toward any employee, student, or visitor. Violation of this policy will result in immediate disciplinary action against the employee, student, or visitor engaging in such activity. Those who find they are victims of such behavior are encouraged to report it to the administration as soon as possible. Any person who feels the need to challenge the district's adherence to this policy may do so by directing their concern to the principal or department director; then, if not satisfied, directly to the district compliance officer, Ken VanAusdal, 350 South Main Street, Spanish Fork, Utah 84660, 354-7400.

[Student Discrimination and Harassment Policy](#)

(Click link for the full policy)

[Student Discrimination and Harassment Policy Spanish](#)

## Eligibility Policy

The central component of schooling is the academic program of studies for students. However, supportive to the instructional program is a diversity of school sponsored activities that are designed to encourage academic and attendance improvement. All activities at Payson High School are viewed as a reward for students that have their attendance and academics in order. By following this philosophy, we have found that at no time does the school place activities over curriculum. Implementation of this policy will help us in our continued efforts to be a positive force in preparing youth for their future.

Before any student will be permitted to participate in any activity at Payson High School, the student will be expected to meet the following guidelines:

1. Consequences of Ineligibility
  - a. If a student is ineligible, they cannot participate in any activity that associates them with the school in any way. This would also include any activity that would put them on a school excused list or take them out of another teacher's class. Possible activities may include: field trips, assembly practices, performances, athletic contests or

practices, or any type of school related activity.

- b. Eligibility based on grades will be established five school days from the end of the grading period.

## 2. Grade Requirements

- a. To be eligible to represent PHS a student must earn a 2.0 grade point average (“C” average) during the preceding grading period and not receive more than one “F.” Coaches or advisors may require a higher GPA standard but they cannot lower the standard.

## 3. Attendance Eligibility

- a. All students are expected to attend class on time. For specific attendance requirements see the Payson High School Attendance policy. [Click here](#)

## 4. Eligibility Appeals

- a. Appeals regarding eligibility will be directed to the school principal.

## Behavior Standards at Extra-Curricular Events



We are proud of the spirit and sportsmanship exhibited at Payson High School. High standards have always been adhered to at our high school, and we thank you for your example.

Nevertheless, sometimes the fun we have at events degenerates into rowdy and destructive behavior – behavior that could lead to unfortunate property and

physical damage. For that reason, PHS is enforcing the following behavior guidelines at all events:

1. No costumes, gang wear, or unusual dress will be allowed.
2. No student is allowed on the gym floor or playing field before, during, or after the game.
3. "Rushing the floor" at half-time, end of the game, or any other time is not allowed.
4. Region rules don't allow spectators to sit on the front row at ball games.
5. Chants, taunting, abusive language, profanity, name-calling or excessive rudeness directed toward opposing players, fans, or officials is not allowed. Courteous behavior is expected before, during and after the event. Those who participated in rude behavior will be ejected from the game, and possibly suspended from school or further activities.
6. Region rules DO NOT allow signs, noise makers, nor objects to be thrown into the crowd by cheerleaders, etc. during the game.
7. Games and audiences will be videotaped and tape reviewed after every game. Violators of these behavior guidelines will be banned from attending any extracurricular activities for the remainder of the year and perhaps for the duration of their high school experience.
8. After an event, students will leave the area and not congregate in groups in the parking lot. The administration will videotape and take names of those who loiter after every event. Violators may be banned from attending any extracurricular events.
9. Anyone watching or encouraging a fight will be disciplined as if he/she were fighting.
10. Home and visiting team spectators will sit in designated areas. Spectators from both schools will not sit on the same side.
11. Any student involved in behavior which constitutes assault, threat, disorderly conduct or which causes a disruption to the event will be referred to the police or to juvenile court and will be charged in accordance with law.

Payson Pride is alive and well at PHS. Let's work together to show sportsmanship.

## **[Nebo School District Secondary Citizenship Policy](#)**

(Click link for the full policy)

## **[Student Parking](#)**

(Click link for the full policy)

## **[Administering Medicines to Students](#)**

(Click link for the full policy)

## **[Student Computer Use Agreement](#)**

(Click link for the full policy)

## **[Prohibition of Bullying, Hazing, and Retaliation](#)**

### **[Spanish Version](#)**

(Click link for the full policy)







# Payson High School

## Important Dates

### **Event Calendar**

|                            |   |
|----------------------------|---|
| August 21 <sup>st</sup>    | 1 <sup>st</sup> Day of School                     |
| August 30-31               | Picture Day                                       |
| September 3 <sup>rd</sup>  | Labor Day   |
| September 17 <sup>th</sup> | ½ Day Staff Development                           |
| September 19 <sup>th</sup> | Parent Teacher Conferences                        |
| September 21 <sup>st</sup> | Term 1 Midterm                                    |
| October 4 <sup>th</sup>    | Picture Make-up Day                               |
| October 16 <sup>th</sup>   | Mini- Parent Teacher Conference Until 4:00 PM     |
| October 18-19              | Fall Break  |
| October 26 <sup>th</sup>   | Term 1 Ends                                       |
| October 29 <sup>th</sup>   | Term 2 Begins                                     |
| November 21-23             | Thanksgiving Break                                |
| November 30 <sup>th</sup>  | Term 2 Midterm                                    |
| December 21 <sup>st</sup>  | Half Day  |
| Dec. 21 - Jan 1            | Holiday Break                                     |
| January 2 <sup>nd</sup>    | School Resumes                                    |
| January 3 <sup>rd</sup>    | Mini- Parent Teacher Conference (Until 4:00 P.M.) |
| January 10 <sup>th</sup>   | Term 2 Ends                                       |
| January 11 <sup>th</sup>   | No School (Teacher Development Day)               |
| January 14 <sup>th</sup>   | Term 3 Begins                                     |
| January 21 <sup>st</sup>   | Martin Luther King Holiday (No School)            |
| February 13 <sup>th</sup>  | Parent Teacher Conferences                        |

|                           |   |
|---------------------------|---|
| February 15 <sup>th</sup> | Term 3 Midterm                                    |
| February 18 <sup>th</sup> | Presidents Day Holiday                            |
| March 4 <sup>th</sup>     | Development Day (1/2 Day)                         |
| March 6 <sup>th</sup>     | Mini- Parent Teacher Conference (Until 4:00 P.M.) |
| March 14 <sup>th</sup>    | Term 3 Ends                                       |
| March 15 <sup>th</sup>    | No School   |
| March 18 <sup>th</sup>    | Term 4 Begins                                     |
| April 1-5                 | Spring Break                                      |
| April 19 <sup>th</sup>    | Term 4 Midterm                                    |
| May 8 <sup>th</sup>       | Mini- Parent Teacher Conference (Until 4:00 P.M.) |
| May 24 <sup>th</sup>      | Last Day of School (1/2 Day)                      |

For all other dates and activities we encourage you to access our online calendar through our school website at: <http://phs.nebo.edu/>