TIMPVIEW HIGH SCHOOL
3570 North Timpview Drive
Provo, Utah 84604
801-221-9720   Fax 801-224-4210

2011-2012

Dr. Todd McKee
Principal

C. Brad Monks
Rene L. Cunningham
Ford White
Assistant Principals
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<td>Parent/Teach Conf</td>
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<td>Prof. Devt ½ Day</td>
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<td>Half-day</td>
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<td>ACT Test</td>
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ADMINISTRATION

Randy Merrill......................................Superintendent
Kristine Manwaring......................School Board President
Dr. Todd McKee.................................Principal
C. Brad Monks.........................Assistant Principal
Rene L. Cunningham........Assistant Principal
Stacey Briggs......................................Assistant Principal
Dr. Todd McKee.................................Principal
Bryce Lewis ......................................School Police Officer
Michelle Williams..................Administrative Secretary
Susan Teemant.................................Financial Clerk
Kim Davidson............................Receptionist
Debi Hutchings..................Attendance Secretary
Jennie Johnson ..................Special Education Services
Cindi Pearce.........................PTA President

ADMINISTRATIVE ASSIGNMENTS

Assignment made by student last name

Mrs. Cunningham..............................A through G
Mrs. White ......................................H through N
Mr. Monks........................................O through Z

COUNSELING ASSIGNMENTS

Mrs. Tu’ua........................................A through D
Mrs. Hadley......................................E through K
Mrs. Banks........................................L through Q
Mr. Warner......................................R through Z
Ms. Decker................. Work-based learning, internship
work experience, apprenticeship, MATC
STUDENT GOVERNMENT 2011-2012

Advisors…………………………….Cassidy Baker, Holly Bowers
Student Body President……………………….Eric Sheffield
Executive Vice President.................................Mayson Astle
Social Vice President………………………Lydia Nielson
Student Body Secretary………………….Mica Polo
Girls’ President…………………………Alex Burdge
Chief Justice………………………………Ali Harrison
Justice………………………………….Eric Engebretsen
Justice……………………………………Mia Van Nenten
Justice……………………………………Emily Curtis
Senior Class President……………………Kent Schmutz
Senior Class Vice President……………………Lauren Faber
Senior Class Secretary………………Allie Larson
Senator…………………………Jacob Jensen
Senator…………………………Yunyeong Lee
Senator…………………………Chantelle Lafontaine
Senator…………………………Kassidy Walker
Senator…………………………Benjamin Lee
Senator…………………………Ivan Ottaviano
Senator…………………………Bayley Christensen
Senator…………………………Karli Ellis
Video Coordinators………………Andy Kendell, Rachel Chow
Cultural Liaison……………………………………Camille McKeon
Tech Crew Representative………………Aubrey Snelson
Art Specialist……………………………………Kirsti Faux
Public Relations……………………………Chase Acheson
Head Cheerleader……………………………Lauryn Hansen
Junior Class President…………………Taylor Sorenson
Junior Vice President…………………Brenna Christen
Junior Secretary………………Gracie Callister
Sophomore Class President………………Sariah Warnick
Sophomore Vice President………………Gabrielle Wright
Sophomore Secretary……………………Sophie Christensen
Freshman President………………Katya Herrod
Freshman Vice President………………McKenna Martin
Freshman Secretary……………………Michela Strong
Timpview School Spirit

Timpview Colors:
Orange, White, Blue

School Spirit Song

Fight on, you Thunderbirds
Fight on, you Thunderbirds, wherever you may be.
Fight on, you Thunderbirds, fight on to victory.
Battle to win the glory, honor your name.
Courage will tell the story, bringing you fame.
Fight on, you Thunderbirds, who wear the orange and white.
Higher and higher we’ll fly!
Now and forever, let us fight with all our might.
Fight on, Timpview High!

School Mascot:
The Thunderbird (or T-bird)

The Thunderbird is a legendary creature in the history and culture of the North American indigenous people. It’s considered a supernatural bird of power and strength. It is described as a large bird, capable of creating storms and thundering while it flies. Clouds are pulled together by its wingbeats, the sound of thunder made by its wings clapping (thus its name), and lightning flashes from its eyes when it blinks. It is considered to be intelligent, powerful, and wrathful.

Likewise, the mighty Thunderbirds of Timpview High School exemplify intelligence in academic learning, power in fair play and integrity, and a competitive spirit in academics, the arts, and sports.
Bell Schedule 2011-12

Monday Collaboration Schedule
Collaboration  7:00 – 8:00
Announcements  7:55 – 8:00
Period 1/2  8:00 – 9:20
Period 3/4  9:27 – 10:47
Period 5/6  10:54 – 12:14
Lunch  12:14 – 12:55
Period 7/8  12:55 – 2:15
(80 minute class periods)

Tuesday – Friday Schedule
Period 1/2  7:30 – 8:57
Period 3/4  9:04 – 10:31
Period 5/6  10:38 – 12:05
Lunch  12:05 – 12:48
Period 7/8  12:48 – 2:15
(87 minute class periods)

Early Out Schedule
Period 1/2  7:30 – 8:30
Period 3/4  8:37 – 9:37
Period 5/6  9:44 – 10:44
Period 7/8  10:51 – 11:51
Lunch  11:51 – 12:20
(60 minute class periods)

AM Assembly Schedule
Period 1/2  7:30 – 8:45
Period 3/4  8:54 – 10:07
Assembly  10:07 – 11:03
Period 5/6  11:10 – 12:25
Lunch  12:25 – 1:00
Period 7/8  1:00 – 2:15
WHERE DO I GO? WHO DO I SEE?

ADMINISTRATIVE OFFICE: Kim Davidson, Michelle Williams
Hand in class waiver forms to the principal
Report issues of student life or discipline to an assistant principal
Report issues related to the law and harassment to THS’s police officer.
Schedule appointments with any principal with principal’s secretary.
Seek help with your locker, lost & found, or to receive messages with main office receptionist.
If you are feeling ill and need assistance.

ATTENDANCE OFFICE: Debi Hutchings
To check in or out of school
To verify absences with written notes (within five days of an absence)
To obtain attendance updates
To update student address & telephone numbers
To obtain a note to check into the sick room
To obtain any necessary attendance-related petition forms
To use a phone on a limited basis

FINANCIAL OFFICE/BOOKSTORE: Susan Teemant
To pay fees/fines
To purchase limited school supplies or school spirit wear
To purchase drinks, cookies and miscellaneous treats
To return lost textbooks

COUNSELING OFFICE:

Registrar: Mary Taylor
New student admissions, withdrawals, transcripts, or any information related to student records

Career /SEOP Facilitator: Colette Davis
Career center coordinator, SEOPs, scholarships, college admissions

Work-Based Learning Coordinator: Ann Decker
Internships, work experience, apprenticeships, MATC

Concurrent Enrollment Facilitator: Lisa Pulver
Concurrent enrollment class credit, college admission, CTE testing

Counseling Secretary:
Graduation credit, alternative graduation options, four-year planning, class scheduling, referral forms for home study, parent release, concurrent enrollment, or for individual problems

MEDIA CENTER: Pat Gerstner
To use the PowerSchool program to check student grades or attendance during lunch and after school
Homework Center M-TH 2:30 p.m - 4:30 p.m.
Obtain reference materials
GRADING SCALE
A  94 – 100
A-  90 – 93
B+  87 – 89
B  83 – 86
B-  80 – 82
C+  77 – 79
C  73 – 76
C-  70 – 72

The Big6™ Information Problem Solving Process

1. Task Definition
Define the information problem
Identify information needed

2. Information Seeking Strategies
Determine possible sources
Select the best sources

3. Location and Access
Locate sources
Find information within sources

4. Use of Information
Engage (e.g., read, hear, view, touch) information
Extract relevant information

5. Synthesis
Organize information from multiple sources
Present the information

6. Evaluation
Judge the product (effectiveness)
Judge the process (efficiency)

GRADUATION REQUIREMENTS
Pertaining to graduating classes 2011 and after

ENGLISH  **4 credits** - One class each semester, each year
MATH  **3 credits** - Algebra 1 and above
SCIENCE  **3 credits** - One credit must come from the biological sciences and one credit from the physical sciences.
HEALTH  **.5 credit** - To be taken during sophomore year; one year of physiology (health occupations) will substitute for health.

SOCIAL STUDIES  **2.5 credits**
.5 GEOGRAPHY
.5 WORLD CIV.
.5 US GOVT & CITIZENSHIP
( during senior year)
1 US HISTORY

CAREER & TECHNICAL EDUCATION (CTE)  **1 credit** - To be taken in the area of vocational education, architecture 1 and rendering, business, interior design, or Family Science

FINE ARTS  **1.5 credit** - Select from these departments: art, music, drama, and the following classes in other departments: dance, journalism.

PHYSICAL EDUCATION  **1.5 credits**
.5 Fitness for Life (9th, mandatory)
1 credit P.E. elective.

COMPUTER TECHNOLOGY  **.5 credit** - (computer Technology/SEOP required for all freshmen).

PERSONAL FINANCIAL LITERACY  **.5 credits**

ELECTIVES  **9 credits**

**Total**  Twenty Seven (27) credits.

PRINCIPAL’S GUIDELINES FOR GRADUATION REQUIREMENT WAIVERS

The State Board of Education and the Provo City Board of Education have established high school graduation requirements. **It is expected that all graduating seniors will meet these standards in order to receive a diploma.** Requests for waivers should be driven by a student education/occupation plan (SEOP) which may deviate from these standards. The Principal of the school may choose to allow minor variations in the graduation requirements based on the following guidelines:

1. Waivers or substitutions in specific subject categories will only be considered if the student has outlined clear goals and has demonstrated commitment and movement toward those goals. By no means are waiver requests granted automatically.

2. Demonstration of clear goals imply that waiver or substitution requests will be made before the start of the senior year. Requests will not be considered after November 1st of the senior year. A favorable response to requests is more likely if the plan is presented early.

3. Students will not be granted waivers or substitutions if there is room in their schedule to meet the requirements. Waivers are not granted to "escape" from requirements but rather to allow room in the
schedule to take classes that address SEOP and personal goals. Waivers are not granted to create room in the academic schedule for internships or work experience. Work-based learning is to be scheduled after school hours if graduation requirements have not been met.

4. Students who choose to be a teacher's aide (TA) should not request waivers or substitutions. State and local graduation requirements should not be delayed due to this class choice. Exception: Requests from students who are working on independent research projects under a teacher's supervision will be considered.

5. Waivers or substitutions will never be granted due to course failure.

6. Waiver or substitution requests must be made in writing according to the form obtained from your counselor. A transcript and the student's projected class schedule through graduation should be attached in order for the request to be considered. Students and their parents should work closely with a Timpview counselor before drafting the request.

7. Medical waivers for physical education must be made before the school year begins. Medical waivers must include a note from a physician. The request will be granted for the year reducing the requirement by one semester for each year requested. Some students have permanent physical conditions and may request the entire three semesters of physical education be waived. A physician's note should so state. The school reserves the option to require alternate physical education classes in lieu of medical waiver (with a physician's approval).

8. The Principal's decision is final in any request to adjust graduation requirements. Each case will be handled on its own merit using the above guidelines for the decision. Students with a poor attendance record will generally not receive a favorable response to requests for class waivers.

ELIGIBILITY FOR GRADUATION

1. Graduation: Every student must earn a minimum of 27 credits in order to receive a Timpview Diploma and participate in graduation ceremonies. No exceptions to this policy will be made. Approved outside sources for earning credit toward a diploma include: Brigham Young University Independent Study, the Utah State Electronic High School, and BYU or UVSC concurrent-credit classes. A student may earn a maximum of 3 credits from an accredited source other than the approved sources and still graduate. Earning more than 1 academic credit from an unapproved source will result in receiving a Provo School District Diploma.

2. Other Graduation Options: Students who do not earn the required credits before the graduation deadlines lose the opportunity to receive a diploma and participate in graduation ceremonies. They will be referred to the Center for High School studies in order to complete the requirements for a diploma.

3. Early Graduation: Applications for early graduation must be approved by a counselor as soon as possible before the start of the student’s graduation year (the deadline is November 1st or end of the first term). All graduation requirements must be fulfilled, and credit waivers are not granted for early-graduate candidates.

4. Any plan to earn credit toward graduation from a source outside Timpview must be pre-approved by the student’s counselor.

5. College to high school credit ratio for concurrent courses:
   A three semester-credit-hour class = One high school credit

6. Timpview High School will not replace an “F” grade or any other grade from the official transcript. An “F” grade will remain on a student’s transcript and be calculated in the overall GPA. Students who retake a course through summer school, Independent Study, or Timpview will earn a grade and credit, but it will not replace a grade that is on the official transcript.

ACADEMIC RECOGNITION
SCHOLARSHIPS
Many scholarships are available for students who achieve outstanding high school performance. Information concerning scholarships to be offered for the coming year is available in the counseling office. For information concerning scholarships offered by the colleges, the student should write to a registrar of the college, see their school counselors, or the college scholarship coordinator.

VALEDICTORIAN/SALUTATORIAN
Each year Timpview High School honors its top scholars by recognizing a class valedictorian and salutatorian. The selection is made based on the basis of cumulative GPA, ACT, or SAT score and the number of AP classes successfully completed. The following formula is used:
1. Cumulative GPA  x 250 =
2. ACT composite score  x 27.778 = __________, or combined SAT ______
   ÷ 1.6 = __________
3. Number of AP classes completed  x 10 =
4. Total score of 1,2, and 3
   (Score should not exceed 2100 if formula is worked correctly.)
5. The Valedictorian and Salutatorian must be in good standing with the school and must have met all requirements to earn a Timpview diploma. Valedictorian will be determined after 3rd term. The Administration reserves the right to eliminate candidates based on poor attendance and/or violations of school, district policies.

STERLING SCHOLARS
The Deseret News Sterling Scholar program recognizes senior students for excellence in scholarship, leadership, and citizenship. Timpview High School chooses thirteen students to be honored as Sterling Scholars. Specific information and application may be obtained from the department chairperson.

HONOR ROLL
An honor roll will be released each term listing qualified full-time students. To be included on the honor roll, the student must meet the following criteria: 3.70 GPA or 3.65 GPA with 2 AP classes or 3.60 GPA with 3 or more AP classes
***Graduating with honors will be determined using the same criteria, based on cumulative GPA after 3rd term of senior year.

TIMPVIEW ACADEMIC LETTER
The purpose of this program is to reward and promote academic excellence. It enables a student to letter in subjects like English, history, and math, just as a student would in athletics. Each student must meet the requirements of the individual department listed below in order to receive an Academic Letter.

SCHOOL REQUIREMENTS FOR ACADEMIC LETTERS
Only seniors may apply. Accomplishments from previous years may be used to qualify. Board Approved - May 14, 1996

DEPARTMENT REQUIREMENTS FOR ACADEMIC LETTERS
ART
1. Maintain a 3.7 in their art class or classes.
2. Exhibit art work in 2 or more shows during any given year.
3. Be helpful to other art students.
4. Be a member of the Art Club.
5. Render art talent in serving the school or community (posters, dances, programs, school spirit, etc.).
6. Exhibit self-motivation, good citizenship, and willingness to learn.

ESL
English as a Second Language (available to students who are, or were, listed as an English Language Learner on Provo School District database)
1. Maintain a B (3.0) overall grade point average.
2. Maintain a B+ (3.4) average in all ESL classes and/or a C+ (2.4) average in mainstream English classes. (You do not have to have been enrolled in any ESL classes to qualify for this letter).
3. Demonstrate increases in all areas (oral, reading, writing) of English proficiency on annual testing.
4. a) participate in an extra-curricular club or activity at Timpview that requires the use of English (signature of advisor/coach required).
   OR b) document the use of English outside of the school (letter from employer, etc.)

BUSINESS
1. Complete a Business or Marketing Career Pathway.
2. Earn at least a 3.7 GPA in business classes.
3. Participate in FBLA or DECA and compete on a region or state level with either organization.

BALLROOM
1. At least a 3.5 GPA in all dance classes
2. An overall GPA of 2.7 or higher
3. Be a member of Timpview's Ballroom Team for one full school year.
4. Compete in at least two individual competitions during the school year.
5. Perform with the team in concert
6. Choreograph and perform a routine for individual competition or concert.
7. No unexcused absences for all ballroom practices and classes.

COMPUTER TECHNOLOGY
1. Complete an Information Technology Career Pathway.
2. Maintain at least a 3.7 GPA in computer technology classes
3. Participate in at least one computer competition or festival or serve the school through computer technology skills.

DANCE
1. Maintain an A in dance class(es).
2. Complete at least 3 semesters of dance at Timpview High School.
3. Exhibit talent in 2 or more concerts/shows during any given year.
4. Be a member of, or an understudy to, the performing Timpview Dance Company for at least one full year.
5. Be helpful to other dance students.
6. Render dance talent in serving the school or community.
7. Exhibit self-motivation, good citizenship, upstanding behavior, and a willingness to learn.

DRAMA
1. Participation in plays and/or drama competition.
2. Membership in Drama Club
3. Attendance in drama class.

ENGLISH
Earn a 3.7 GPA in English classes and do any 2 of the following:
1. Publish writing (include copy of published writing and name of publication with application).
2. Attend summer workshops (indicate name and length of workshop).
4. Complete a multimedia project related to an English unit of study, i.e., the 1920’s, Shakespeare, Romanticism (obtain signature of multimedia advisor).
5. Participate in an internship or work experience related to language arts (include name of company, skills used, and date of experience).
6. Complete a ninth semester class (one semester beyond the 8 semesters required) in an English related subject with a 3.7 GPA, i.e., creative writing, advanced drama, journalism, or yearbook.
7. Earn Sterling Scholar nomination (finalist or alternate).

WORLD LANGUAGE
1. Complete the same language for at least 3 years.
2. Maintain at least a B+ (3.5) average in the composite language classes.
   Complete two of the following:
   a. Participate in two service experiences with your language club or with the combined language clubs.
   b. Carry out a service project that requires use or knowledge of the target language or culture.
   c. Document use of the target language outside of the classroom.
   d. Participate in a language competition or major test outside of the school. (BYU language fair/Olympiad, essay contests, AP exam, university bypass exam, etc.)
   e. Earn Sterling Scholar (or alternate) nomination.

**FAMILY AND CONSUMER ECONOMICS**
1. Take 1 class in at least two of the home economics area, i.e., fashion merchandising, clothing, interior design, food, adult roles, child care, or human development
2. Earn an A (4.0) in each class.
3. Be a member of Future Career and Community Leaders of America, (the state and national organization) during the junior and senior year.
4. Sterling Scholar or runner-up automatically qualifies.

**MEDICAL**
- Biology or Human Biology with a B or better
- Physiology with a B or better
- Medical Principles and Practices OR Sports Medicine with a B or better
- 40 Hours of a medical internship
- CPR certification

**SERVICE LEARNING**
100 Hours of community service to be completed during your high school
1. Fifty (50) service hours must occur during the senior year. The additional fifty (50) hours may accumulate from the junior, sophomore and freshmen school years.
2. Sixty percent (60 hours) of service hours must be community based and donated as an individual.
3. Forty percent (40 hours) of service hours may be a part of a group (school, religious, etc.)
4. Service hours must be community based - not school based (For example: Athletic teams selling tickets/items to support team expenses is not service. HOSA meeting to make quilts to donate to the hospital is service.)
5. Service hours cannot be part of attendance or school credit makeup
6. Service hours cannot be counted if completed during school hours or if a student is receiving school credit for the project (For example: medical internships at the hospital are not service hours. Service as a candy striper counts.)
7. Each service experience must be accompanied by a signed Volunteer Sponsor Verification form
8. Service hours cannot be counted if receiving personal recognition or awards for service. Letters of support from the organizations that have had service provided documenting the number of hours donated

**TECHNOLOGY EDUCATION**
1. Earn Sterling Scholar (or alternate) nomination.
2. Take at least 3 classes in the following areas: auto, drafting, electronics, metals, or woods or do the following:
3. Take at least 3 classes above the entry level course in more than 1 technology area.
4. Maintain a 3.7 GPA (A-) average in technology education classes.
5. Be a member of VICA (Vocational Industrial Clubs of America) during your senior year.

**MATHEMATICS**
Earn a 3.7 GPA in mathematics classes and any one (1) of the following:
1. Earn Sterling Scholar nomination (finalist or alternate).
2. Take AP calculus or statistics with a recommendation from AP teacher.
3. Place in the top 5 in grade level at Timpview on the State Math Exam.
4. Score above 100 on the National Math Exam.
MUSIC
Complete one of the following:
1. Receive three (3) superior ratings at a Large Ensemble Region festival.
2. Receive two (2) superior ratings at a Large Ensemble State festival
3. Receive (2) superior ratings at a Region Solo/Ensemble festival.
4. Receive one (1) superior rating at a State Solo/Ensemble festival.
5. Receive one (1) superior rating at a Region Madrigal or Jazz festival.
6. Sterling Scholar, All-State participant, Concerto/Aria Soloist, or other special recognition.

SCIENCE
Science Academic Letters will be awarded to students who have completed 8 semesters of science, each
with a 3.7 or better. The student must complete the following classes:
1. Two (2) semesters of entry level biological science which includes Biology or Biology-Human
   emphasis.
2. Two (2) semesters of entry level physical science which includes Chemistry, CP Chemistry, Principles
   of Physics, or Physics.
3. Four(4) semesters of advanced science which includes Physiology, A.P. Biology, A.P. Chemistry, or
   A.P. Physics.
   *Note: A third advanced level class can substitute for any entry-level science class as long as the
   requirement for two semesters of both biological and physical science are met.

SOCIAL STUDIES
Maintain a 3.7 GPA cumulative average in all social studies classes and complete one of the following:

   Sterling Scholar final or alternate
Take AP U.S. history, AP World History, AP American Government, or AP Psychology with a 4 or 5 on
the exam.
Take U.S. History, geography, world civilizations, government and one other social studies elective with
a 3.9 GPA cumulative average or higher.

STUDENT LEADERSHIP
Must meet 3 of the 4 following requirements:
1. Actively involved in student council or be a club president and donate at least 40 hours of
   extracurricular service in the year application is made.
2. Demonstrate good attitude and working relationship with sponsoring
   teacher.
3. Attend leadership or in-service classes.
4. Make special contributions to student government or the school, i.e., new projects, special activities,
   service projects, etc.

ACADEMIC INTEGRITY
Timpview High School is committed to the preservation of academic integrity and will act to deter any
breach which jeopardizes the school’s ability to validate grades or evaluate student performance.
Adherence to a strict code of ethical behavior is the responsibility of every student. The following
constitute academic fraud and are deemed to violate the school’s academic integrity policy:

submitting work which is not original. Students who obtain work, assignments, projects or
writing from others (parents, students, tutors, etc), or from internet or print sources are culpable. Work
that is edited or altered by an outside source so that it is significantly different from its original form is
also unacceptable.
Failing to credit original sources for words or ideas is plagiarism. Students should not borrow phrases,
sentences, or paragraphs without quotation marks and appropriate citation. Casual paraphrasing does
not make the work original. Similarly, students should not claim as their own ideas which they take
from other writers.

violating the integrity of examinations. Students should not obtain or provide answers from any
source during a test/quiz. Sharing information with anyone who has not taken the test/quiz also violates
this policy.
unacceptable collaborating. Students should follow teacher guidelines regarding collaboration on assignments or projects, completing all work independently unless expressly instructed otherwise. When allowed, collaboration requires equal rigor from all participants.

Lying or misrepresenting facts either by altering or omitting the truth to gain academic advantage, (such as altering documents/grades, or lying to avoid taking a test, turning in an assignment, or accepting a consequence), is unacceptable behavior at Timpview High School.

Any instance of academic dishonesty as determined by the instructor will result in disciplinary action by the instructor and/or administrators as follows:
1. Instructors have discretion to take appropriate action such as contacting parents, giving no credit on the assignment in question or failing the student for the term.
2. Teachers will document breaches of academic integrity and may notify administrators who keep appropriate records in the student’s file.
3. Three or more documented violations may result in the student’s being denied honor status at graduation, recognition on Honor Roll, nomination as Sterling Scholar, or membership in National Honor Society. Notation on a student’s transcript my accompany flagrant or repeated violations.

Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action.

Timpview High School
Attendance Procedures 2011-2012

One of the critical foundations for learning and the accumulation of academic credit is regular school attendance. The philosophy of Timpview High School is that class grades are an extension of student citizenship. A component of citizenship is regular attendance. Timpview High School students earn credit upon completion of class course work and attendance requirements. Timpview High School attendance procedure reflects the Provo School District Board of Education policy requiring 90% attendance by all students.

Attendace Points
8 points cumulative allowed per class/per term:
T (Tardy) = 1 point
P (Parent Excused Absence) = 2 points
A (Unexcused Absence) = 3 points
U (Truant) = Automatic NG (No Grade) Can be made up by attending truancy school.

No points accumulate for:
D (Doctor excused)
C (Checked in)
F (Pre-approval) *Pre-approval form required
L (Appeal granted) *Appeal form required
K (Checked out)

No Grade (NG) Clarification

• NG will be recorded
  After the fourth excused absence
  After the third unexcused absence
  If student receives a truant attendance mark

• NG results in loss of credit.
• NG does not calculate into the student’s overall GPA.

• NG is not available to students who fail academically; those students will receive an F regardless of their attendance.

**Procedures to Avoid NG:**

Prior-approved absences (vacations, family related absences, or other unusual circumstances) excused through the Attendance Office will not count toward the allotted absences. Prior-approved absences are limited to 4 consecutive days per term.

Written verification from medical provider of specific absences does not count toward the allotted absences per term. Medical provider’s correspondence should include specific dates and times of absences related to the medical condition.

Attendance petitions are available for unusual circumstances (see below).

• NG is counted as a failing grade for eligibility purposes.

**Attendance Petition Process**

Petitions should be for unusual, uncontrollable attendance problems.

Petitions are applied toward consecutive or recurring absences.

Single period absences do not fit petition criteria.

Students may appeal up to 4 full days per term.

Petitions will be reviewed by THS attendance committee.

Obtain & Return petition forms to the Attendance Office (forms also available on school website).

1. **Attendance School:** A student may register and attend Attendance School and earn attendance credit for each hour present (1 hr. = 1 pt). A fee will be assessed for attendance school. Lost credit or grade reductions not made up by the last day of the term will stand.

2. **Parent Attendance at School:** In order to encourage attendance, parents may attend classes at Timpview with their students as a method to avoid lost credit or to make up truancies on an hour per hour basis. Parents must contact teachers to pre-arrange a visit in classrooms. When entering the school for attendance make-up, parents must check in/out at the attendance office and pick-up a visitors pass and complete necessary paperwork.

**Penalty for Excessive Absences and Tardies**

Excessive absences & tardies may result in school discipline and/or referral to district truancy school and Juvenile Court.

**Checking Students In/Out**

Students may be checked in or out of school with a note from the guardian. For the protection of the student, phone calls will not be accepted to excuse absences, check students in, or check students out of school. If a note is not sent with the student, the guardian will need to come to the attendance office to check student in or out of school.

**Attendance Make Up Procedures:**

Lost credit or grade reductions due to violation of the attendance procedure can be avoided by any of the following:
**Shared Responsibility for Attendance**

**The Student Will**
- Check grades and attendance weekly for accuracy and immediately report discrepancies to the teacher.
- Provide excuse note to Attendance Office. THS strongly recommends that note is provided within five days of absence.
- Obtain prior-approval form for extended absence from Attendance Office, obtain administration and teacher signatures, and collect in advance any homework assignments (teacher needs three (3) days warning).
- Obtain from the teacher any work missed because of absenteeism.
- Collect in advance work for planned absences (i.e. doctor appointments, extracurricular activities).
- Follow procedure to reclaim credit lost due to attendance violations.
- Check in/out through the Attendance Office before leaving/returning to school for any reason.
- Attend class, be on time and be prepared each day.
- Cause the least possible disruption when tardy to class.

**The Parent/Guardian Will**
- Send a written note to excuse an absence(s). Parents should provide note within five days of absence(s).
- Monitor student grades/attendance.
- Remind student to obtain prior-approval form in advance of extended absences.
- Encourage student to attend and be on time to class each period all day.
- Try to schedule medical appointments or vacations outside of school time.
- Attend parent/teacher conferences.
- Follow check in/out procedures.

**The Teacher Will**
- Provide a disclosure statement to the student which will address classroom policies and grading procedures.
- Mark all absences and tardies accurately and enter data into the computer daily.
- Begin class on time.
- Notify student and parent/guardian when term credit is lost due to attendance violations.
- Make sure extracurricular lists have administrator’s signature and are submitted prior to the absence(s) to Attendance Office.
- Provide advance work for prior-approved absences.

**Definitions/Clarifications**

**Absence:** A student is absent (parent excused or truant) when he/she misses a class.

**Tardy:** A student is tardy when he/she is late for class as determined by the teacher. A parental note does not excuse a tardy.

**NG:** A ‘no grade’ is recorded for students who lose credit due to attendance violations and does not affect the overall GPA. However, NG does affect eligibility for activities, and athletics, *and graduation*. NG is not available to students who fail academically; those students will receive an F regardless of their attendance.

**Truancy:** Students who miss class and do not follow proper procedures for being excused are considered truant and may receive a one-step grade reduction for each truancy, unless made up by the student. The school does not require teachers to provide make-up work for truant students. Parents will not be allowed to excuse students found truant by school officials.

**Prior-approved:** extended medical-related absences (medical provider excused), vacations/leave, and extracurricular absences excused through the Attendance Office will not contribute to the accumulated total of attendance points.
Medical Provider note: Absences excused by a medical provider will not accumulate attendance points. However, medical provider must include specific dates and times of absences, related to the medical condition, for the note to be accepted by the attendance office. **Students with long-term health conditions will be required to provide documented medical updates (per term) from health provider.**

**SCHOOL POLICIES**

**RESPECT OF AUTHORITY**

Students are expected to respect and obey the authority of school personnel. Showing defiance of school personnel by either word or act is unacceptable. Staff members of Timpview are direct representatives of the principal. Their responsibilities include students within their classroom, as well as, all other students of the school. Requests made by any staff member of any student or group of students should be considered the same as a request made by the principal. Courteous compliance with such requests is essential to the overall success of the school. Resistance to or refusal to comply with reasonable requests by teachers, counselors, administrators, staff members or anyone responsible for school activities is unacceptable. Students who continue to be disruptive will be suspended and a parent/administrative conference will be held.

**EMANCIPATED STUDENTS**

All students attending Timpview High School are subject to school and district policies regardless of age. An 18 year old student is required to have the same parent permission and parent involvement as a 17 year old. Eighteen year old students who desire to claim emancipation from their parents and who do not wish to conform to school policies concerning parental involvement in their education (i.e., attendance, excuses, discipline, counseling issues, etc.) may be transferred to the adult high school to complete requirements for a diploma.

**ADDRESS/PHONE CHANGES**

Timpview policy requires a current street address and phone number for students. Please notify the office of any change in address or phone number. **In emergencies, contacting parents is essential. Approval of listing numbers in this book is automatic unless notification to the contrary is made in the main office by June first of each year.**

**ASSEMBLIES**

Assemblies are an integral part of the curriculum at Timpview High School. Since most assemblies are scheduled during class time, attendance is mandatory. The Timpview Student Government and Administration makes every effort to provide a variety of educational and entertaining assemblies. The number of assemblies is determined in part by the attendance and attentiveness demonstrated by the audience. Students are encouraged to show proper respect and enthusiasm at assemblies. Disruptive behavior will result in removal from the program. As per school regulations, food and drink are not allowed in the assembly area (Thunderdome, North Gym and Auditorium). Participation in assemblies may be altered or changed according to time constraints. A performer in an assembly should have passing grades and be attending class on a regular basis. Performers may be denied participation in an assembly if school rules are violated.

**CLUBS**

Clubs will be organized according to the District Club policy for secondary schools. Clubs can be chartered during the month of September with applications due in October. Check with the office for club application. Requirements for a prospective club are:

- A faculty advisor to approve and supervise all club meetings and activities.
- A service project to be completed within the school year.
- A club constitution.

**COMPUTER/INTERNET ACCESS**

Provo School District and Timpview High School provide Network Service to its students and employees. Network service includes all computer hardware, network and Internet services and associated software. The Internet is a very effective tool to introduce students to the global nature of information and to share information in a variety of ways. With increased access to computers and people all over the world, there is also increased access to controversial material that may not be of educational value in the context of the school setting. Provo School
District and Timpview High School reserve the right to:

- monitor and track the use of Network Services,
- suspend or revoke privileges and take appropriate disciplinary action for unacceptable use of the Network Services, and
- implement filtering software on the network to monitor Internet use and access.

Provo School District and Timpview High School firmly believe that the valuable information and interaction available on the Internet far outweighs the risks of users obtaining material that is not consistent with the educational goals of the district and/or school. Access to Network Services will be provided to students and staff who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply as does Provo School District's Character Development statement. The use of Network Services is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including criminal prosecution, suspension, expulsion or termination of employment. The following activities are not permitted:

- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in others' folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice.)
- Intentionally disrupting the system or wasting resources in any way (such as disk space or printing capacity)
- Using the Network Services for illegal or commercial purposes (business transactions)
- Using the equipment in any way that is inconsistent with individual classroom policies
- Students using the equipment without staff permission and supervision.

Individual classrooms may add an attachment to the Acceptable Computer System Use Policy which supports the terms of this policy but also meets the classroom’s unique needs.

DANCES
School dances will begin at 8:30 p.m. and conclude at 11:30 p.m. School dress policy is enforced at all school dances. Students are not allowed to wear masks or paint their faces when attending “theme” or “costume” dances. Slam dancing or dance steps that may endanger others will not be allowed. D.J.s will be asked to stop the music if students’ actions could cause injuries.

SUGGESTED DRESS FOR DANCES: Including, but not limited to . . .

FORMAL: Junior Prom:
- Tuxes or suits with ties (boys).
- Formal dress, long or short (girls)

SEMI-FORMAL: Homecoming, Senior Dinner Dance:
- Sport coats, ties, slacks, sweaters (boys)
- Dresses (girls)

DRESSY CASUAL: Girls’ Preference, Christmas Dance, Valentine Dance:
- Slacks and Sweaters (boys)
- Dresses (girls)

CASUAL: Stag, MORP, Election Dance

DRESS AND GROOMING
The Provo School District Board of Education requires all students to conform to standards that avoid extremes and, further, to standards that exemplify personal cleanliness.

- Hair shall be neat, clean, well-groomed. Distracting and extreme hair styles are unacceptable. Students will be expected to be clean-shaven.
- Clothing which displays, represents, or suggests obscenity or items students cannot legally possess is not allowed.
• Clothing shall be neat and clean. Clothing which is grungy, ragged, torn, dirty, etc. is not suitable.
• Bare midriffs, bare shoulders, spaghetti straps, tank tops, halter tops, low necklines and excessively short shorts are NOT permitted.
• Shoes will be worn at all times.
• Any attire which identifies, promotes, or suggests illegal or gang activity is NOT permitted. This includes, but is not limited to: bandannas, headgear or any article of clothing or jewelry bearing gang symbols, names initials, insignia or anything else which signals gang affiliation.

BOYS DRESS STANDARDS: Tank tops, sleeveless shirts and bare midriff shirts are not permitted at school or any school activities. Shorts must be at least three quarter length (mid way between the knee and the finger tips shoulders relaxed). Shorts and pants must be able to stay at waist level without the aid of a belt or suspenders (under garments must not be visible above the shorts or pants). Shorts and pants need to be modest and appropriate and can not be mutilated with holes or tears. Boxers, athletic shorts, swim wear and cut offs are not appropriate as school attire (latitude shall be given for special clothing in P.E. classes and athletic events). Athletic (sweat) pants and pajama pants are allowed as long as they adhere to the dress policy. Shoes must be worn at all times. Hats are allowed at Timpview High School as long as they adhere to dress standards and do not distract from the learning environment. Individual teachers may request that students remove their hats while in their classrooms.

GIRLS DRESS STANDARDS: The following attire is strictly prohibited: Spaghetti straps, tank tops, halter tops, tube tops, bare midriffs or shoulders, and low-neckline shirts, blouses, and dresses. Shorts, skirts and dresses must be at least three quarter length (which means the bottom hem must be mid-way between the knee and the finger tips with the shoulders relaxed). Immodest skirts, shorts and dresses are not permitted. Pants should be modest and appropriate and should not have holes or tears. Athletic (sweat) pants and pajama pants are allowed as long as they adhere to the dress policy. Shoes must be worn at all times. Hats may be worn as long as they are not disruptive to the learning environment.

ELECTRONIC DEVICES
Students may not use electronic devices in class, except those authorized by faculty or staff, for instructional purposes. We strongly recommend boom boxes, MP3 players, pagers, cell phones, game boys and 2 way radios be left at home. Electronic devices must be turned off during class time. There is a zero tolerance policy for Electronic devices. Electronic devices will be confiscated if found in the open or powered on during class time. The first time an item is confiscated, it can be picked up from an administrator after school. The second violation results in the device being held for six days. The third offense a guardian will need to pick up the item, and the fourth or more violations will be considered insubordination and a suspension from school may occur. Failure to surrender device is considered insubordination, which is a suspendable offense, and may result in suspension.

ELIGIBILITY FOR ATHLETIC PARTICIPATION
To be eligible to participate in the activities sponsored by Timpview High School and/or the Utah High School Activities Association, each student must meet the following school and Utah High School Activities Association requirements:

1. ACADEMIC: No student shall be eligible to represent his/her school if he/she is academically failing more than one subject from the previous grading period and no student shall be eligible to represent his/her school if he/she has not maintained a 2.0 GPA for the previous grading period. Note that both conditions must be met in order for a student to be eligible.

2. RESIDENCE: In order for a student to participate, he/she must meet one of the following residency requirements:
   a. Live with parents within the Timpview attendance boundaries.
   b. Establish a one year residence.
   c. Follow the UHSAA transfer policy.
3. **CITIZENSHIP:** Part of the philosophy that centers around the activities sponsored by Timpview High School and the Utah High School Activities Association is to develop good citizenship and character of the participants. It is expected that these participants will represent Timpview High School and the students in a manner that demonstrates good citizenship and character.

In order to maintain eligibility in this area, the participant must:

   a. Have good attendance.
   b. Avoid the use of or the possession of drugs, alcohol, and tobacco.
   c. Avoid the rule violations that result in suspension.
   d. Keep the rules and laws of the school and community.
   e. Attend school the day they participate.

Any violation of the above rules may result in the participant becoming ineligible.

4. **COACHES REQUIREMENTS:** In addition to the above requirements, coaches may make additional requirements. It is the responsibility of the participants to make themselves aware of these additional requirements.

5. **INSURANCE REQUIREMENTS:** It is highly recommended that students participating in any extracurricular activity have accident and medical insurance. Low cost insurance is available through Provo School District. Forms are available in the main office.

**ELIGIBILITY FOR STUDENT GOVERNMENT CANDIDACY**

The following eligibility requirements have been established for students interested in running for office:

1. Application for office must be properly filled out and turned in by the announced deadline.
2. Student must attend the mandatory meeting to receive campaign instructions and declare the office for which he/she is running.
3. Meet the 2.7 GPA requirement that is clearly outlined in the student constitution.
4. Teachers will be asked to fill out a confidential evaluation on students’ citizenship, attendance and attitudes.
5. Students with poor citizenship/attendance problems will be declared ineligible to run for office.
6. Students whose behavior results in school suspension for violating school rules, using drugs, alcohol, and tobacco, or who break the laws of our community will not be eligible to run for or hold office.
7. Freshman elections will be held in the fall of the freshman year.

**ELEVATOR**

The elevator is available only to those students who have an injury or handicap that prevents them from using the stairs. Students who require elevator use may obtain a key from the main office. There is a $10.00 refundable deposit on all elevator keys. Failure to return elevator key will place an automatic $10.00 fine on student’s account. Misuse of the elevator may result in disciplinary action.

**FOOD IN THE SCHOOL**

The vending machines are placed in the school for the convenience of the students and staff. Food is not allowed in the halls of the academic areas and the auditorium area. Lunch should be eaten in the lunch room. Lunch trays are not allowed out of the cafeteria. Students who desire to use the vending machines or bring sack lunches need to maintain school pride by placing wrappers in the trash receptacles that are provided. Littering may result in reduced lunch time. Vending machines should not be accessed during class.

**INSURANCE**

Accident insurance will be available the first month of school for those who desire it. The forms are available in the main office. No student should participate in any extracurricular or athletic activity without adequate insurance from the school or from home. When insured, a student must assume responsibility for making his own insurance claim. Forms are available in the main office. When completed by you and the doctor, return them for the principal’s signature. Proper insurance is the responsibility of the student and his/her guardians.

**LOCKERS**

1. Students are required to use the locker provided at registration time and retain it for the school year.
2. Students are responsible for keeping their combinations confidential. They should not share lockers with other students.
3. Lockers are school property. Students are required to rent lockers as a convenience, courtesy, and
security. They will be held responsible for the proper use and care of lockers.
4. Money or items of value should not be left in lockers.
5. Food should not be stored in lockers overnight.
6. Security checks may be made on lockers periodically.
7. Violation of those policies will result in forfeiture of locker privileges
8. Problems involving lockers are to be reported to the main office.
9. There may be a charge for locker combination changes.

LOCKER LOCATIONS
Lower Academic A1 - A818 Main Hall C1 - C137 Auditorium Wing E1 - E64
Upper Academic B1 - B550 Athletic Wing D1 - D388

LOST AND FOUND
The lost and found bin is located in the main office. Contact receptionist if you have found a lost article, or have lost personal property. Any property left unattended will be removed to the office and a fine may be imposed for its return.

PARKING REGULATIONS
Students are permitted to drive cars to school if they do not abuse this privilege. Standard parking regulations are enforced (i.e., no parking in reserved teacher parking, visitor parking, in construction zones, blocking fire hydrant, red zones, etc.). Citations will be issued to individuals who violate parking regulations. Students must comply with the following school regulations:
1. Students should park in the north parking lot, south of the tennis courts or on the street, except where designated as teacher or staff parking. Designated parking are for teachers and staff only---this is a tow zone for students.
2. Speed limit on campus is 5 miles per hour.
3. Parking is not permitted between the industrial arts building and the main building. Red curbs indicate no parking.
4. Motorbikes and cars are not permitted on the sidewalks or patio except in the designated scooter parking area. Handicapped parking is strictly enforced.
5. Students’ motor vehicles are not to be used for errands for teachers or anyone else during the school hours.
6. Thefts and accidents should be reported to the office.
7. Cars parked on the driving range must be moved by 3 p.m.

POSTERS/FLYERS
All posters must be approved by an administrator or advisor. Posters advertising non-school functions will generally be disapproved. Posters must be posted in designated areas. Flyers on vehicles create litter on our campus and are strictly prohibited. For designated areas consult the main office.

PUBLICATIONS
YEARBOOK: The yearbook is produced by a student staff headed by an editor and a teacher-advisor. Photographers, layout editors, advertising managers, and copy writers contribute to a chronicle of the year’s activities. Yearbooks are sold to the students and staff in the fall of the year and prices go up after first semester. Yearbooks are ordered on a limited basis--according to initial sales. Do not expect extra books to be available at distribution time if you have not ordered one.

NEWSPAPER: The school newspaper is produced, printed, and distributed by student staff under the direction of teacher/advisor. Journalism students write and edit copy, sell advertising, take photographs, type copy, and make-up pages. The newspaper is issued to every student and staff member.

SICK ROOM
If you should become ill during the school day, please report to the attendance office to contact your parents to check out of school. If you are unable to leave the school grounds, you may use the sick room located in the counseling office. Please check with the attendance office and contact Mrs. Taylor (registrar’s office) before entering the sick room. Abuse of sickroom privileges may result in accumulation of attendance points.
SKATES AND SKATE BOARDS
No skates, roller blades, skateboards, or scooters are allowed in any area of campus. If used, item will be confiscated and returned to a guardian.

TRANSPORTATION TO ACTIVITIES
The school will provide transportation for student participants to school-sponsored activities. Student spectators will have to pay their own transportation costs to out-of-town games. Student spectators are encouraged to use buses arranged through the Timpview Administration when they are available. Student participants must use school transportation; failure to do so will result in ineligibility to participate in school activities. Timpview Administration discourages students traveling to out-of-school activities in vehicles operated by other students.

AMERICANS WITH DISABILITIES ACT
In compliance with the Americans With Disabilities Act, individuals needing special accommodations during any meeting at our school should notify Brad Monks at 221-9720, 3570 North Timpview Drive, Provo, 84604 at least three working days prior to the meeting.

PRIVACY RIGHTS: (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student’s education records. (Complete disclosure is available in the main office.)

TIMPVIEW SECURITY
Students are not to be in the building after 3:00 P.M. unless they are involved in a school activity and are with a teacher or other advisor. Students who are found unsupervised in the building after 3:00 P.M. may be cited for loitering which is a violation of the safe schools policy.
Students from other schools are not allowed on our campus at any time unless they are with a faculty member or other supervisor. Unsupervised students from other schools can be cited for trespassing. Students should also be aware that they should not be on the campus of other schools unless they are there in an official capacity with one of our teachers or coaches. Should they do so, they may be cited for trespassing.

SEXUAL HARRASSMENT POLICY
Federal Law prohibits sexual harassment of any kind by students or employees of Provo School District. Examples of sexual harassment include jokes, physical gestures, inappropriate physical contact, negative or offensive comments or any other written, expressed or visual material that is humiliating or derisive that creates an uncomfortable work or learning environment. Violations should be reported. Following an investigation, appropriate disciplinary action will be taken.

WHAT CAN YOU DO:
Say Stop! - Tell the harasser you do not like his or her behavior and you want it stopped.
Tell Someone! - Talk to a teacher you can trust or the principal.
Keep Records! - If the harassment persists, write down what happened, dates, times, places, names of witnesses and any other information that will verify what has happened.
Take Action! - File a written complaint with your school principal.

THERE IS A DIFFERENCE

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STATEMENT ON ORDERLY AND SAFE SCHOOLS

The Provo City School District Board of Education adopts the policies and procedures set forth herein to create an orderly and safe place for each student to learn. This means that each school will have a positive learning environment free from violence, intimidation, drug use, and harm from individuals, groups, gangs, and criminal gang-type behavior, and any other type of behavior or activity that disrupts the orderly and safe operation of the schools. To foster such an environment each student is expected to follow accepted rules of conduct and to show respect for other people and obey persons in authority. Behaviors, which disrupt the orderly and safe learning environment, are prohibited in the city’s schools.

The Board believes activities associated with youth crime, as well as the use, possession, distribution, or sale of tobacco, alcohol and other controlled substances or drug paraphernalia constitute a hazard to the welfare of students and staff.

It is the policy of the Provo City School Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or gender in its disciplinary procedures.

Students classified as having a disability under the provisions of the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1972 shall have these policies and procedures applied to them in conformity with the requirements of IDEA and Section 504. (See Provo City School District Special Education Policies and Procedures.)

These policies and administrative procedures apply to actions of students during school hours, before and after school while on school property, while traveling in vehicles authorized by the school or district, at all school or district-sponsored events, and when the actions threaten or do harm to persons or property associated with the mission or operation of the Provo public schools.

Disciplinary proceedings shall consider relevant mitigating circumstances and provide appropriate due process for each student. Mitigating or aggravating circumstances include, but are not limited to, the following factors:

- prior conduct
- cooperation of parent
- attitude and honesty of student
- willingness to make restitution
- age, health, and maturity of student
- whether receiving special education and/or 504 services

Because of their identification and association with gangs, the following are not permitted: bandannas; headgear; or any article of clothing or jewelry bearing gang symbols, names, initials, or insignia; or anything else which signals gang affiliation.

This section describes a broad range of misconduct that relates to criminal behavior and is prohibited. All types of misconduct and criminal behavior are prohibited, whether listed specifically or not.

All disciplinary actions include a conference with the student under the discretionary authority of the principal or his/her designee. Notification of a parent or guardian should follow as soon as is reasonably practical.

AUTHORITY TO SUSPEND OR EXPEL A STUDENT

The Board delegates to any school principal or assistant principal within the school district the power to suspend a student in the principal’s school for up to 10 school days. The Board delegates to the district superintendent and to the Office of Student Services (O.S.S.) the power to suspend a student for up to one school year. The Board may expel a student for a fixed or indefinite period, provided that the expulsion shall be reviewed by the district superintendent or the superintendent’s designee and the conclusions reported to the Board at least once each year [UCA 53A-11-905].

GROUNDs FOR SUSPENSION OR EXPULSION FROM A PUBLIC SCHOOL

(1) A student may be suspended or expelled from a public school for any of the following reasons:
   (A) frequent or flagrant willful disobedience, defiance of proper authority, or disruptive or unsafe behavior, including the use of foul, profane, vulgar, or abusive language;
   (B) willful destruction or defacing of school property;
   (C) behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
   (D) possession, control, or use of an alcoholic beverage as defined in UCA 32A-1-105; or
behavior proscribed under Subsection (2) which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

(2) (A) a student **shall be** suspended or expelled from a public school for any of the following reasons:

(i) any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, or actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material under UCA 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-2, or drug paraphernalia as defined in UCA 58-37a-3; or

(ii) The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

(B) A student who commits a violation of Subsection 2(a) involving a real or look alike weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year subject to the following:

(i) within 45 days after the expulsion the student shall appear before the student’s local superintendent or the superintendent’s designee, accompanied by a parent or legal guardian; and

(ii) the superintendent shall determine:

(a) what conditions must be met by the student and the student’s parent for the student to return to school;

(b) if the student should be placed on probation in a regular or alternative school setting consistent with Section 53A-11-907, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and

(c) if it would be in the best interest of both the school district and the student to modify the expulsion term to less than a year, conditioned on approval by the local school board and giving highest priority to providing a safe school environment for all students.

(3) A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.

(4) A suspension or expulsion under this section is not subject to the age limitations under UCA 53A-11-102(1). [UCA 53A-11-904]

**ALTERNATIVES TO SUSPENSION**

When a student is suspended for any period of time, the parent or guardian, upon meeting with the principal or vice principal, may be given the option of attending all classes with the student in lieu of excluding the student from school during the period of suspension, or may be given another appropriate remedial plan. These alternatives apply only if the disruptive behavior is not of a violent or extreme nature. The parent or guardian must agree to and attend all classes with the student for each day of the suspension, or accept and support the remedial plan. The consent of the student’s teacher(s) is required. If the parent or guardian fails to attend all classes with the student, or does not support the remedial plan, the student will be excluded from classes and school activities during the suspension (UCA 53A-11-906).

**RESPONSIBILITY OF PARENT OR GUARDIAN**

If a student is suspended or expelled, the parent or guardian is responsible for undertaking an alternative education plan that ensures that the student’s education continues during the period of suspension or expulsion. The parent or guardian shall work with school officials to determine how that responsibility might best be met. An alternative program offered by or through the district, or other alternatives which reasonably meet the educational needs of the student may be considered.

Costs for educational services that are not provided by the school district are the responsibility of the student’s parent or guardian (UCA 53A-11-907).

**ACTS OF MISCONDUCT/DISCIPLINARY ACTION**

**LEVEL 1** acts of misconduct include, but are not limited to, the following:

1-1 Loitering

1-2 Profane, obscene, racist, indecent, immoral, or seriously offensive language, gestures, indecent propositions, or exhibitions

1-3 Wearing/displaying of gang apparel, signs or paraphernalia

1-4 Displaying any behavior that is disruptive

1-5 Failing to provide proper identification or information upon request by school authorities

1-6 Insubordination and/or defiance

1-7 Fighting - two people, no injuries

1-8 Sexual harassment I

1-9 Possession of an incendiary device

1-10 Use of an interfering device

1-11 Vandalism I (damage under $200.00)
1-12 Harassment I
1-13 Dress or grooming violation
1-14 Bullying I: Taunting, teasing, name-calling, spreading rumors, threatening or obscene gestures, excluding others from a group or manipulation of friendship.
1-15 Cyber bullying

Disciplinary Action – Level 1
First Violation
Minimum: Student/Administrator conference
Maximum: Suspension (up to 10 school days)
Student/Parent/Administrator conference
Repeated or Flagrant Violation
Minimum: In-school suspension
Student/Parent/Administrator conference
Maximum: Suspension (up to 10 school days) or referral to the District O.S.S. for alternative placement or suspension, up to 45 school days.

LEVEL 2 acts of misconduct include, but are not limited to, the following:
2-1 Criminal activity
2-2 Theft
2-3 Possession of a weapon (real, look alike, or pretend)
2-4 Assault
2-5 Fighting - with injury or injuries or involving more than two people
2-6 Trespassing
2-7 Harassment II
2-8 Indecent exposure
2-9 Use of an incendiary device
2-10 Vandalism II (damage of $200.00 or more, but less than $1,000)
2-11 Sexual harassment II
2-12 Hazing
2-13 Gang Involvement II (any Level 1 violation committed while involved in any gang activity)
-14 Bullying II – Hitting, kicking, physical harm, destruction of property, enlisting someone to assault someone for you.

Disciplinary Action – Level 2
First Violation
Minimum: Student/Parent/Administrator conference
Maximum: Suspension (up to 10 school days)
Repeated or Flagrant Violation
Minimum: Student/Parent/Administrator conference and/or Suspension (up to 10 school days)
Maximum: Referral to O.S.S. for alternative placement or suspension (up to 45 school days) or referral to the District O.S.S. for alternative placement or suspension, up to 90 school days.

LEVEL 3 acts of misconduct include, but are not limited to, the following:
3-1 Possession of a firearm
3-2 Use of a weapon (real *, look alike, or pretend)
3-3 Aggravated assault
3-4 Arson
3-5 Extortion
3-6 Sexual battery
3-7 Placing any person in imminent danger
3-8 Assault upon any school personnel
3-9 Vandalism III (damage over $1,000)
3-10 Gang Involvement III (any Level 2 violation committed while involved in any gang activity)
Disciplinary Action – Level 3
Any Violation
Parents and police will be notified and the student suspended for ten school days during which time the student will be referred to the District O.S.S. for alternative placement or suspension, up to one school year. Violations of *UCA 53A-11-904(2)(a) require mandatory suspension or expulsion for up to one school year unless, upon appeal, the district superintendent determines, on a case-by-case basis, that a different penalty is warranted; [UCA 53A-11-904(2)(b)].

ILLEGAL BEHAVIOR
In addition to these penalties for misconduct, provisions of the Utah Criminal Code is applicable to behavior that is deemed illegal. Principals are required to report all illegal activities to the police. Any disciplinary action taken by the school administration is independent of any criminal proceedings or decisions and is based upon the administrator’s best judgment of the situation.

STATEMENT ON ALCOHOL AND CONTROLLED SUBSTANCES ABUSE
Provo City School District prohibits any student use, possession, sale, distribution or being under the influence of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. It further bans the misuse of over-the-counter products by students. Any medications must be under the control of and administered through the school nurse or a designated employee, pursuant to UCA 53A-11-601.
Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.
Provo School District will be offering a course for first time student offenders of drug, alcohol, and tobacco abuse that takes place of the county assessment. The class will be offered throughout the year at the district office and is for students only. A student who has violated the drug, tobacco, and alcohol policy will be referred to the class by the principal and must complete the course in order to continue with school. Attendance will be mandatory. If the student completes the course and further violates the policy, they will be immediately referred to the County for assessment.

DISCIPLINARY ACTION: USE OR POSSESSION
FIRST VIOLATION
A student may be suspended from school for up to 10 school days. Students may be permitted to continue in school if student enrolls in and attends a district-approved intervention program with parent.
1. The principal or designee, during the suspension period, shall:
   a. notify the appropriate law enforcement agency and give them all confiscated evidence and information;
   b. notify the parents;
   c. schedule a parent conference during the suspension period; review with the student and parent the Provo City School District Policies and Procedures on Attendance, Orderly Conduct, Safe Schools and Substance Abuse; and
   d. refer the student and parent to the district’s designated student assistance program and/or to an approved prevention program.

2. The student shall:
   a. sign a “Provo School District Tobacco, Alcohol and Drug Non-Use Contract” with the parent and principal or designee;
   b. reveal the source of material associated with this violation;
   c. attend with parent an approved prevention program, the cost of which will be assumed by the parent;
   d. not participate in school- or district-sponsored activities until any suspension has been removed.

Failure of the student to comply with any of the above will result in a referral to the District O.S.S. for alternative placement or suspension, for up to 45 school days.

SECOND VIOLATION
A student shall be suspended from school for 10 school days, during which time the student will be referred to the district O.S.S. for suspension up to 45 school days.
1. The principal or designee shall:
   a. notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
   b. notify the parents and schedule a conference.

2. The student shall:
   a. make arrangements to meet with District Student Services;
   b. explore educational options available during the suspension period; and
   c. not participate in school- or district-sponsored activities or programs until he/she has been reinstated by the District O.S.S.

3. Reinstatement
   If a student desires to return to school after the suspension period, he/she must petition the O.S.S. and show evidence that he/she has done all of the following:
   a. participated in a formal drug assessment, with the cost of the assessment assumed by the parent
   b. show evidence of having completed the most appropriate level of intervention program based on the assessment by a licensed individual or agency, with the cost of the intervention program assumed by the parent and
   c. show evidence that he/she has personally revealed to school administration the source of the alcohol or controlled substance associated with the violation.

THIRD VIOLATION
   The student shall be suspended from school for 10 school days during which time the student will be referred to the District O.S.S. for alternative placement or suspension, for up to one school year, or to the Board for expulsion from school.
   1. The principal or designee shall:
      a. notify the appropriate law enforcement agency;
      b. provide the agency with all confiscated evidence and information; and
      c. notify the parents and schedule a conference.

DISCIPLINARY ACTION: SALE OR DISTRIBUTION
   The student shall be suspended and referred to the district O.S.S. for alternative placement or suspension, for up to one school year, or to the Board for expulsion.
   1. The principal or designee shall:
      a. notify the appropriate law enforcement agency;
      b. provide the agency with all confiscated evidence and information; and
      c. notify the parent.
   2. If a student desires to return to school, he/she must petition the O.S.S. and the Board in writing and show evidence that he/she has done the following:
      a. participated in a formal alcohol and/or controlled substance abuse assessment, with the cost of the assessment assumed by the parent;
      b. successfully completed the most appropriate level of intervention program based on assessment from a licensed individual or agency, with the cost of the intervention program assumed by the parent; and
      c. personally revealed the source of materials associated with the violation to the school administrator.

STATEMENT ON TOBACCO USE
   Provo City School District prohibits any student use, possession, sale or distribution of tobacco/tobacco products.
   Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

DISCIPLINARY ACTION
FIRST VIOLATION
   The principal or designee shall:
   a. issue a citation; and
   b. notify the parents

The student shall sign the Provo School District Tobacco, Alcohol and Drug Non-Use Contract with the parent
and principal or designee.

SECOND AND FOLLOWING VIOLATIONS

threat of violence.

hazing – hazing,

1. The principal or designee shall:
   a. issue a citation;
   b. notify parents; and
   c. refer the student and parent to an approved assessment and/or approved intervention program, with the cost of the program assumed by the parent.

2. The student shall:
   a. participate, with parent, in approved assessment and/or intervention program(s).
   b. show evidence of having successfully completed the most appropriate level of intervention program based on the initial assessment, with the cost of the program assumed by the parent.

Failure of the student to comply with or complete the requirements of the referral will result in administrative action.

STUDENT SELF-REFERRAL

If a student is self-referred concerning a tobacco, alcohol, or controlled substance problem, the school administration will provide a conference with a designated educator and/or the school intervention team staff to discuss possible resources for assistance.

RECORDS OF POLICY VIOLATIONS

The records of clearly substantiated violations will be kept in the student’s confidential record. The records will include dates, types of violations, and disciplinary actions taken. These records will be used in assessments of subsequent disciplinary actions.

The record(s) of violations from previous school(s) concerning behaviors identified in the Policies and Procedures on Attendance, Orderly Conduct, Safe Schools, and Substance Abuse will be reviewed before a student requesting a transfer into Provo City School District is considered for enrollment and is officially enrolled in Provo City School District.

STUDENT RIGHT OF DUE PROCESS

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

(1) Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.

(2) If agreement is not reached, the parent/guardian may meet with the principal.

(3) If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within fifteen (15) calendar days of the school decision and addressed to the Provo City School District, Director of Student Services. The appeal shall be heard within ten (10) school days.

(4) If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the O.S.S. decision a request for a hearing before the Superintendent. The appeal shall be heard within fifteen (15) calendar days and the decision shall be in writing.

(5) If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the Superintendent’s decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing. At each stage of the proceedings, the hearing officer(s) shall conduct a de novo review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the superintendent.
Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter. Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

PROVO CITY SCHOOL DISTRICT
TITLE IX GRIEVANCE PROCEDURES

Title IX was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all arenas of public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics.

In compliance with applicable federal (Title IX) and state law, it is the policy of Provo City School District to investigate promptly and resolve equitably all complaints and reports of discrimination on the basis of race, sex, religion, age, national origin, disability, privacy and any other alleged violation of civil rights in the District’s educational programs and activities. Provo City School District does not discriminate on the basis of sex in admission or employment in educational programs or activities.

The Director of Student Services is designated as the Title IX Coordinator. For questions concerning Title IX regulations, contact the U.S. Department of Education Office for Civil Rights or the Title IX Coordinator.

Greg Hudnall
Director, Student Services
Hearing Officer, Title IX Coordinator

Office for Civil Rights
Denver Office
U.S. Department of Education

Administration Building - Room 13
280 West 940 North
Provo, Utah 84604

Phone: (801) 374-4815
Fax: (801) 374-4808
Email: gregh@provo.edu

Federal Building, Suite 310
1244 Speer Boulevard
Denver, CO 80204-3582

Phone: (303) 844-5695
Fax: (303) 844-4303
Email: OCR.Denver@ed.gov

It is the policy of Provo City School District to protect the due process rights of all individuals involved with a report of discrimination or civil rights violation. The process is administrative, not judicial. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

Provo City School District respects the privacy and anonymity of all individuals. However, an individual's right to confidentiality must be balanced with the District’s obligation to take appropriate disciplinary or legal action and/or cooperate with police investigations or legal proceedings. Provo District retains the right to disclose the identity of individuals in appropriate circumstances.

Notification will be given to the individual(s) of the time and place for a hearing and a statement of alleged discrimination or civil rights violation. The notice of offenses or charges shall be based upon the information known at the time the notice is issued and may be subject to amendment upon further investigation or evidence.
The Title IX Coordinator will monitor the procedures of this policy. Procedures for discrimination or civil rights violations are as follows:

very effort should be made to handle complaints at the site of incidence. Grievances shall be in writing, using the Discrimination Grievance Form, and submitted to the site administration within thirty (30) calendar days of the incident. The site administration will follow informal investigation and resolution procedures.

If the complaint is not resolved, the individual may request an informal hearing before the Title IX Coordinator. The request shall be in writing and submitted within fifteen (15) calendar days of the site administration investigation. The complaint shall be heard within ten (10) school days.

If the grievance is not resolved, the individual may request a formal hearing before the Superintendent. The request shall be in writing and submitted within fifteen (15) calendar days of the Superintendent hearing. The grievance shall be heard within fifteen (15) calendar days and the decision shall be in writing.

If the grievance is not resolved, the individual may request a formal hearing before the District Board of Education. The request shall be in writing and submitted within fifteen (15) calendar days of the Superintendent hearing. The formal hearing before the Board will be held in executive session. The grievance shall be heard within fifteen (15) calendar days and the decision shall be in writing.

If the grievance is still not resolved, the individual may appeal to a court of law. Judicial action must be commenced within thirty (30) calendar days after the written decision of the Board or the right to judicial review will be forfeited.

All hearings will be limited to two hours. The Hearing Officer will place appropriate time restrictions on the hearing proceedings to ensure all parties equal representation in the allotted time.

At each stage of the proceedings the district representative may: 1) conduct a de novo review and hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered; 2) receive and consider new documents, information and witness testimony.

However, upon appeal to the Board of Education, the Board shall only consider the documents, information and witness testimony presented at the hearing conducted by the Superintendent.

Failure to appeal to the next step in the appeals process within the time limit specified shall be deemed a withdrawal and final disposition of the grievance.

Provo City School District does not tolerate retaliation or intimidation of any kind towards anyone filing grievances under this procedure. Such retaliation and intimidation violates the District Safe Schools Policy and also may violate state and federal law. All participating parties will be informed of their right to be free from retaliation and intimidation.

Provo City School District will take swift and strict disciplinary action against any individual who retaliates against an appellant or who retaliates against a person who testifies, assists, or participates in an investigation proceeding or hearing in connection with an appeal.

Retaliation and intimidation may include, but is not limited to, any form of physical or verbal intimidation, reprisal, coercion, discrimination, physical or verbal harassment, threats, extortion, blackmail, or unwanted sexual contact.

**GLOSSARY**

**aggravated assault** - to intentionally cause serious bodily injury to another or use of a dangerous weapon or other
force likely to produce death or serious bodily injury.

**alcohol** - see glossary under “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

**alternative placement** - placement of a student in a program outside of his/her regular school setting. This may include, but is not limited to, the following: daytime alternative, 4:00-6:00 after-school alternative, and/or home placement.

**arson** - the act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

**assault** - an attempt with unlawful force or violence to do bodily injury to another, or a threat accomplished by show of immediate force of violence to do bodily injury to another, or an act committed with unlawful force of violence that causes or creates a substantial risk of bodily injury to another.

**Board** - the Provo City School District Board of Education.

**bullying** - bullying is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power, and may be repeated over time.

**bullying I** - Taunting, teasing, name-calling, spreading rumors, threatening or obscene gestures, excluding others from a group, or manipulation of friendship.

**bullying II** – Hitting, kicking, physical harm, destruction of property, enlisting someone to assault someone for you.

**controlled substance** - any drug delivered by a pharmacist to an ultimate user under a lawful prescription; see also definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

**criminal activity** - any activity that violates applicable criminal codes.

**cyber bullying** – cyber bullying includes the use of email, web pages, text messaging, instant messaging, three-way calling or messaging, or any other electronic mean of aggression inside or outside of school.

**disciplinary reassignment** - disciplinary action involving transfer to another room or school or alternative school placement for a specified period of time.

**distribution** - means to deliver other than by administering or dispensing a controlled substance or a listed chemical (see use, possession/sale).

**district** - the superintendent and/or designee(s).

**drug paraphernalia** - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

**due process** - notification to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. Due process includes the right to a hearing, the right to counsel, and the right to appeal.

**expulsion** - permanent removal of a student from school by the Board of Education.

**extortion** - obtaining of money, information or personal property from another by coercion or intimidation.

**fighting** - physical conflict between two or more individuals.

**firearms** - a pistol, revolver, shotgun, sawed-off shotgun, rifle, or sawed-off rifle, loaded or unloaded, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.

**flagrant** - outrageous, notorious, scandalous, glaringly bad.

**gang involvement II** – any level 1 violation committed while involved in any gang activity.

**gang involvement III** – any level 2 violation committed while involved in any gang activity.

**graffiti** - any form of unauthorized printing, writing, spraying, scratching, affixing, or inscribing on the property of another, regardless of the content or nature of the material used in the commission of the act.

**harassment I** – intentional, non-criminal behavior, which is targeted at an individual or particular member of a group; which can be verbal, physical or visual; and that is so severe or pervasive that it adversely affects the learning environment. (Offensive comments, jokes, suggestions or gestures directed to an individual’s/group’s race, ethnicity or national origin.)

**harassment II** - intimidation and/or demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law (UCA 53A-11-908).

**indecent exposure** - unauthorized exposure of one’s genitals, buttocks, anus, pubic area, or breast (if female) [UCA 76-9-702(1)].

**imitation controlled substance** - see definition of “use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances.”

**incendiary device** - any device designed to cause combustion or fire, including a lighter or matches.

**in-school suspension** - the student remains in a supervised location in school where work is provided, but regular
school freedoms are severely limited. Classes are not attended. The action may be recorded in the student’s folder.

**insubordination** - failure to obey an order by school authority.

**interfering device** - any device or object that interferes with the educational process, including lasers, laser pens, radios, portable CD players, portable telephones, pagers, or any electronic equipment or other disruptive objects.

**intimidation** - engaging in behavior, which prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal.

**loitering** - occupying an unauthorized place on or near the school grounds, property, or activities.

**mitigating** - to make less severe.

**O.S.S.** - Office of Student Services

**other similar harmful substances** - substances such as inhalants and prescription or over-the-counter drugs used inappropriately.

**parent(s)** - natural parents, foster parents, or legal guardians.

**possession** - physical control over real or personal property.

**school days** - one of the regularly scheduled 180 days in a school year and/or a summer school program.

**school personnel** - any school district employee, including administrators, teachers, coaches, counselors, staff, aides, interns and volunteers.

**school property** - school buildings and lands owned by the school district, vehicles funded by the Board of Education, any areas rented or leased by the school district, and areas in and around any school- or district-sponsored event.

**sexual battery** - a criminal, intentional, offensive touching (whether or not through clothing) of another’s anus, buttocks, any part of the genitals, or the breast of a female. [UCA 76-9-702(3)]

**sexual harassment I** - Sexual language, whether verbal or written, including joking; sexual conduct that is visual or silent or through any medium; or allegedly unintentional sexual touching -- all of which create a hostile environment.

**sexual harassment II** - Physical, intentional, sexual conduct, touching, threat or intimidation that is not criminal.

**special education** - specially designated instruction, at no cost to the parents or guardians, to meet the unique needs of a student with a disability. This education includes instruction conducted in the classroom, in the home, in a hospital or an institution, and in other settings and instruction in physical education.

**suspension** - involuntary temporary removal of a student from school attendance and activities.

**theft** - to obtain or exercise unauthorized control over the property of another.

**tobacco** - includes cigarettes, cigars, pipes, and smokeless or other tobacco products in any form.

**trespassing** - to enter or remain unlawfully on property, including being present on school grounds during a period of suspension or expulsion.

**use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances** - shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor acts thereto of the Utah Code.

**vandalism** - intentionally damaging, defacing or destroying the property of others.

**weapon** - any item that in the manner of its use or intended use is capable of causing death or serious bodily injury, including, but not limited to, BB-guns, air guns, pellet guns, blow guns, sling-shots, all knives, explosives, chemical, noxious, or flammable materials, and all items containing gun powder.

**wearing/displaying of gang apparel, signs or paraphernalia** - wearing of bandannas, headgear or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership. This includes gang signing.

**ADDENDUM**

**PROVO CITY SCHOOL DISTRICT**

**POLICIES AND PROCEDURES ON STUDENT USE OF TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES**

**CHEMICAL DEPENDENT ASSESSMENT / EVALUATIONS**

Screening is available through the Utah County Health Department, Division of Human Services. A referral is required. Those referred to Youth Treatment Services will be screened / assessed to determine the most appropriate placement for services.

Utah County Assessment – 851-7128
OUTPATIENT TREATMENT
Institute of Cognitive Therapy (ICT)  802-8608
Utah Family Institute (UFI)    802-9464
Addiction and Psychological Services  222-0603
Provo Canyon School Substance Abuse Services 227-2000
Other private providers located throughout Utah County

IN-PATIENT/RESIDENTIAL TREATMENT
Currently, there are no facilities available where adolescents may receive in-patient treatment without cost.
New Vision  465-7315
Heritage Residential Treatment Center    226-4600
Board approved: July 14, 1992