



**Parowan High School**

**Kim Bailey**  
Principal

**Bret Jacobsen**  
Assistant Principal

*“Home of the Rams”*

**Student**

**Handbook**

**2023-24**

<p>Welcome Forward TRUE RAMS</p> <p><b>Part I Schedules</b> Bell Schedule End of Quarter School Calendar</p> <p><b>Part II Policies and Procedures</b> Absences Procedures for Absences Dress Code Class Changes Discipline Procedures General Expectations Building Security Accidents Activities Automobiles Extracurricular Bullying and Hazing Extracurricular Fees Grades Insurance Lockers Lunch Positive Behavior Environment Powerschool Public Displays of Affection Remediation</p>		<p>Safe Schools Cell Phones Fire Drills and Lockdown Communication Fire Drills School Trustlands Telephones Textbooks/Chromebooks Tutoring Credit Recovery 7-8 Grade End of Term Activity Clubs Advertisement</p> <p><b>Part III Faculty/Staff</b> Faculty Staff</p>	
---	--	--	--

# WELCOME TO PAROWAN HIGH SCHOOL

On behalf of the staff at Parowan High School, I would like to welcome you to the beginning of another school year. This handbook is designed to provide you with information, policies, expectations and procedures at Parowan High School. I hope that you, parents and students, will spend a few minutes reviewing this folder. If you have any questions, please contact me during school hours. **More details on district policies and procedures are linked through the school or district website.**

It takes all of us, school, student, and parents, to make the school experience a rewarding one. I encourage students and parents to get involved in the various school activities. It is these experiences that make high school memorable. Have a great year!

## FORWARD

This handbook has been designed for the purpose of providing a format to enhance continuity in the operation of Parowan High School.

Each student should become familiar with the contents and refer to the handbook from time to time as various situations arise during the school year.

The purpose for any “handbook” is to provide a guideline or pattern for consistent application of policy and procedures. Study the guide and refer to it often.

# Parowan High School True **RAMS**

**R**espectful, **A**ccountable, **M**ake a Difference, and **S**erve Others

**Parowan High School mission statement:** “Parowan High School will empower students with an understanding of citizenship, service, accountability, and life-long learning.”

# PART I

## Bell Schedule

### Bell Schedule

2023-24

#### **Regular Schedule (Mondays-Thursdays)- (70-Minute Classes)**

Warning Bell	<b>7:50</b>			
<b>1<sup>st</sup> Hour</b>	7:55	-	9:05	<b>(70)</b>
<b>2<sup>nd</sup> Hour</b>	9:10	-	10:20	<b>(70)</b>
<b>3<sup>rd</sup> Hour</b>	10:25	-	11:35	<b>(70)</b>
<b>Lunch</b>	<b>11:35</b>	-	<b>12:15</b>	<b>(40)</b>
<b>4<sup>th</sup> Hour</b>	12:15	-	1:25	<b>(70)</b>
<b>5<sup>th</sup> Hour</b>	1:30	-	2:40	<b>(70)</b>

#### **Friday-Early Out (40 Minute Classes)**

Warning Bell	<b>7:50</b>			
<b>1<sup>st</sup> Hour</b>	7:55	-	8:35	<b>(40)</b>
<b>2<sup>nd</sup> Hour</b>	8:40	-	9:20	<b>(40)</b>
<b>CCR</b>	<b>9:25</b>	-	<b>9:45</b>	<b>(20)</b>
<b>3<sup>rd</sup> Hour</b>	9:50	-	10:30	<b>(40)</b>
<b>4<sup>th</sup> Hour</b>	10:35	-	11:15	<b>(40)</b>
<b>5<sup>th</sup> Hour</b>	11:20	-	12:00	<b>(40)</b>
<b>Lunch</b>	<b>12:00</b>	-	<b>12:35</b>	<b>(35)</b>

#### **SHORTENED AM Assembly Schedule**

Warning Bell	<b>7:50</b>			
<b>1<sup>st</sup> Period</b>	7:55 – 8:52			<b>(57)</b>
<b>2<sup>nd</sup> Period</b>	8:57 – 9:54			<b>(57)</b>
<b>3<sup>rd</sup> Period</b>	9:59 – 10:55			<b>(56)</b>
<b>ASSEMBLY</b>	<b>11:00 – 11:35</b>			<b>(35)</b>
<b>LUNCH</b>	<b>11:35 – 12:15</b>			<b>(40)</b>
<b>4<sup>th</sup> Period</b>	12:15 – 1:25			<b>(70)</b>
<b>5<sup>th</sup> Period</b>	1:30 – 2:40			<b>(70)</b>

## **SHORTENED PM**

Warning Bell	<b>7:50</b>	
<b>1<sup>st</sup> Period</b>	7:55 - 9:05	<b>(70)</b>
<b>2<sup>nd</sup> Period</b>	9:10 - 10:20	<b>(70)</b>
<b>3<sup>rd</sup> Period</b>	10:25 - 11:35	<b>(70)</b>
<b>LUNCH</b>	11:35 - 12:15	<b>(40)</b>
<b>4<sup>th</sup> Period</b>	12:15 - 1:05	<b>(50)</b>
<b>5<sup>th</sup> Period</b>	1:10 - 2:00	<b>(50)</b>
<b>ASSEMBLY</b>	2:05 - 2:40	<b>(35)</b>

### **Ending of GRADING PERIODS**

- 1<sup>ST</sup> Quarter - October 13<sup>th</sup>
- 2<sup>nd</sup> Quarter - December 20<sup>nd</sup>
- 3<sup>rd</sup> Quarter - March 8<sup>th</sup>
- 4<sup>th</sup> Quarter - May 24<sup>th</sup>

### **School Calendar**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/2549/Iron\\_District/2723003/23-24\\_Calendar\\_REVISED\\_AUG\\_.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2549/Iron_District/2723003/23-24_Calendar_REVISED_AUG_.pdf)

## **PART II**

# **POLICIES AND PROCEDURES**

## **ATTENDANCE**

Attendance

[https://docs.google.com/document/d/16\\_q9x1utKEdqTONEYC6v-5jSIG5VvAYktRMgONci3Fw/edit#heading=h.lrp98nqgtl0z](https://docs.google.com/document/d/16_q9x1utKEdqTONEYC6v-5jSIG5VvAYktRMgONci3Fw/edit#heading=h.lrp98nqgtl0z)

PHS Tardies

[https://docs.google.com/document/d/13\\_PcEEIEdPhd\\_XszlTeW6jfRWxJ4zl86cQnShZah5qU/view](https://docs.google.com/document/d/13_PcEEIEdPhd_XszlTeW6jfRWxJ4zl86cQnShZah5qU/view)

(1) **Absence** ([53G-6-201](#))(1)

- (a) "Absence" or "absent" means the failure of a school-age child assigned to a class or class period to attend a class or class period.

- (b) "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.
- (c) "Educational neglect" means the same as that term is defined in Section [80-1-102](#).

(2) **Unexcused absence**

Means a student's absence from school for reasons other than those authorized under the LEA policy.

(3) **Valid Excuse** ([53G-6-201](#))

- (a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- (b) mental or behavioral health of the school-age child;
- (c) a family death;
- (d) an approved school activity;
- (e) an absence permitted by a school-age child's:
- (f) individualized education program; or
- (g) Section 504 accommodation plan;
- (h) an absence permitted in accordance with Subsection 53G-6-803(5); or
- (i) any other excuse established as valid by a local school board, charter school governing board, or school district.

"Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described in Subsections (10) unless specifically permitted by the local school board, charter school governing board, or school district under Subsection (10)

**A notice of compulsory education violation issued to a parent:** ([53G-6-202](#)) #4

shall direct the parent to:

- (a) meet with school authorities to discuss the school-age child's school attendance problems; and
- (b) cooperate with the local school board, charter school governing board, or school district in securing regular attendance by the school-age child;
- (c) shall designate the school authorities with whom the parent is required to meet;
- (d) shall state that it is a class B misdemeanor for the parent to intentionally or without good cause:
- (e) fail to meet with the designated school authorities to discuss the school-age child's school attendance problems; or
- (f) fail to prevent the school-age child from being truant five or more times during the remainder of the school year;
- (g) shall be served on the parent by personal service or certified mail; and
- (h) may not be issued unless the school-age child has been truant at least five times during the school year.

(4) **Truant** ([53G-6-201](#)) (#8)

Truant: means absent without a valid excuse.

(5) **Habitual Truant** ([53G-8-211](#))

means a school-age child who:

- (i) is in grade 7 or above, unless the school-age child is less than 12 years old;
- (ii) is subject to the requirements of Section 53G-6-202; and
- (iii) is truant at least 10 times during one school year; or
- (iv) fails to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206.

**Habitual Behavior** ([53G-8-211](#))

(#3) If a minor is alleged to have committed an offense on school property that is a class C misdemeanor, an infraction, or a status offense, the school administrator, the school administrator's designee, or a school resource officer may refer the minor:

- (I) a mobile crisis outreach team;
- (II) a youth services center as defined in Section 80-5-102;
- (III) a youth court or comparable restorative justice program;
- (IV) evidence-based interventions created and developed by the school or school district; and
- (V) other evidence-based interventions that may be jointly created and developed by a local education agency, the state board, the juvenile court, local counties and municipalities, the Department of Health, or the Department of Human Services.
- (VI) a tobacco cessation or education program if the offense is a violation of Section [76-10-105](#); or

for prevention and early intervention youth services, as described in Section [80-5-201](#), by the Division of Juvenile Justice Services if the minor refuses to participate in an evidence-based alternative intervention described in Subsection [\(3\)\(a\)](#).

(4) Except as provided in Subsection (5), if a minor is alleged to have committed an offense on school property that is a class C misdemeanor, an infraction, or a status offense, a school administrator, the school administrator's designee, or a school resource officer may refer a minor to a law enforcement officer or agency or a court only if::

- (I) the minor allegedly committed the same offense on school property on two previous occasions; and
- (II) the minor was referred to an evidence-based alternative intervention, or to prevention or early intervention youth services, as described in Subsection [\(3\)](#) for both of the two previous offenses.

## ABSENCES

Attending school on a regular basis is vital to educational success. Students who choose not to attend are in danger of failing and/or putting their progress towards graduation in jeopardy. Absences fall into three major categories: [\(ICDS: IKG\)](#)

EXCUSED- parent contact with the school verifying an absence either by phone, note, or in person.

**If a student is absent, parents must excuse the student within 3 days of the absence, or it will remain an unexcused absence.** It is the student's responsibility to pick up and complete any missed work. **Students may not be excused from one class to complete the work for another class.**

- a. The school may require a doctor's note if deemed necessary due to excessive absences whether excused or unexcused.
- b. In the case of excessive absences (excused or unexcused) the school administrator may require a parent/student conference to discuss options to address the problem.
- c. The school may utilize the Truancy Support Center as an intervention for secondary students.

UNEXCUSED- any unauthorized absence from school.

If a student is later than **ten minutes**, the tardy becomes an unexcused absence. If a student leaves the classroom early without permission and does not have his or her parent excuse them through the front office before they leave, he or she will be marked as an unexcused absence.

Any student who leaves school during the school day is required to check out through the attendance office. A parent or guardian must contact the office prior to the time of the student's check out for the absence to be excused. If the student does not check out through the office, the absence will automatically be an unexcused absence.

SCHOOL EXCUSED- any organized school activity away from campus.

Students who have a doctor certified extended illness may be placed on Homebound Instruction with administrative approval.

Participation classes (i.e. music, PE, drama, art, shop, etc.) may base a large part of the grade on class participation. Academic classes, as well, may include participation and attendance as part of their grading system.

**EXCESSIVE ABSENCES -(IKG)** In the case of excessive absences (excused or unexcused) the school administrator may require a parent/student conference to discuss options to address the problem.

**Students involved in extracurricular activities must attend all of their classes prior to their departure time the day of a given activity. There are rare exceptions, but the principal or vice-principal must approve those PRIOR to leaving campus. These absences must be verified.**

**Absences on the day of an activity will result in that student NOT being able to participate that day.**

## **PROCEDURES for UNEXCUSED ABSENCES and TARDIES:**

### 1a-Parent Contact:

After 10 unexcused absences or two (2) days, parents will be contacted by the Attendance Secretary.

### 1b-Tardies:

After 10 tardies, (tardies can not be excused) students will be contacted by the Attendance Secretary. Parents will also be notified.

### 2a- Absences:

Warning Letter sent after 15 unexcused or three (3) days. Students and parents will be notified by the Assistant Principal and given a warning.

- Teacher/student/administrator conference
- Attendance is monitored by our School Resource Officer (SRO)
- Students will be told that after 25 unexcused absences they may spend one or more day(s) in Solutions Room

### 2b-2b-Tardies:

After 15 tardies, students will do the following:

- Student meeting with Administrator
- Parent contact
- Final Warning

### 2bb-Tardies:

After 20 tardies, students will do the following:

- Student meeting with Administrator
- Parent contact
- Friday School from 12:00 - 12:35

### 3a- Absences:

After 25 unexcused absences, students will spend one at least (1) day in the Solutions Room. After 10 unexcused absences thereafter students will complete at least one additional day in the Solutions Classroom.

Students will be required to complete the following before they may return to regular classroom:

Goals/Expectation sheets.

- These include expectations for making up missing or late work.
- It also requires the student to demonstrate the ability to remain on task while in the Solutions Classroom as they complete their work.

### 3b-Tardies:

#### 3b-Tardies:

After 25 tardies, students will do the following:

- Student meeting with Administrator
- Parent contact
- Friday School from 12:00 - 12:35

4a- Absences:

After 30 unexcused absences, Parents, students, and administrators will meet to discuss the student’s solution goals. We will also discuss additional options including the following:

- Truancy Center,
- Truancy Court Mediation
- Educational Neglect,
- Revised Class Schedules,
- Alternate Placement.

As a team, we will form a student attendance plan for success. If a student reaches 15 days of unexcused absences, he or she shall be issued a habitual truancy citation.

4b-Tardies:

After 30 tardies, students will do the following:

- Student meeting with Administrator
- Parent Meeting
- Behavior Contract
- Friday School from 12:00 - 12:35

Quick Glance Reference Sheet:

1a. 10 Unexcused 1b. 10 Tardies	Student Parent Contact
2a. 15 Unexcused 2b. 15 Tardies 2bb. 20 Tardies	Warning Letter and Student /Parent Contact Final Warning Friday School 12:00 - 12.35
3a. 25 Unexcused 3b. 25 Tardies	At Least 1 Day in the Solutions Classroom Friday School
4a. 30 Unexcused 4b. 35 Tardies	Parent/ Admin Meeting Behavior Contract

**PHS Graduation Ceremony Participation Privilege: ICSD Code: IKF**

**Graduation Ceremony Participation Privilege:**

Administration of boundary high schools reserve the right to deny participation in the graduation ceremony to seniors who have violated the law or safe school policies, or for habitual truancy or other special circumstances as agreed upon by both the school administrator and the Director of Secondary Education.

## DRESS CODE JFCA

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/ administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

These are "MINIMUM" Iron County School District Standards. Individual school/classroom dress policies may include additional or higher standards to provide an educational environment as free from distraction as possible. Current fashion trends may dictate additional standards. Individual principals/teachers must clearly communicate their school's/classroom's dress code policy to students and parents and be consistent in its enforcement within their building/classroom.

- Shoes, or appropriate footwear, must be worn at all times.
- Outfits are not permitted which show, or appear to show undergarments or are unduly revealing. Front, back, and sides must be covered.
- Shoulder straps must be at least three inches wide.
- Shorts and skirts must be at least mid thigh in length.
- Ripped or torn clothing must meet the dress standards for coverage.
- Face paint and distracting accessories are not permitted.
- Accessories must be appropriate for the learning environment
- Extreme hairstyles or colors are not permitted.
- Distracting, excessive, or dangerous face or body piercing is not permitted.
- Clothing apparel and accessories that appear to be gang related are not permitted.
- Clothing with vulgar language, inappropriate pictures (sexually oriented, gang or violence related), alcohol or cigarette advertising, depicting illegal substances or any other illegal activities are not permitted.

Parents have the responsibility of ensuring that students are dressed properly for school. Students who are in violation of this "MINIMUM" approved dress policy, and those established in schools and classrooms with higher standards will be sent to the office. The student in violation of the dress policy will not be allowed to return to class until approved by an administrator or designee.

## CLASS CHANGES

District policy states that all class changes are \$15. Changes will be made only with parental approval and are discouraged after the second week of the quarter; **otherwise credit may be in jeopardy. Students may not drop a class in order to avoid a bad grade.**

## DISCIPLINE PROCEDURES

In accordance with the Iron County School District policy on discipline, **minor** offenses will fall under these guidelines:

- Student/teacher conference
- Student/teacher/parent conference
- Student/teacher/parent/administrator conference

**Major** offenses or Safe School violations will involve the school administration and, if necessary, the SRO.

Discipline options may include, but are not limited to: verbal warnings, contracting, tracker sheets, restitution, placement in the Solutions program, placement at the Truancy Support Center (TSC) in Cedar City, suspension, court referrals, and expulsion.

Each teacher will have a set of classroom expectations that students must meet in order to have the classroom run efficiently. These will be discussed at the beginning of the school year and reinforced throughout the remainder of the school year.

## GENERAL EXPECTATIONS

***ALL** people associated with Parowan High School are to comply with these general expectations:*

- *Use acceptable language.*
- *Keep all areas of Parowan High School clean.*
- *Report any graffiti or vandalism immediately to the office.*
- *Abide by established classroom expectations.*
- *For safety reasons- no running, shoving, or horsing around in the halls.*
- *During general assemblies with special guests, themes, or presenters, there is to be no booing, whistling, or yelling. There is to be no food or drink in the auditorium. Show your appreciation by remaining quiet and clapping at appropriate times.*
- *Be on time and prepared for the day.*
- *Be a positive contributor to Parowan High School.*

## BUILDING SECURITY

Your students' safety is one of our top concerns. We ask **ALL** visitors and **Parents** to check in at the office while they are in the building.

Former students and students from other schools **are not** allowed on campus during school hours.

Students involved in extracurricular activities are to be under the supervision of a coach or advisor at all times, **AT NO TIME ARE STUDENTS TO BE UNSUPERVISED.** The building will be secure by 3:30 p.m.

Any suspicious activity should be reported to the office immediately.

## ACCIDENTS

Any accident that occurs on school grounds or at school activities, including athletics, must be reported to the supervising adult. That adult will complete an accident report that will be kept on file in the office.

## ACTIVITIES

Parowan High School offers many opportunities for students to become involved. Athletic teams, clubs, special interest groups, dances, etc. are great opportunities for students to become involved as participants or spectators. Students in the seventh and eighth grades have limited options but can attend most high school activities. Dances, unless designated for seventh and eighth grade students, are for high school students exclusively.

Note: All school activities have to be approved by school administration:

<https://sites.google.com/ironmail.org/icsd-policy-handbook/policies/section-i/igda-student-activities>

## APPOINTMENTS

If you would like to visit with a teacher or teachers, please contact the office and an appointment will be set up for you. Class time is valuable; so please **DO NOT** go and interrupt class in order to visit with a teacher. If you need to pick up your student for an appointment, please come into the office. The student will be called to the office at which time he/she may be checked out of school. Please try to set up appointments outside of school hours.

## AUTOMOBILES

Students are asked to park their vehicles in designated lots or, if necessary, on Main Street. The school has ample parking on campus. Do not park in the handicapped stalls or behind the buildings close to the greenhouse. For safety reasons, please be mindful of your speed as you enter and exit our parking lot.

## BULLYING AND HAZING -JFBA

Please refer to ICSD Policy JFBA:

<https://sites.google.com/sedck12.org/icsd-policies-and-handbooks/district/section-j/jfba-bullying-cyber-bullying-harassment-hazing-retaliation>

Any incident needs to be reported immediately to the teacher, coach, or advisor after the incident occurs. Administration will be notified and, if necessary, the school resource officer.

## EXTRACURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS

An individual must be a full time student in order to be eligible to represent his/her high school in activities including serving as a student body officer or representative, class officer or representative, any activity sanctioned by the Utah High School Activity Association (UHSAA), and any public performance of band, chorus, dance, drama, forensics or clubs.

a-The UHSAA and ICSD have set minimal academic standards for extracurricular activities. A student needs a 2.0 GPA and no more than one "F", "I", or "NG" can appear on the previous quarterly report card. If a student fails to meet these standards, he/she will be declared ineligible for the next quarter. In order to regain eligibility, they have to once again meet the established standards.

b-Students will have a maximum of five (5) school days after the end of the quarter to correct any grade deficiencies. Once the grades are "posted" after these 5 days, eligibility may not be regained.

c-Students identified as "resource" are expected to meet eligibility requirements unless it is specifically stated in their IEP that they are exempt from this policy.

Extracurricular activities are classes held outside the regular schedule. A letter grade of “P” or “F” is earned based upon, primarily, participation. This participation includes practices and performances. Attendance is the key indicator for accountability and commitment.

## **FEES AND FEE WAIVERS**

Student fees are charged for various classes, activities, or sports participation. Please refer to the fee schedule to determine what fees will need to be paid at registration time. Registration payments and forms will take place online.

For those who might qualify, please read the insert, Iron County School District policy IGDE-R, found in this folder.

## **GRADES**

Two formal notifications from the school will be sent to each student’s home, a mid term report and a quarterly report card. The quarterly grades are the ones that will appear on the student transcript. Please feel free to contact a teacher with any academic concerns.

Letter grades, A, B, C, D, or F, are based on attendance, homework, test grades, quizzes, class work, projects, and participation. Teacher grading standards are explained in the course disclosures given out at the beginning of the year.

For those students who fail a class, please refer to the **REMEDIATION** section of this folder.

## **INSURANCE**

Parowan High School and the Iron County School District do not have insurance to cover accidents that may occur on campus or at school activities. We encourage you to get a student insurance program with minimal premiums if you do not have family health insurance.

If you do not have student insurance and may qualify under the Utah State Children’s Health Insurance Program (CHIP), please call 1-888-222-2542.

Completed accident reports will be available for insurance claims.

## **LOCKERS**

Lockers will no longer be issued at Parowan High School.

PE lockers will be issued by the PE coaches. We suggest purchasing a lock and keeping your valuables locked during your PE classes.

## **LUNCH**

Parowan High School has an open campus for lunch. Students may eat lunch at home, Parowan Elementary, bring their lunch, or eat at any of the local businesses in town. Lunch should be eaten outside the school or in the Commons/Aux. Gym. **NO FOOD OR DRINK IS TO BE IN THE HALLS.** Trash should be disposed of properly.

## **POSITIVE LEARNING ENVIRONMENT**

In order to create a positive learning environment and in conjunction with our Cool 2 Care program students should strive to become TRUE RAMS by holding to these commitments:

- Respectable
- Accountable
- Makes a difference
- Serve others

When our students buy into these collective commitments the school culture becomes a positive learning environment for all of our stakeholders.

## **POWERSCHOOL**

PowerSchool is a web based management system that tracks attendance and grades for each student. Parents and students are given passwords so PowerSchool can be accessed from any online computer. You can also email individual teachers if there is a need. Please check your student's grades and attendance often.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

In order to maintain a high standard of conduct, students should refrain from public displays of affection in the school building or on school property.

## **REMEDIATION**

Students who fail a class or classes are responsible for making up the lost credit. There is a minimum \$40 fee associated with **any** remediation or class retake. Students will be placed in a Credit Recovery Class, and they will exit a non-core class; until core credit is completed. **Deficient credit needs to be made up as quickly as possible to remain on track for graduation. Students that are credit deficient will be placed in alternative learning systems or schools -such as SEA or Edgenuity.**

## SAFE SCHOOLS

You will have received a copy of the Safe School Policy prior to the beginning of school. This policy is for the more serious offenses that might occur at school. Read it carefully, sign the attachment, and return the attachment at registration time. Please retain the policy for reference purposes.

<https://sites.google.com/sedck12.org/icsd-policies-and-handbooks/district/section-j/jfb-e-safe-schools-policy>

<https://sites.google.com/sedck12.org/icsd-policies-and-handbooks/district/section-j/jfb-safe-school-policy>

INAPPROPRIATE BEHAVIOR	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
<p><b>Discrimination/Racism/Hate Speech</b> Parowan High School strictly prohibits any act of discrimination, racism and hate speech.</p> <p><b>Hate Speech</b> Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, gender identity, sexual orientation or other protected classes.</p>	<ul style="list-style-type: none"> <li>• 1-3 day in-school suspension</li> <li>• Parent Notification</li> <li>• Restorative Justice</li> <li>• Admin and/or police involvement</li> </ul>	<p>3 –10 day out-of school suspension</p> <ul style="list-style-type: none"> <li>• Police Involvement</li> <li>• Restorative Justice</li> <li>• Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day out-of-school suspension</li> <li>• Possible referral to district office for safe-schools violation and possible expulsion or alternative placement.</li> <li>• Police Involvement</li> </ul>
<p><b>Alcohol, or Drug Use or Distribution-</b> Possessing or using narcotic, controlled substance or paraphernalia prohibited by law for possession or use. (Required student prescription medication must be cleared through administrative offices). (UHSAA guidelines will be followed for participants of all clubs, organizations, teams, etc).</p>	<ul style="list-style-type: none"> <li>• Police citation possible</li> <li>• Up to a 10-day out-of school suspension</li> <li>• Safeschools hearing and possible expulsion or alternative placement</li> </ul>	<ul style="list-style-type: none"> <li>• Police citation</li> <li>• 10-day out-of school suspension</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement</li> </ul>	<ul style="list-style-type: none"> <li>• Police citation</li> <li>• 10-day out-of school suspension</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement</li> </ul>
<p><b>Assault and Battery -</b> Inflicting bodily harm and/or committing an assault upon another person.</p>	<ul style="list-style-type: none"> <li>• Police involvement</li> <li>• Out-of-school suspension 1-3 days</li> <li>• Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Police involvement</li> <li>• 3-5 day out-of-school suspension</li> <li>• Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Police involvement</li> <li>• 10-day out-of school suspension</li> <li>• Referral to district office for safe school violation and possible expulsion or alternative placement</li> </ul>

<p><b>Bullying/Harassment -</b> Parowan High School strictly prohibits any act of bullying, cyber-bullying, or harassment, on any school property or in conjunction with any school activity/function or disrupts the educational environment. For more information, please see ICSD policy.</p>	<ul style="list-style-type: none"> <li>• Possible 1-3 days suspension</li> <li>Counselor referral</li> <li>• Admin and/or police involvement</li> <li>• Parent notification</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Possible police involvement</li> <li>• Student/parent conference</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 10 day suspension</li> <li>• Police involvement</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement</li> </ul>
<p><b>Disruptive Behavior -</b> Acts that disrupt or threaten to disrupt the educational process in the classroom, hallways or at school functions including, but not limited to, disobedience, disrespectful behavior, inappropriate language, harassment, discrimination, or defiance of authority, or any conduct tending to cause disruption or arouse alarm, anger, or resentment in others.</p>	<ul style="list-style-type: none"> <li>• Up to 3 days suspension</li> <li>• student parent / conference</li> <li>• Classroom consequences</li> <li>• Work with a Behavior Coach.</li> <li>• Student Tracker</li> </ul>	<ul style="list-style-type: none"> <li>• Administration/Parent/Student/Teacher conference</li> <li>• 1-3-day school suspension</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• 3-10-day out-of school suspension</li> <li>• Police involvement</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement for habitually disruptive students.</li> </ul>
<p><b>Fighting -</b> Engaging in any physical form of fighting, regardless of person initiating fight or whether student believes he/she was acting in self-defense including hitting, slapping, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person. <i>Discipline will be given whether on/off campus or during/after school hours depending on its effects on the school environment.</i></p>	<ul style="list-style-type: none"> <li>• Parent/Student/Administration conference</li> <li>• Suspension 1-3 days</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5-day out-of school suspension</li> <li>• Police involvement</li> <li>• Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• 10-day out-of school suspension</li> <li>• Police involvement</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement</li> </ul>
<p><b>Hazing -</b> Committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization.</p>	<ul style="list-style-type: none"> <li>• Parent/administrator/student conference</li> <li>• 1-3 day school suspension</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/administrator/student conference</li> <li>• 3-5 day in-school suspension</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• 10-day out-of school suspension</li> <li>• Police involvement</li> <li>• Referral to district office for safeschools violation and possible expulsion or alternative placement</li> </ul>

<p><b>Conduct that Requires Suspension or Expulsion under Safe Schools Policy -</b> Any violation of safe schools policy including, but not limited to, possession of a weapon, possession, or distribution of a drug or controlled substance, or or act of force which would constitute a class A misdemeanor. See page 9-10 (JFB)</p>	<ul style="list-style-type: none"> <li>•Parent/administrator/student conference</li> <li>• 10-day out-of school suspension</li> <li>• Safe School Hearing</li> <li>• Referral to district office for possible expulsion or alternative placement</li> </ul>		
<p><b>Theft -</b> Unauthorized taking, using, transferring, hiding, possessing, or receiving property of another person or of PHS/ICSD without consent of the owner. Thefts over \$300 will be handled as a second or third offense.</p>	<ul style="list-style-type: none"> <li>•Possible 1-3 day school suspension</li> <li>•Parent/administrator/student conference</li> <li>• Restitution</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>•3-5 day out-of school suspension</li> <li>• Possible referral for expulsion</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• 10-day out-of school suspension</li> <li>•Referral for expulsion hearing.</li> <li>• Police involvement</li> </ul>
<p><b>Tobacco/Vaping-</b> Possessing or using tobacco or vape in a district building or a district vehicle during or after school hours and/or within 1,000 feet of school.</p>	<ul style="list-style-type: none"> <li>•Parent/administrator/student conference</li> <li>• 1-3-day school suspension</li> <li>• Police involvement</li> <li>• Complete vaping/tobacco course</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5-day school suspension</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• 10-day out-of school suspension</li> <li>• Police involvement</li> <li>• Referral for Safe School hearing and possible expulsion or alternative placement</li> </ul>
<p><b>Vandalism -</b> Defacing, cutting, or otherwise damaging property belonging to school or district, other students, school staff members or other individuals on school property, at school activity, in district vehicle, or under supervision of school staff</p>	<ul style="list-style-type: none"> <li>•Parent/administrator/student conference</li> <li>• Possible 1-3 day suspension</li> <li>• Restitution</li> <li>•Police involvement</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day school suspension</li> <li>• Restitution</li> <li>• Police involvement</li> <li>• Possible referral for expulsion</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>•10-day school suspension</li> <li>•Restitution</li> <li>• Police involvement</li> <li>• Referral for expulsion</li> <li>• Restorative Justice</li> </ul>

**If a student has a Sexual Harassment complaint against an administrator, they can bypass reporting to an administrator and go directly to the Title IX Coordinator.  
Janette Stubbs at the District Office @ [janette.stubbs@ironmail.org](mailto:janette.stubbs@ironmail.org)**

## CELL PHONES

Students:

1-Cell Phones are to be placed in a bag or in the school cell phone holder located in each room as the student enters the classroom. (We will need to practice this every day for the first few days.)

- 2-Cell phones can only be used by permission only and according to district policy need to support and enhance instructional activities.
- 3-Cell phones will be taken if they are seen in the classroom and brought to the office.
- 4-If a student refuses to give up his or her phone, both the phone and the student need to be sent to the office.
- 5-Students are not to touch other phones that do not belong to them.

Here is the copy of the ICSD District Policy regarding private devices. (The ICSD Code is EBC)

- 2) The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
- 10) Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.
- 12) The teacher may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network. See Iron County School District Network Services/Internet Acceptable Use Policy.
- 13) Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

## **FIRE DRILLS & Safety PROCEDURE**

- 1. A loud buzzer is the fire alarm.
- 2. Upon the sounding of the alarm, all students and staff are to exit the building immediately.
- 3. An evacuation map is to be posted in each room. Take the mustard colored emergency bag with you as you exit the building. Please lock and close your classroom door.
- 4. Teachers take roll at your assembly site and immediately turn on your radio.
  - When roll is called over the radio, please signify that you have all of your assigned students.
  - If a student is missing, please let us know.

### **School Safety Procedures**

#### **1-HOLD**

##### **In Your Room or Area CLEAR THE HALLS**

There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

#### **2-SECURE**

##### **Get Inside, Lock Outside Doors SECURE (GET INSIDE, LOCK OUTSIDE DOORS)**

The Secure Protocol is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

#### **3-LOCKDOWN**

##### **Locks, Lights, Out of Sight LOCKDOWN (LOCKS, LIGHTS, OUT OF SIGHT)**

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

#### **4-EVACUATE**

**A Location may also be given**

##### **EVACUATE TO A LOCATION**

Evacuate is called when there is a need to move people from one location to another.

Most often, evacuations will be necessary when there's a heating/ventilation system failure, nearby gas leak, or bomb threat. In those cases, people will be allowed to bring their personal items with them. An evacuation drill is very similar to a fire drill.

#### **5-SHELTER**

**State the Hazard and Safety Strategy**

##### **SHELTER**

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornado, earthquake, hazardous materials situation or other local threats.

Other emergency drills will be outlined throughout the year and practiced at regularly scheduled times.

### **SCHOOL TRUST LAND MONEY**

Each year Parowan High School receives an amount of money from the State to help students improve their academic skills. Over half of that money goes towards student support, curriculum improvement, and staff development. It has also purchased additional resources for students and teachers to achieve this goal. We appreciate the support from our legislature. A more detailed version of this plan is available upon request.

### **TELEPHONES**

Because of incoming calls, student use of school phones is limited. There is a student phone outside the main office for student use before and after school, during class breaks, and lunchtime. If there is an actual emergency, a phone will be made available for student use.

### **TEXTBOOKS/CHROMEBOOKS**

Students are issued textbooks for classroom instruction. Students are responsible for any damage that occurs to a book and, if necessary, they will need to replace a lost, damaged, or destroyed book/chromebook.

### **TUTORING**

Teachers will be available before and after school for more individualized instruction. Please contact the specific teacher to set up times. Tutoring will also be available through the learning center.

### **CREDIT RECOVERY**

## “F” Remediation Policy Grades 9-12

### Parowan High School

**Remediation** is defined as: helping a student relearn concepts in order to bring his/her grade up to an acceptable level.

Remediation needs to be completed **within the following quarter** of the failing grade. If grade is not remediated after that quarter, students will be placed on a credit recovery program such as Edgenuity for a “P” not a letter grade.

#### **Remediation Steps:**

1. Obtain a contract from the counseling office.
2. Pay \$40 at the office.
3. Take the receipt and contract to the teacher and arrange to complete the work.
4. Finish the work within that next quarter.
5. The teacher will then submit a grade change form with a LETTER grade.

(Note: It is only expected that a teacher aids the student to obtain a passing letter grade for remediation.) *If the make-up is not completed within that next quarter, the money will NOT be refunded. Remediation is only to get from a failing grade to passing at 60%.*

Students may, upon teacher discretion, be allowed 5 *school days* after the last day of the term (grade posting time) to make up a failing grade free of charge. (Teachers need to be contacted before the end of the term if this accommodation is to be given to students.) *Note: this is not an automatic right and must be approved by the teacher for extreme cases only.*

*\*Note: UHSAA Eligibility Scholastic Rule, Section 7 states that, "grade changes after that time ("that time" meaning - posting of grades) cannot restore lost eligibility, except for a documented clerical error."* See counseling office for other methods of credit recovery.

#### **Credit Recovery:**

Students that are academically deficient will be pulled from an elective course and placed in Credit Recovery to make up the missing core credit. When the student completes the credit, he or she will be placed back into the elective class. This placement will be determined by the school administration.

### **7-8 GRADE END of TERM/ACTIVITY**

Purpose:

At PHS, we would like to reward the accomplishments of those students who have passed all of their classes at each grade level. The reasoning behind this program is to better prepare our students to meet high school graduation requirements. We also would like to aid in teaching and developing good study habits and encouraging positive goal setting. For this purpose, we developed a system of recognition and rewards to support our student body.

### Requirements for Participation:

**Students who earn 10 out of 10 possible credits will be allowed to participate in an end of year activity.** If a student fails a class, they will be allowed to remediate. (see steps below)

Also, at the end of each term, we will have a reward to recognize and encourage academic success. Participation in the end of term reward requires students to pass all classes within that term.

*NOTE: Students who haven't met this goal, will still be promoted to 8-9th grades (except under special circumstances); they will just not be allowed to participate in the activities.*

**Remediation** is defined as: helping a student relearn concepts in order to bring his/her grade up to an acceptable level.

Remediation needs to be completed **within the following quarter** of the failing grade. If grade is not remediated after that quarter, students will not be allowed to participate in the end of year activity.

### **Remediation Steps:**

1. Develop contract with teacher (immediately after the quarter.)
2. Arrange to complete the work.
3. Finish the work within that next quarter.
4. The teacher will then submit a grade change form with a grade.

Special arrangements will be made on a case-by-case basis for students with disabilities (IEP, 504) and transfer students, etc. (Note: It is only expected that a teacher aids the student to obtain a passing letter grade for remediation.)

Students may, upon teacher discretion, be allowed *5 school days* after the last day of the term (grade posting time) to make up a failing grade. (Teachers need to be contacted before the end of the term if this accommodation is to be given to students.) *Note: this is not an automatic right and must be approved by the teacher for extreme cases only.*

## **Clubs**

### **Co-Curricular:**

PHS supports two basic types of student clubs. The first type is called Co-curricular. These types of clubs are tied to state curriculum and are an extension of guided state core standards and classes that are

offered in our school. Some examples of these clubs are FFA, FBLA, FCLA and Skills USA. Since these programs are an extension of classroom curriculum, students can be school excused for state or national sanctioned competitions. Co-curricular clubs also have access to school travel support with some limitations.

The following is our district travel policy which applies for these organizations:

<https://sites.google.com/ironmail.org/icsd-policy-handbook/policies/section-i/igea-student-out-of-state-travel-policy>

### **Non-Curricular:**

The second type of club is called non-curricular. This type of club is not tied to any state guided standard or curriculum, but it must meet the following standards:

a- First, the club has to have an advisor who is a school district employee. This advisor is approved by school administration.

b- Second, the advisor of the club must submit a written constitution. The school administration, faculty, and student council must approve the constitution.

c- Third, organizers of the club must sign a statement guaranteeing that all club activities will comply with school policy and will not conflict with district, state, or federal law.

d- Fourth, the club should be goal or objective oriented.

In order to accomplish this ICSD requirement, PHS requires a mission statement from the proposed club. The mission should focus on an academic or service component of our school community.

The following is the district policy governing clubs:

<https://sites.google.com/ironmail.org/icsd-policy-handbook/policies/section-i/igdaa-organization-of-clubs-and-participation-in-extra-curriculars>

Non-curricular clubs are not entitled to school excused absences, school funds, or access to school transportation. An example of this type of club is the National Honor Society.

Applications for Non-curricular clubs are located in the front office.

### **Note:**

\*All school activities including clubs have to be approved by school administration.

<https://sites.google.com/ironmail.org/icsd-policy-handbook/policies/section-i/igda-student-activities>

## **Advertisement**

PHS is encouraged to promote school activities and programs. The following is the district policy on advertisement:

The following is the ICSD policy on advertisement:

<https://sites.google.com/ironmail.org/icsd-policy-handbook/policies/section-k/kj-advertising-distribution-positing-of-promotional-materials>

- a. In making decisions regarding outside group access to students, the guidelines listed below will be followed.
- b. No outside groups or organizations will be allowed to send information home with students. When we send information home with students, we want parents to know it is coming from the school district, and it is important to the education of their children, not just another piece of junk mail to be discarded. Flyer distribution for outside groups adds to the workload of principals, secretaries and teachers without the benefit of supporting the district's mission.
- i. Exception: if the outside group activity is affiliated with the school or serves as a feeder program to school programs, flyers and handouts will be allowed with approval from the principal.**
- c. Organizations meeting the following criteria will be allowed to put up a poster in the foyer of schools and leave flyers at the front office for interested individuals to take.
- The organization and its activities are for school-aged children and free of charge.
  - OR the organization is a non-profit entity and can provide a 501(c)(3).
- \*The foyer at PHS is in the main office.
- d. Organizations not meeting the above criteria will not be allowed to put up a poster or leave flyers at the front office.

## Parowan High School Fight Song

PHS we want a victory,  
 PHS is number one. P-A-R-O-W-A-N Mighty Rams to you. P-H-S  
 PHS has got the spirit  
 Rams will conquer all.  
 We'll fight with all our might,  
 To win this game tonight For the royal blue and gold!

## PART III

### PHS STAFF

*Kim Bailey*  
*Bret Jacobsen*  
*Mindy Memmott*  
*Toni Robison*

*Principal*  
*Vice Principal*  
*Counselor, CCR*  
*Instructional Coach*

*Shelby Bartlett*

*Math*

Noel Bauer  
Tom Carlisle  
Jessica Dunlap  
Matthew Edwards  
Tina Francisco  
Ryan Heath  
Tammi Miller  
Marta Mitchell  
Dona Murphy  
Rod Murphy  
Kaitlyn Osborn  
Deveny Pace  
Adam Passey  
Jeff Robison  
Amanda Renzello  
Jessica Stratton  
Brandan Ivie  
Trevor Walker  
Cumorah Hart  
Kendal Whipple  
Amy Wilkey  
Camille Topham

Theater Arts, English, Reading  
SUU Concurrent, Social Science, Athletics  
SUU Concurrent, Science  
Career & Tech, SkillsUSA  
Resource  
P.E., Athletics  
Reading, Media Center  
Sterling Scholar, Visual Arts, Photography  
Family & Consumer Sciences, FCCLA  
P.E., Health  
Math  
Business Education, FBLA  
Math  
Science, Drivers Ed.  
Social Studies, Yearbook  
Agriculture Science, FFA  
English,  
Musical Theater, Choir, Band, Pep Band  
English  
English, Sterling Scholar  
Resource  
Science / At-Risk

#### STAFF

Rick Little  
Maggie Topham  
April DeGroff  
Becky Jensen

Head Custodian  
Office Manager  
Registrar  
Attendance Secretary

Jim Burton, Garth Jones, Robert Nims,

Custodians

Jed Townsend  
Ryan Huber

Criminal Justice, SRO  
Sports Medicine, Athletic Trainer

#### Paraprofessionals

Heather Rogerson, Shirley Lister, Casey Sparks, Kylie Herzog, Diana Cox

Parowan High School does not discriminate in any educational program on the basis of race, color, national origin, religion, sex, or disability.