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Dear Students,

As the Principal of Payson High School, I am honored to welcome you back and excited to have the opportunity to serve you. I am looking forward to seeing you at school and at our activities. My goal is to celebrate the students of Payson High School. As a student body, you continually excel and have a great diversity of talent. I want to focus on and celebrate that diversity. I encourage you to begin this school year with a desire to achieve all you can. We have an excellent faculty and staff who are anxious to have you join us. They will provide you with a tremendous opportunity to be well educated and trained. I challenge you to set your goals high and do your best.

We have a lot of pride in our buildings and school grounds. Our school board has graciously provided funding to make some major improvements in our buildings and grounds over the past few years. This year we will be sponsoring a campaign to keep our buildings, parking lots and school grounds free from litter. Please help us by placing all litter inside a garbage can.

I would encourage you to be involved in as many activities as you can. There are many different clubs and athletic teams in which you can participate and if you don’t enjoy participating at that level, you can have a great time joining other students as you all support the various groups as they perform. The more involved you are, the more you will enjoy your high school experience. You should know that Payson has a reputation around the state for great sportsmanship and remarkable school spirit. I am confident that you will represent yourself and the school in a positive light in all that you do. Take pride in the wonderful activities that we have to offer and do your part in making them even better.

As your principal, I stand ready to help you. My door is always open to you. I wish you the best for a productive and successful school year. Enjoy every minute of your high school experience.

Sincerely,

Ben L. Ford
Mission Statement
We Care ~ We Excel

The mission of Payson High School is to maximize every student’s academic potential and personal responsibility.

Belief Statements

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.
DRSL
Desired Results for Student Learning

Lifelong Learning

- Demonstrates a positive attitude and personal responsibility for learning and personal development.
- Uses appropriate strategies to identify and meet needs and goals.
- Uses reflection and feedback for self-evaluation.
- Uses efficient and effective information management strategies to relate information and experience.
- Applies technology to live, learn, and work successfully in an increasingly complex and information-rich society.
- Evaluates, interprets, organizes and synthesize information.

Responsibility

- Demonstrates integrity and dependability.
- Uses appropriate strategies to resolve conflicts.
- Recognizes how individual choices and actions affect self, family, and community.
- Accesses, analyzes, and uses resources to promote wellness.
- Balances work, personal responsibilities and leisure activities.
- Demonstrates respect for human dignity, needs, individual rights and property
- Works effectively with others, as leader or participant, to identify and achieve specified results.
- Identifies personal interests, abilities and qualities of character that lead to a meaningful and productive career.

Communication Skills
• Selects modes of communication appropriate to the purpose, e.g., reading, writing, listening, speaking, dancing, acting, drawing, graphing, singing, playing musical instruments, using technology.

• Communicates clearly in oral, artistic, written and nonverbal ways.

• Communicates with others in a civil, respectful way to work towards common goals.

• Adapts and adjusts communication to suit the needs of the intended audience.

Thinking and Reasoning

• Uses thinking processes to interpret information.

• Uses thinking processes in concrete and abstract ways.

• Organizes and manages information in new and unique ways.

• Predicts consequences when making decisions

• Considers new ideas and various perspectives to broaden insight and increase understanding.
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: “A Lion Pride, Together We Conquer!” 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 scores on CRT tests by 2% in the areas of English, Math, and Science.

Academic Goal #2: School will improve passing and attendance rates by at least 2% through the effective use of the step-up tracking program, and a continuing development of a school wide intervention plan.

Academic Goal #3: Improve student access to technology by increasing the number of computers, 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, that will better prepare them for post-high school opportunities.
Academic Goal #4: By the end of the 2014-2015 school year, Payson High School will prepare the increasing number of students taking the ACT test, giving them the opportunity and tools to be successful by providing an ACT prep course at no costs to students.
Welcome to Payson High School. We hope that you recognize that you are part of a proud tradition here at the school. We look forward to helping you reach your goals and potential as a “Mighty Lion.” There are many exciting opportunities available to you; we hope you take advantage of them. Have a great school year.

Student Name: ___________________________ Grade: ___________________
Advisory Period

Purpose(s): “The primary goal of advisory programs is to create tighter relationships between adults and students to foster a more supportive school climate overall.”

- To provide developmental guidance (both formal and informal)
- To foster communication between the home and school and among members of the school community
- To encourage supportive peer relationships
- To promote an awareness of diversity and tolerance
- To undertake community service within the school
- To facilitate community governance and conversations

Advisor Expectations:

The Advisor will get to know his/her advisees well

- Academic status
- Attendance trends

The Advisor will serve as a student advocate

- Communicate with other teachers if struggling
- Report major issue to admin or counselors
- Help students navigate the high school world.

Student Ownership:

Students will be graded on the following Citizenship Grades:

- H - Starting grade for all Students
- S - Misses “Unexcused” Advisory 3X in a term
- N - Misses “Unexcused” Advisory 5X in a term
- U - Misses “Unexcused” Advisory 7X in a term

*Students earning an "N" or "U" mark may be ineligible for extra-curricular activities, make-up may be earned through detention time, math lab, writing lab, working with a teacher or advisor.
<table>
<thead>
<tr>
<th>Administration</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford, Ben (Principal)</td>
<td>Atherly, Kiara *Orchestra</td>
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<tr>
<td>Loveless, Chris (Asst.)</td>
<td>Alexander, Jeff</td>
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<tr>
<td>Sorenson, Jesse (Asst.)</td>
<td>Allred, Dane *Drama</td>
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<tr>
<td>Argyle, Brian (Dean/AD)</td>
<td>Anderson, Rebekah</td>
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<tr>
<td>Hurst, Jay (S.R.O.)</td>
<td>Beck, Chad</td>
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<td>Beck, Jodi</td>
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<td>Berrio, Angie</td>
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<td>Blake, Brian</td>
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<td></td>
<td>Bridges, Eloise</td>
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<td></td>
<td>Brotherston, M. *Student Co.</td>
</tr>
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<td></td>
<td>Burdick, Brenda</td>
</tr>
<tr>
<td>Hall, Joanna (Counseling)</td>
<td>Chapman, Jeremy *Football</td>
</tr>
<tr>
<td>Mattinson, Connie (Office)</td>
<td>Chipman, Krystal</td>
</tr>
<tr>
<td>Steele, Diana (Attendance)</td>
<td>Clark, Jeb *Wrestling</td>
</tr>
<tr>
<td>White, Nichelle (Counseling)</td>
<td>Eliason, Kaylee</td>
</tr>
<tr>
<td></td>
<td>Fox, Amy *Girls Basketball</td>
</tr>
<tr>
<td>Tracking/Supervision</td>
<td>Garff, Alisha</td>
</tr>
<tr>
<td>Brenda Gillie (Tracking)</td>
<td>Gowans, Julie Graff, Tona</td>
</tr>
<tr>
<td>Counseling</td>
<td>Griffin, Tani</td>
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<td></td>
<td>Hill, Kyle</td>
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<tr>
<td>Benson, Joy</td>
<td>Heaps, Sherry</td>
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<tr>
<td>Wright, Craig</td>
<td>Howden, John</td>
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<tr>
<td>Lotz, Sheila</td>
<td>Kennedy, Joe</td>
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<tr>
<td>Kinikini, Kristen</td>
<td></td>
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<tr>
<td>Call, Sarah (Career)</td>
<td></td>
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<tr>
<td>Library</td>
<td>Athletics</td>
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<tr>
<td>Redman, Ashleigh</td>
<td>Rachel Moody *C. G</td>
</tr>
<tr>
<td><strong>Custodians</strong></td>
<td>Shurtleff, B. *Softball.</td>
</tr>
<tr>
<td>Cornwall, Shawn</td>
<td>Karen Thomas *Tennis</td>
</tr>
<tr>
<td>McCrillis, Mike</td>
<td>Drew Weeks *Trainer</td>
</tr>
<tr>
<td>Dansie, Von (Head)</td>
<td>Lees, Diana *Pipe Band</td>
</tr>
<tr>
<td></td>
<td>Eric Aroca *Boys Soccer</td>
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<tr>
<td></td>
<td>Karen Thomas *Tennis</td>
</tr>
</tbody>
</table>
Region VIII Activities

Region VIII consists of the following schools:

- Maple Mountain
- Salem Hills
- Spanish Fork
- Springville
- Uintah
- Wasatch

Payson High School sponsors many activities with these schools throughout the school year. The Region VIII 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

<table>
<thead>
<tr>
<th>Band</th>
<th>Debate</th>
<th>Soccer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Drama</td>
<td>Softball</td>
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<tr>
<td>Basketball</td>
<td>Drill</td>
<td>Tennis</td>
</tr>
<tr>
<td>Cheer</td>
<td>Football</td>
<td>Track</td>
</tr>
<tr>
<td>Choir</td>
<td>Golf</td>
<td>Volleyball</td>
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<tr>
<td>Cross Country</td>
<td>Orchestra</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

### 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
Charter Information

All clubs affiliated with Payson High School must be granted a charter but 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

The counseling department at Payson High School offers many services important to your success in school. Listed below are just a few of the ways our counselors can help you.

Counselors:
1. Help with schedules.
2. Help with class changes.
3. Help resolve problems.
5. Help develop a better self-concept.
6. Conduct standardized test.
7. Interpret test results for students.
8. Give individual tests to aid in development and placement of students.
9. Assist with college admissions and scholarship applications.
10. Assist with alternative education programs and community agency referrals.
11. Conduct self-help groups.
12. Help in making transitions from one school to another.
13. Meet and talk with students—the counselors’ doors are always open.
14. Resolve class conflicts.
15. Provide financial information for college.
Counseling Assignments

A-F ........................................................................................................... Mrs. Lotz
G-M .......................................................................................................... Mr. Wright
N-S ......................................................................................................... Mrs. Benson
T-Z ......................................................................................................... Mrs. Kinikini
Internships ............................................................................................. Brian Blake
Career .................................................................................................... Sarah Call
Registrar ............................................................................................... Joanna Hall
Counseling Secretary ............................................................................ Nichelle White
School Psychologist ............................................................................... Galen Downing
Credit Make-up Policy

If a student earns an “F” in a core class, this credit must be made up. In order to make-up a credit a student will need to enroll in a program called A+. This program can be accessed through Landmark High School in Spanish Fork. Students can also complete needed course work through electronic high school or other district approved program. A student may only have a total of 4 credits on his/her transcript of this make-up credit.

- Students must have a counselor referral.
- Home study programs are for make-up credit only.
- 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 1st to be able to walk the stage. All credit received after this date and before August 1st 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.

- 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 SEOP.
- 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 apprenticeships 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

- 9th Grade ................................................................. 7 Units
- 10th Grade ........................................................................ 8 Units
- 11th Grade ........................................................................ 8 Units
- 12th 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
- English in grades 9, 10, 11, 12
- Mathematics ....................................................................... 3 Units
- Equivalent Algebra 1 and Geometry
- Science ............................................................................... 3 Units
- 1 Physical Science and 1 Life Science
- Computer Studies ............................................................. 0.5 Units
- .5 Computer Technology
- Social Studies ..................................................................... 2.5 Units
- .5 World Geog, .5 World History, 1 US studies, .5 Gov & Law
- Fine Arts ............................................................................ 1.5 Units
- Health and Fitness .............................................................. 2 Units
Financial Literacy ................................................................. 0.5 Units
Career Technology Education ............................................. 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 college bound students should plan to take the A.C.T. in April or June 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 have successfully completed (with a “B” level of achievement) Geometry, Algebra II, and have some knowledge of Trigonometry and have done well in English and science courses. Study guides are available in the counseling center.

Internships

Payson High School offers credit for internships. All internships must be approved by the intern coordinator before any work can be counted towards credit. Employment must been the criteria set
by the School Academic Committee. Employment must be related to a career pursuit. Students must meet school attendance requirements for eligibility to be considered for an internship. These rules apply to internships within the school or with outside employment.

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!

Student Education and Occupation Plan (S.E.O.P.)

Rational

The Student Education and Occupation Plan is an individual statement that is developed through the cooperative efforts of the professional educator, student, and parents, and is intended to chart the student’s progress through the public schools. The S.E.O.P. is dynamic in its application through the process of constant revision and refinement. The S.E.O.P. should be the driving force of the entire educational system and is intended to be firmly grounded in the commitment that each student has the potential to achieve. The plan places responsibility for learning upon the learner, but acknowledges that both parents and society have an interest and responsibility in assuring the individual to reach his/her potential.

The S.E.O.P is the unifying force that brings into focus, for both the student and the parent, the following components of public schools:

Student Program: Society expects that certain “core” concepts and skills should be mastered by everyone. The S.E.O.P. describes the progress of the student in this quest and sets a course for further mastery.
Graduation Requirements: The S.E.O.P. augments the “core” expectations with personally selected electives directed by student goals in compliance with conditions for awarding a high school diploma.

Career Vocational Goals: Consideration of career and vocational goals must necessarily be tentative and subject to change. Including them in the S.E.O.P. provides motivation and direction for the individual.

Grades: A key concept in the S.E.O.P. is that of subject mastery. Thus, the function of grading is more a procedure of evaluating progress than a means of awarding credit.

Home and Community: The S.E.O.P. acknowledges that not all learning takes place in classrooms and schools. The plan also provides an avenue allowing the school to grant credit for competencies acquired elsewhere.

Extra-Curricular Activities: Because schools provide many opportunities for growth and development beyond the academic arena, the S.E.O.P. considers social, moral, and physical objectives while prescribing appropriate participation in a variety of activities.

Data Collection: The accumulation of pertinent data is essential to improved planning for the benefit of the student. The computer program developed by the State Office of Education provides a viable system for individualizing the planning and reporting functions of the S.E.O.P.

There are at least three elements essential to the effectiveness of an S.E.O.P.:

- Personal, individualized, communication between the student, parent, and school system.
- Realistic evaluative data about both the student and the school.
- Concurrence with the commitment to the S.E.O.P. by students, parents, and educators.
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: Please refer to the Nebo School District policies on student use of tobacco, alcohol and other drugs contained in this manual.

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 director of Pupil of 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 contained in the manual.

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 and suspension. 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 director of Pupil Services for further disciplinary action. Also, see the Nebo School District Safe Schools Policy contained in the manual.

**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 Pupil Services for further disciplinary action. Also, see the Nebo School District Safe Schools Policy contained in the manual.

**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 the manual.

**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 contained in the manual.

**Tardies:** 3 tardies will count as 1 unexcused absence. Please make sure you have a hall pass when you leave class.
Frequently Asked Questions

What if I am absent from school? One of your parents (or guardian) needs to call the school and speak with the Attendance Secretary *within two school days* from the date of the absence. Please remember that absences cannot be cleared if the contact is made after the second day.

What if I arrive late at school? Check in at the front office. The Attendance Secretary will record your entry and provide you with a written admit to class.

What if I need to leave school early? Report to the office and check out with the Attendance Secretary. Parent verification is required before the secretary can release you from school.

What if I get sick during the school day? Please come to the office and every effort will be made to contact your parent or guardian. Once again, if you decide to go home, make sure you check out with the Attendance Secretary.

What if I am going on vacation with my family? Pick up a Vacation Request form from the school secretary and take it to each of your teachers before you leave. This process alerts your teacher that you will be gone so they can provide you with the needed assignments.

Can you define “Truancy”? Under state law, a student is truant any time he or she is absent without prior knowledge of the parent or guardian, and the school administration during part or all of a school period or day. Being in the halls during class does not constitute being in school.

What happens when I am ineligible because of attendance? If a student is “ineligible” he/she cannot participate in any activity that would put them on a school excused list or take them out of another teacher’s class. This would include field trips, assembly practices, performances, athletic contests/practices, or other school related activities.
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 $5.00.
- Within 6 to 30 days of issuance the fine will be $10.00.
- After 30 days of issuance the fine will be $20.00.

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.
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 http://www.nebo.edu/pubpolicy/J/JDG.pdf 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.

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 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 day 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, MP3 players, I-pods, 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 required to have cell phones in the off position during class. This means for both voice and text messages. 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. Any 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 accidently 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, Ann Anderson, 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 strongly 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, Ann Anderson, 350 South Main Street, Spanish Fork, Utah 84660, 354-7400.

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 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 Nebo School District Attendance Policy.

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.
Payson High Attendance Policy

In an ongoing effort to improve our school and the educational experiences of all students at Payson High School, we would like to inform you of our attendance policy. We will follow the Nebo School District attendance policy found in the District Policy section of this manual. Poor attendance will also affect your grade in most classes. Most teachers will also incorporate tardies into the attendance formula.

Unexcused absences and tardies can be made up by participating in any of the academic after school programs: math lab, writing lab, and study hall. One hour of participation will clear an unexcused absence, and 30 minutes will clear a tardy.

When a student reaches this number of unexcused absences, the following interventions will take place:

- 5 in a class or 20 Unexcused absences = Letter of Concern #1
- 10 in a class or 40 Unexcused absences = Notice of Truancy #2
  
  *(Student will be required to meet with an administrator, attend Truancy Class and pay a $30.00 fine)*

- 15 in a class or 60 Unexcused absences = Habitual Truancy Citation #1
  
  *(Student will be required to attend Nebo Attendance Court or be referred to Juvenile Court. There is a $50.00 fine also due)*

These totals are accumulated over the entire year not by semester.

School attendance has a direct impact on a student’s level of academic achievement. In order to make the most of one’s educational opportunities, a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the secondary student to achieve punctual, daily attendance as set forth in the Utah compulsory education requirements, Utah Code Ann.§53A-11-101, et seq. A parent may contact the school to obtain current attendance information regarding his/her student. A summary of this policy is available at the local school and is mailed out at the beginning of each school year to parents/legal guardians of all students in the Parent Information Guide. A parent may monitor their student’s attendance by accessing the Student Information System (SIS) through the District’s website at www.nebo.edu. Students are required to attend each class, on time, every school day, unless properly excused. Repeated truancy, on or off campus, may result in a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, alternative placement Board release, or other interventions.
Nebo School District Attendance Policy

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PURPOSE AND PHILOSOPHY

School attendance has a direct impact on a student’s level of academic achievement. In order to make the most of one’s educational opportunities, a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the secondary student to achieve punctual, daily attendance as set forth in the Utah compulsory education requirements, Utah Code Ann. §53A-11-101, et seq. A parent may contact the school to obtain current attendance information regarding his/her student. A summary of this policy is available at the local school and is mailed out at the beginning of each school year to parents/legal guardians of all students in the Parent Information Guide. A parent may monitor their student’s attendance by accessing the Student Information System (SIS) through the District’s website at www.nebo.edu. Students are required to attend each class, on time, every school day, unless properly excused. Repeated truancy, on or off campus, may result in a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, alternative placement, Board release, or other interventions.
2. DEFINITIONS

2.1 “Approved school activity” means an activity sponsored by the school and approved by the school’s administration. A student may attend an approved school activity as a member of a team, class, club, or group. “Approved school activities” are excused absences, however, students are responsible to complete any missed school work.

2.2 “Absence” or “absent” means failure of a student assigned to a class or class period to attend the entire class or class period.

2.3 “Detention” is a supervised study hall held on Saturday mornings or before or after school. Students must provide their own materials. A Detention program may be incorporated as part of a local school’s attendance and tardy policies and procedures. Participating in a Detention program does not eliminate a student’s unexcused absence or tardy, however, Detention does allow the student to obtain or restore certain school privileges, eligibilities, and/or benefits as specified by the local school’s attendance and tardy policies and procedures. If a student is referred to Juvenile Court, the District will consider Detention attendance codes as an unexcused absence or tardy.

2.4 “Excused absence” means a student is absent from school for any of the following reasons:

2.4.1 an illness;
2.4.2 the death of a family member or close friend;
2.4.3 an approved school activity;
2.4.4 a medical, dental, or orthodontic appointment;
2.4.5 a family emergency;
2.4.6 a family activity; OR
2.4.7 an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

2.5 “Truant” or “truancy” or “truanies” or “unexcused absence” means being absent from school for reasons other than those specifically authorized under this policy, or an absence in which the school is either not notified or not notified in a timely manner as to the reason for the absence.
2.6 “Good attendance” occurs when a habitually truant student attends school for forty-five (45) consecutive school days without an unexcused absence or tardy.

2.7 “Tardy” is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over ten (10) minutes late but less than twenty (20) minutes late, the tardy will be considered a “late tardy.” If a student is more than twenty (20) minutes late to class, the tardy will be considered an “absence” for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked tardy and not absent. Each school, with the input and assistance of its School Community Council, may develop additional policies and procedures for dealing with tardiness as per Section 9 of this policy.

2.8 “Habitual truant” or “habitually truant” is when a student who is at least twelve (12) years of age or older:

2.8.1 is truant at least ten (10) times in a particular class period or a total of forty (40) truancies in all class periods during the current school year; OR

2.8.2 fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems as set forth in Utah Code Ann., §53A-11-103.

2.9 “Parent” means the natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.

2.10 “Concern Letter” is a letter mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter informs the parent of their student’s attendance problems, requests help in solving the attendance problems, and informs the parent of possible school action if the truancies continue.

2.11 “Notice of Truancy” is a written notice mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The “Notice of Truancy” shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4).
2.12 “Habitual Truant Citation” means a citation issued by the District’s Attendance Office (Truancy Specialist) or school administrator to a habitually truant student referring the student to Juvenile Court. A “Habitual Truant Citation” is issued when:

2.12.1 the student has been truant an additional five (5) times in a particular class period or a total of twenty (20) additional truancies in all class periods during the current school year after the Notice of Truancy has been issued;

2.12.2 the school has made reasonable efforts described in Utah Code Ann., §53A-11-103 to resolve the student’s attendance problems; AND

2.12.3 the efforts to resolve the student’s attendance problems have not been successful.

2.13 “Nebo Attendance Court” is a court program operated by Nebo School District which may be offered as an option or alternative by the Juvenile Court, the Utah County Attorney’s Office, or by the District to a habitual truant student who has been issued a Habitual Truant Citation.

3. PROCEDURES FOR EXCUSING AN ABSENCE

3.1 Parents must contact the school and provide the appropriate reason for the absence. Failure to provide a reason for the absence will cause the absence to be documented as unexcused. Notification may be by telephone or by signed note. All validly excused absences may be excused if the school is notified within two (2) school days following the absence (see Section 2.4). The two (2) school day time limit, however, does not extend beyond the end of the term. All absences must be excused by the last day of each term. Parents wishing to excuse absences after the two (2) school day limit or beyond the last day of the term must follow the due process procedures outlined in Section 11 of this policy.

3.2 Students having excessive excused absences exceeding all or part of five (5) school days due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school.

3.3 School administrators shall evaluate requests to pre-approve extended absences. Extended absences may be excused so long as the absences do not negatively impact the academic progress of the student. The decision to mark an absence “excused” is within the discretion of the school administration.
3.4 School administrators have authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

1. VIOLATION OF POLICY

Violation of this policy or a violation of a local school’s attendance and tardy policies and procedures may bring about consequences, including, but not limited to, a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, Notice of Compulsory Education Violation, Compulsory Education Violation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, referral to the Utah County Attorney’s Office, alternative placement, Board release, or other interventions.

5. ATTENDANCE AND ACADEMIC GRADES

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.

6. ATTENDANCE AND ACTIVITY ELIGIBILITY

Students become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy. Eligibility may be restored through completing an approved detention program.

7. CHECKING OUT OF SCHOOL

Any student who leaves school during the school day is required to check-out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must contact his/her parent at that time in order to document the reason for the
absence. If the student does not check-out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the check-out at the time, pending parental confirmation by telephone or note. When a student checks-out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check-in at the attendance office. Junior High Schools are considered to be closed campuses. Junior High students may not leave the campus during the school day without approval of a school administrator. Those students who need to leave regularly (such as going home for lunch) may obtain an on-going pass from the school administrator.

8. SCHOOL AND PARENT RESPONSIBILITIES

8.1 School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

8.1.1 Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures. Said policies, or a summary thereof, may be included in the school’s student handbook.

8.1.2 School personnel and teachers will monitor and record the daily attendance of students.

8.1.3 Teachers shall update attendance records on SIS on a daily basis.

8.1.4 A representative of the school will make daily phone notice of absences via a computerized or a personal calling system. Parents are expected to keep a current phone number on file at the school.

8.1.5 A Concern Letter shall be mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter is to inform the parent of their student’s attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truancies continue.

8.1.6 A Notice of Truancy shall be mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The Notice of Truancy shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4), including: (a) directing the parent
meet with school authorities to discuss the student’s truancies; and (b) requesting the parent to cooperate with the school in securing regular attendance by the student. Parents who fail to respond to a school’s request for assistance and support in resolving attendance concerns may be referred to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of Truancy in accordance with the due process procedures set forth in Section 11 of the policy.

8.1.7 School officials will meet with parents and students, as appropriate, following the issuance of a Notice of Truancy. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

8.1.7.1 providing appropriate counseling services to the student;

8.1.7.2 making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;

8.1.7.3 considering alternatives proposed by the parent;

8.1.7.4 enlisting the assistance of community and law enforcement agencies, as appropriate and reasonably feasible; AND

8.1.7.5 providing, upon request, a list of resources available to assist the parent in resolving the student’s attendance problems.

Habitually truant students will also be charged a fine in the amount of thirty dollars ($30.00) and be required to attend and complete a truancy prevention class. Failure or refusal by a student to attend the truancy prevention class may result in school discipline, including, but not limited to, suspension, placement in an alternative educational setting, expulsion, Board release, or other interventions.

8.1.8 The Habitual Truancy Citation shall be issued by the District’s Attendance Officer (Truancy Specialist) or school administrator to a habitually truant student who is twelve (12) years of age or older referring the student to Juvenile Court. A Habitual Truant Citation is issued when:
8.1.8.1 the student has been truant for an additional five (5) times in a particular class period or for a total of twenty (20) additional truancies in all class periods during the current school year after the Notice of Truancy has been issued;

8.1.8.2 the school has made reasonable efforts under in Utah Code Ann., §53A-11-103 to resolve the student’s attendance problems; AND

8.1.8.3 the efforts to resolve the student’s attendance problems have not been successful.

8.1.9 A student who is issued a Habitual Truancy Citation and referred to Juvenile Court may, upon referral by the Juvenile Court, the Utah County Attorney’s Office, or the District, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that students will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. Habitually truant students who participate in the Nebo Attendance Court program shall be required to pay a fine in the amount of fifty dollars ($50.00), which may be refunded by successful completion of all Nebo Attendance Court directives and good attendance. Particularly, the Nebo Attendance Court will refund one-half (1/2) the fine when the student has attended forty-five (45) consecutive school days without an unexcused absence or tardy, and the Nebo Attendance Court will refund the remaining balance of the fine when the student attends another forty-five (45) consecutive school days without an unexcused absence or tardy. It is the responsibility of the parent or student to provide verification of good attendance to the Nebo Attendance Court.

8.1.10 In the event the school administrator determines that the parent’s behavior is primarily causing the secondary student’s attendance problems, and the student is younger than fourteen (14) years of age, the school administrator may, as an alternative to following the truancy procedures in this policy, pursue the procedures for a compulsory education violation as prescribed by Utah law and as set forth in Nebo School District Policy #JDI, Elementary Attendance.

8.2 Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:

8.2.1 Parents must ensure that their student attends school as required by Utah law.

8.2.2 Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. It is recommended that a student, who knows that he/she is going to be absent for two (2) or more days, contact
teachers before leaving regarding academic assignments that need to be completed.

8.2.3 Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems.

8.2.4 Parents are also encouraged to monitor their own student’s attendance by accessing the SIS through the District’s website. Each school will provide SIS access information and instructions to the parents.

8.2.5 When applicable and necessary, parents of students who are twelve (12) through fourteen (14) years of age may be referred to the Utah County Attorney’s Office for a Compulsory Education Violation (see Nebo School District Policy #JDI, Elementary Attendance).

9. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES

Each school may establish rewards and consequences related to attendance and tardiness. Reward programs must be planned so as to accommodate all students who qualify. Local school attendance and tardy policies and procedures must be approved in writing by the School Community Council and approved in writing by the Director of Secondary Education. School attendance and tardy policies and procedures must be consistent with, and shall not violate, Utah law, Utah State Board of Education rules and regulations, and Nebo School District policies. Written information concerning approved school attendance and tardy policies and procedures shall be provided annually to the students and parents by the school administration.

10. DETENTION

As part of a local school’s attendance and tardy policies and procedures, as described in Section 9 of this policy, schools may implement a Detention program. Each hour of attendance at Detention will clear unexcused absences, tardies, or other attendance violations as specifically determined by the local school. A Detention program may be used: (a) in conjunction with a rewards program; (b) to restore activity participation eligibility (see Section 6 of this policy); and/or (c) to eliminate the negative impact of an absence or tardy upon the academic grade (see Section 5 of this policy). Unexcused absences or tardies must be cleared in a Detention program before the end of the term in which they are incurred.
11. DUE PROCESS

A parent may, within ten (10) calendar days of the date of notice of such action, appeal a contested unexcused absence or a Notice of Truancy. If the tenth (10th) calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

11.1 Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

11.2 In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.

11.3 In the event the matter is not resolved with the school multi-disciplinary team, the parent may request the matter to be reviewed by the School Community Council. The School Community Council will be provided information concerning the issue but will not be given any information to personally identify the student. The School Community Council will act as an advisory group and offer an opinion to the school administrator. The school administrator will take into consideration the School Community Council’s opinion and will render a decision on the matter.

11.4 In the event the matter is not resolved with the School Community Council and school administrator, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.

For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in Nebo School District Policy #JD, Student Conduct and Discipline.
NEBO SCHOOL DISTRICT
Secondary Attendance Flowchart

Secondary Student
5 unexcused absences in a particular class period or
30 unexcused absences in all class periods

Parent
"LETTER OF CONCERN"

Secondary Student
10 unexcused absences in a particular class period or
40 unexcused absences in all class periods

Students 12 years of age or older
Students younger than 14 years of age

Secondary Student
"NOTICE OF TRUANCY"
A student who:
• has unexcused absences during class periods; or
• fails to cooperate with school authorities.

Secondary Student
"HABITUAL TRUANT CITATION"

Parent
"NOTICE OF COMPULSORY EDUCATION VIOLATION"
A parent who:
• fails to meet with school authorities;
• fails to prevent student from accumulating unexcused absences; or
• fails to enroll student in school.

Secondary Student
Additional 5 unexcused absences in a particular class period or
an additional 20 unexcused absences in all class periods

Secondary Student or Parent
District Administration Determination

Secondary Student or Parent
Utah County Attorney’s Office or
Nebo Attendance Court

If Nebo Attendance Court is unsuccessful, the matter will be referred to Utah County Attorney’s Office or Juvenile Court.

Utah County Attorney’s Office or Juvenile Court has option to refer to Nebo Attendance Court.
Nebo School District Secondary Citizenship Policy

Goals of Education

A primary goal of education for the students of the State of Utah is the development of individuals who possess the knowledge, skills and human characteristics necessary to enable them to live meaningful lives and to contribute positively to society. Utah State Law is very specific in its expectations for citizenship education:

"Honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work." U.C.A. 53A-13-101(4) et. seq.

Citizenship performance is a significant aspect of public education. The laws of the State of Utah and the decisions rendered by the Supreme Court of the United States set the standard for citizenship education.

Positive Incentives

The purpose of the Citizenship Policy is to reinforce appropriate behavior and change inappropriate behavior. Each school is expected to initiate a plan for giving students positive incentives for being good citizens.

Citizenship Grades

Students are expected to be good citizens inside and outside the classroom and are subject to evaluation by the administration and staff. Citizenship grades will be earned in each class in which the student is enrolled. Each student will also receive one citizenship grade from the administration for each grading period.

Student citizenship will be assessed as follows:

1. "Satisfactory" (S), "Needs Improvement" (N) or "Unsatisfactory" (U).
2. Students begin each term with an "S" citizenship grade in each class. The grade is adjusted as student behavior merits.
In addition to the assigning of citizenship grades, schools may also utilize other interventions in order to help students make needed behavioral changes. The focus should always be on helping students develop self-discipline and productive behavior patterns.

**Responsibilities of Students**

Student behavior should have a positive influence on the learning environment in the school. Students may earn "Unsatisfactory" grades for any of the following infractions:

1. Defiant behavior or conduct that seriously undermines the learning environment of a class or of the school.

2. Willful destruction, vandalism or theft of school or individual property while at school or at a school activity.

3. Irresponsible or disrespectful behavior on campus, in a bus, or while attending a school activity.

4. Physical or verbal abuse directed toward other students or toward school personnel.

5. Any act of dishonesty related to school work or to participation in school sponsored classes, activities or events.

**Responsibilities of Teachers**

Teachers are expected to maintain a positive climate of teacher/student interaction and communications. They will:

1. Establish and discuss specific student expectations and class rules used in determining citizenship grades.

2. Counsel and work with students with problems as situations develop.

3. Contact parent/guardian and discuss situations and possible solutions when problems develop.

4. Confer with administrators when efforts to correct problems have not been successful.

5. Assess the citizenship of each student at the end of each grading period by giving a citizenship grade and at least one related comment.

6. Notify in writing and within five (5) working days the parent/guardian at their address in the District records of the assessment of an unsatisfactory "U" citizenship rating for a student, on a form provided by the District. (See Appendix A).
Responsibilities of Parents/Guardians

The involvement and support of parents/guardians is critical in the process of promoting and developing productive student behavior. Parents/guardians are expected to:

1. Make a reasonable effort to be aware of behavioral expectations for their students at school through reviewing materials that are sent home and through conferencing with teachers and administrators as becomes necessary.

2. Cooperate with the school in helping their students develop and maintain behavioral habits that will foster school success.

Responsibilities of Administrators

School level administrators will be expected to do the following:

1. Publish the Citizenship Policy for students and distribute a copy to parent/guardian at least once per year.

2. Contact parent/guardian when inappropriate behavior occurs in a setting that is outside a teacher's jurisdiction or when referred by a teacher.

3. Conference, as needed, with parent/guardian, student, and/or teacher in an effort to improve student behavior and negotiate makeup.

4. Utilize appropriate interventions in an effort to help students improve their behavior.

Citizenship Grades and Eligibility

Activity eligibility requires that students have no "U" unsatisfactory citizenship grades in the current year. Students become accountable for "U" grades on the day that report cards are issued. Eligibility may be reinstated as soon as unsatisfactory citizenship grades have been made up. Makeup is assigned by a building administrator based upon a minimum of three (3) hours of school service per "U".

Citizenship Grades and Academic Grades

The citizenship grade and the academic grade are separate and one grade will not be used to affect the other. Academic grades reflect the mastery of subject matter content. Citizenship grades reflect behavior.
Consequences of Repeated Unsatisfactory Behavior

Students who accumulate four (4) "U" grades during an academic year will be placed on citizenship probation. An administrator, parent/guardian, student conference will be held to discuss the behavior problems and the possible interventions. A written record of the conference and/or a behavioral contract will be made and will be signed by all parties involved.

Students who are placed on probation will remain on probation for the balance of the current school year. However, non-senior students who are placed on probation at the beginning of, or during the last grading period of the year, will remain on probation until the end of the first grading period of the next school year.

Further infractions will result in additional consequences which may include referral to Youth Court or Juvenile Court, mandated attendance at a behavior modification class, suspension, referral to an alternate placement, or referral to the Board of Education for release from school attendance.

Appeals

A student can, within fifteen (15) calendar days of the date of notice of such action, appeal a suspension, referral, release or assessment of a "U". If the 15th calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. A written appeal shall be made to the person from whom the notice came. If no appeal is made, the action described in the notice is final. Any appeal must be in writing.

The appeal hearings are as follows:

1. Within ten (10) calendar days a student, parent/guardian, teacher, administrator conference shall be held. If the issue is not resolved at the conference, the matter shall be referred to the Appeals Committee.

2. Within the ten (10) calendar days of the Step 1 Conference, the Appeals Committee shall meet to consider the appeal (consisting of the written appeal from the student to the committee; and the written position of the teacher).

3. If the issue is not resolved by the committee, appeals beyond this will follow the Nebo School District Grievance Procedure for Student's Rights and Responsibilities.

The Appeals Committee will consist of two students (one male and one female) to be selected by the student council, one PTA representative to be selected by the PTA president, one teacher to be selected by the principal, one administrator or his/her designated representative.
Compliance Statement

No student, classified as disabled under the provisions of the Individuals With Disabilities Education ACT (IDEA), or Section 504 of the Rehabilitation Act of 1973, shall be suspended or expelled repeatedly or for an extended period of time under this policy where the misconduct is a manifestation of that student's disability.

Safe School Environment

The Board recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts.

The Nebo School District Board of Education will not tolerate acts of violence, threatened acts of violence, use or possession of a weapon, hazing, assultive, demeaning or criminal behavior, or gang activity in or about Nebo District schools, school grounds, or school activities, including transportation.

A student may be suspended, expelled or Board released from school when the Administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by:

A. Possessing, using, threatening to use, selling or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical/weapon/device, martial arts weapon or other dangerous object. A student who is found to have brought a weapon (as defined under section 921 of title 18, United States Code), to school or to a school-supervised activity or to be in possession of such a weapon while at school or when involved in any school-supervised activity, or who has threatened the use of a weapon at school or in connection with any school-supervised activity, shall be expelled from school for a period of not less than one year. The Superintendent or the Superintendent's designee may modify the expulsion requirement for a student on a case-by-case basis.

B. Causing, attempting, or threatening to cause, personal harm, damage to either personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to the following:

   (1) Arson - The willful and malicious burning of any part of a building or its contents.
(2) Burglary - Breaking, entering, or remaining in a structure without justification during the hours where premises are closed to the public.

(3) Stealing/Larceny - The intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.

(4) Battery/Fighting - The unlawful and intentional touching or striking of a District employee/volunteer/student with the intention of causing bodily harm to that individual. The encouragement of others to do so would also constitute battery.

(5) Criminal Mischief - Vandalism, graffiti or destruction of school property or the property of others.

(6) Intimidation - Engaging in behavior that prevents or discourages another student from exercising his/her right to education through threats, coercion or force.

(7) Verbal Abuse - Using harassing, vulgar, or derogatory remarks toward another student, school employee or volunteer.

C. Gang signing, wearing of bandannas, headgear, chains, or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia, tattoos or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership.

D. Involvement in illegal activities, disrupting normal school proceedings, or inciting other students to disrupt school proceedings.

E. Bringing pagers and cellular phones to school. Exceptions to this must be approved by the administration.
· Bringing laser lights and laser pointers to school, to school functions and activities or on any district vehicle being used to transport students. Exceptions to this must be approved by the administration.

No student, classified as disabled under the provisions of the Individuals With Disabilities Education Act (IDEA), or Section 504 of the Rehabilitation Act of 1973, shall be suspended or expelled repeatedly or for an extended period of time under this policy where the misconduct is a manifestation of that student's disability.

**Student Parking**

I. Authority to Regulate Parking

A. The Nebo School District Board of Education is empowered by Utah Code 53A-3-504 to control vehicular traffic and parking on property under its jurisdiction. The Board authorizes Nebo School District high school administrators, resource officers, and campus monitors to enforce the rules and regulations established herein and to create procedures to implement the same at their assigned schools.

II. Purposes for Regulation of Parking

A. The Board recognizes the following reasons for controlling vehicular traffic and parking at the high schools:

1. Many high school age drivers are inexperienced and may pose a safety risk to pedestrians and other drivers.
2. Unidentified vehicles allow the possibility of outside intruders becoming a security risk at the school.
3. Parking space at district high schools is very limited and needs to be allocated and regulated in an orderly fashion.
4. Indiscriminate use of vehicles at schools often leads to truancy, tardiness, and safe schools violations which impact academic success and create student security risks.
5. Un-monitored parking lots create a setting in which litter, noise, harassment, and other problems may occur.
III. Parking Fees

A. The Board authorizes high schools to issue parking passes at a cost to be approved by the Board. The Board also authorizes the schools to issue parking tickets to students who violate this policy and to collect fines from violators. Students who have not purchased a pass must do so at the time that a fine is paid. Parking fines will be as follows:

1. Half the cost of a parking pass if paid within one week.

2. Equal to the cost of a parking pass if not paid within one week, but paid within one month.

3. Twice the cost of a parking pass if not paid within one month.

B. Legitimate visitors to the school will not be subject to parking fines. The Board authorizes the individual school administrators to establish visitor parking areas and to establish procedures for working with parents and other legitimate school visitors who may be inadvertently ticketed.

C. Revenues generated through the implementation of this policy will be used in support of parking lot supervision, cleanup, and maintenance.

IV. Parking Guidelines

A. Any student who holds a valid drivers license and who is enrolled at the high school may purchase a parking pass. To do so, he/she must provide vehicle identification information and must agree to abide by the stipulations of this policy.

B. Students may park in marked parking stalls in any parking lot designated by the school for student parking. Students may not park in spaces designated for faculty or for visitors and may only park in handicapped parking areas if they possess a valid handicapped parking pass issued by the State of Utah. Students may not park on the grass, on sidewalks, or in any other areas not designated for parking. Students will be ticketed for parking in non-approved areas.
C. Loitering in any school parking area during school time is strictly prohibited.

D. Students must place litter in appropriate waste containers. Students who litter in a parking area will be ticketed under this policy.

E. Vehicles may not be driven in a parking lot in excess of 15 MPH and at slower speeds if pedestrians are present. Reckless driving of any kind is prohibited in school parking areas or on streets adjacent to schools.

F. Students park in school parking areas at their own risk. Vehicles should be locked at all times to prevent theft. The school is not responsible for any theft or damage to vehicles during the time they are parked in a school parking area. Accidents will be reported immediately to the local police department.

G. Vehicles may be booted or towed, at owner's expense, for serious or repeated violations of this policy.

H. The parking pass may be revoked for students who use vehicles in connection with violations of the District Attendance or Safe and Drug Free School Policies. Parking privileges may also be revoked for students who receive more than three tickets in a year.

I. Students may not have illegal weapons, drugs, drug paraphernalia, or any other illegal or controlled substances in a vehicle while parked in a school parking area. Such items will be considered to be in the possession of the student. Penalties will be imposed as directed by Safe and Drug Free School Policies and by State Law.

J. Students are subject to the traffic and vehicle laws of the State of Utah and of the city in which the high school is located.

K. The school will establish a procedure through which a purchased pass may be transferred to a new vehicle.
L. A temporary pass may be issued to valid pass holders who are driving a different vehicle due to vehicle repairs or other temporary need.

**Administering Medicines to Students**

The administration of medication to a student while he/she is at school should be a rare occurrence. However, there are circumstances that require medication to be given during school hours. The school nurse and a school administrator will evaluate each request for medication individually.

**PROCEDURE REGARDING ADMINISTRATION OF STUDENT MEDICATION**

The following are guidelines for medication distribution:

1. The "AUTHORIZATION OF STUDENT MEDICATION" form must be completed and signed before medication can be administered. This authorization must be updated annually and as needed when there is a change in a doctor’s orders for a student’s medication.
2. A written order/request must be obtained from a health care provider that is authorized to prescribe in the State of Utah. The order must be attached to the authorization form and should describe the condition for which the product is being used.
3. The parent/guardian must bring the medication to the school and take home any remaining medication at the end of the school year.
4. The medication must be in a container that is labeled by a pharmacist. The label must include the name of the medication, route of administration, the time(s) of administration and the physician’s name.
5. The medication must be kept in a locked location. Access to this location will be authorized and monitored by a school administrator or his/her designee.
6. The school nurse shall provide needed training to those school personnel who agree to administer the medication.
7. A daily record shall be kept for each student receiving medication. Each dose of medication given must be charted by indicating the date, time given, and the signature or initials of the person administering the medication.
8. Authorization for administration of medication by school personnel may be withdrawn by the school at any time following actual notice to the student’s parent or legal guardian.

**ADMINISTRATION OF NON-PRESCRIPTION MEDICATION**

Acetaminophen (Tylenol), 5-10 grains, may be given by the school nurse or other school employees as designated by the principal of the school. There must be documented parent or guardian permission, written or by telephone, for each time the medication is given.

**ADMINISTRATION OF ALTERNATIVE MEDICINES**
Alternative and complementary medicine includes products or practices not currently used, accepted, or available in conventional medicine. Alternative medicine is any practice that is available to the public but not integrated into standard medical practice. Complementary implies that the practice could be applied along with conventional medical care.

As with the administration of prescription medications, student use of alternative medicine while at school should be a rare event. If, however, the administration of an alternative medicine is required during school hours, the school must follow the same guidelines for alternative medicines as those required for prescription medications.
Nebo School District
Student Computer Use Agreement

Each school year, every student and his/her parent/legal guardian will be required to sign this "Student Computer Use Agreement." This Agreement is for the _____ - _____ school year.

Computer use is a valuable resource for a student's education. Student use of the School District's computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although student use of the School District's computer system at school will be supervised by school staff, the School District cannot guarantee that students will not gain access to inappropriate material. The School District encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the School District's computers, networks, e-mail services, and Internet access. Use of the School District's computers, networks, e-mail services, and Internet access is subject to the terms and conditions of Policy #CG - Computer, E-Mail, and Internet Use Policy, and Administrative Procedure #CG-P - Student and Employee Violations and Disciplinary Action, which includes, but is not limited to, the following:

1. **Student Personal Safety**:
   a. When using the school's e-mail services and Internet access, students should not disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.
   b. Students may use school e-mail services and Internet access only for teacher-directed educational activities.
   c. Students may use school e-mail services and Internet access only when authorized.
   d. Students may use school e-mail services and Internet access only when supervised.

2. **Prohibited Activities**:
   a. Students shall not use the School District's computer system to engage in any illegal activities, such as: harassment; discrimination; defamation; threatening or violent communications and behavior; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
   b. Students shall not damage or disrupt the School District's computer system.
   c. Students shall not gain, or attempt to gain, unauthorized access to other computers or the School District's computer system.
   d. Students shall not plagiarize works or violate copyright or trademark laws.

3. **Inappropriate Conduct**:
The following are prohibited in public, private, or posted messages or files:
   a. Any inappropriate communications with other students or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
   b. Potentially damaging, dangerous, or disruptive material.
c. Personal or generalized attacks or harassment.
d. False or defamatory information.

4. **Inappropriate Access to Material**:

   a. The School District's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
   b. Inadvertent inappropriate access should be reported promptly reported to the student's teacher or principal.

5. **No Expectation of Privacy**:

   Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the School District's computer system.

6. **Violations and Discipline**:

   a. In the event there is an allegation that a student has violated Policy #CG, the student will receive notice of the alleged violation and an opportunity to present an explanation.
   b. In the event of a violation of Policy #CG, appropriate disciplinary action may be taken in accordance with established Board policies and administrative procedures, including losing computer use privileges, suspension, and expulsion.

I acknowledge that I have read and understood the terms and conditions of this Agreement, **Policy #CG - Computer, E-Mail, and Internet Use Policy**, and **Administrative Procedure #CG -P - Student and Employee Violations and Disciplinary Action**, and hereby agree to abide by and comply with all of the said terms and conditions.

___________________________________  _____________________________
STUDENT SIGNATURE               DATE

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this Agreement, **Policy #CG - Computer, E-Mail, and Internet Use Policy**, and **Administrative Procedure #CG -P - Student and Employee Violations and Disciplinary Action**, and hereby grant my permission for this student to use the School District's computers, networks, e-mail services, and Internet access.

___________________________________  _____________________________
PARENT'S/LEGAL GUARDIAN'S SIGNATURE  DATE
Prohibition of Bullying, Hazing, and Retaliation

Bullying, Hazing and Retaliation are strictly prohibited at PHS and any school affiliated activities. Please visit http://www.nebo.edu/pubpolicy/J/JDD.pdf for detailed information on the policy and reporting procedures.

1. PURPOSE AND PHILOSOPHY The Board of Education is committed to provide all students and District employees with a safe and secure learning and working environment. Bullying, cyber-bullying, harassment, hazing, and retaliation for reporting incidents of bullying, cyber-bullying, harassment, or hazing reduce a student’s ability to achieve academically and reduces an employee’s ability to perform their job responsibilities. In addition, bullying, cyber-bullying, harassment, hazing, and retaliation can directly affect a student’s or an employee’s health and well-being, and may contribute to excessive absences, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board encourages educators, employees, students, and parents to develop procedures to stop and prevent bullying, cyber-bullying, harassment, hazing, and retaliation.

2. DEFINITIONS

2.1 “Bullying” means intentionally or knowingly committing an act that endangers the physical health or safety of a student or employee for the purpose of creating fear of physical harm to the student or employee or harm to the property of the student or employee. Typically, bullying is behavior that is intended to cause personal harm or distress, exists in a situation or relationship in which there is an imbalance of power or strength, and may be repeated over time. The conduct described in this policy constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

2.1.1 “Physical Bullying” means bullying, as defined in Section 2.1 above, and involves brutality of a physical nature that endangers the physical health and safety of a student or employee that includes, but is not limited to, pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property. Bullying may involve: (a) consumption of any food, liquor, drug, or other substance; (b) other physical activity that endangers the physical health and safety of a student or employee; (c) any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; or (d) the physical obstruction of a student’s or employee’s freedom to move.

2.1.2 “Psychological Bullying” means bullying, as defined in Section 2.1 above, and includes, but is not limited to, socially isolating an individual, making demeaning or sarcastic comments or gestures, and engaging in threatening comments or behavior. 2.1.3 “Verbal/Written Bullying” means bullying, as defined in Section 2.1 above, and includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and threatening comments or behavior that is communicated verbally or in writing. 2.2 “Cyber-Bullying” means using the Internet, a cell phone, or other device to send or post text, video, or an image with the intent or knowledge, or with reckless
disregard, that the text, video, or image will hurt, embarrass, intimidate, harass, express aggression towards, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting sensitive or private information about the victim; pretending to be someone else to hurt a person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of inappropriate, unflattering, or embarrassing pictures, photographs, or videos.

2.3 “Hazing” means intentionally or knowingly committing an act that: (a) endangers the physical health and safety of a student or employee; (b) involves brutality of a physical nature such as pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property; (c) involves consumption of any food, liquor, drug, or other substance; (d) involves other physical activity that endangers the physical health and safety of a student or employee; (e) involves any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; OR (f) involves the physical obstruction of a student’s or employee’s freedom to move; AND: 2.3.1 Is done for the purpose of initiation or admission into, affiliation with, holding office in, or a condition for, membership or acceptance, or continued membership or acceptance, in any school or school-sponsored team, organization, program, or event; OR

2.3.2 If the person committing the act knew that the student or employee is a member of, or candidate for, membership with a school or school-sponsored team, organization, program, or event which the person committing the act belongs to or participates in. The conduct described herein constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

2.4 “Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. 2.5 “Retaliation” means an act or communication intended as retribution against a person for reporting bullying or hazing or to improperly influence the investigation of or the response to a report of bullying or hazing.
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<td>September 16&lt;sup&gt;th&lt;/sup&gt; ½ Day Staff Development</td>
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</table>
March 21st       Term 4 Begins
April 4-8       Spring Break
April 22th      Term 4 Midterm
April 25th      Mini- Parent Teacher Conference (Until 4:00 P.M.)
May 27th        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://www.nebo.edu/phs/