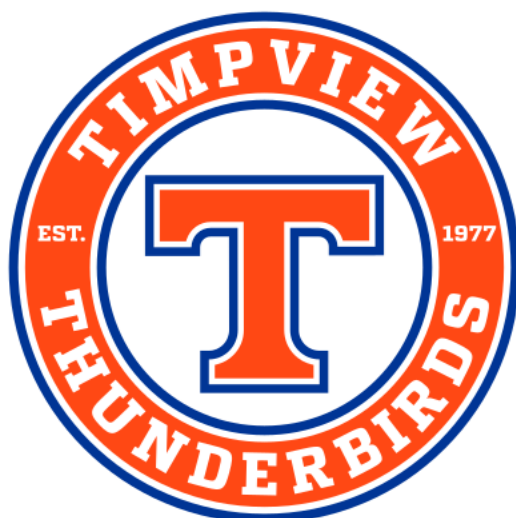


Student Handbook 2024-2025



TIMPVIEW HIGH SCHOOL

3570 North Timpview Drive
Provo, Utah 84604
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VISION AND MISSION

The mission of Timpview High School is to prepare students to be *COLLEGE, CAREER, and LIFE* ready. We believe that we will accomplish that mission by embracing a vision of *GROWTH, INCLUSION, and EXCELLENCE*.

TIMPVIEW HIGH SCHOOL

Timpview High School was opened in 1978 as the second comprehensive high school in Provo City School District. Today, it is the home to approximately 2400 students and 150 staff members, including administrators, teachers, para-educators, secretaries, custodians, and cafeteria workers. Due to our relative size we are classified as a 5A high school, the second largest classification in the state of Utah.

Since opening in 1978, Timpview has had a strong tradition of excellence in academics, athletics, and the arts. Our academic excellence was recognized in 2014 when the Washington Post named Timpview one of America's most challenging schools and in 2018 and 2022 when U.S. News and World Report awarded Timpview one of America's Best High Schools. In addition our athletic teams have won the third most state championships in the state, and our performing arts groups receive superior ratings year in and year out.

As a comprehensive high school, we offer a wide range of courses and programs to meet the interests and needs of our students, such as 20 Advanced Placement (AP) courses and Concurrent Enrollment and Distance Learning courses through Utah Valley University. In addition, our 18 different Career Pathway programs prepare students for post-high school education and professions.

ADMINISTRATION

Momi Tu'ua..... Principal
Suzanne Parker (A through Co)Assistant Principal
Martin Yablonovsky(Cr through He) Assistant Principal
Cami White (Hi through Mi) Assistant Principal
Thomas Fell (Mo through Sa)Assistant Principal
Brandon Dorathy (Sc through Z)Dean of Students

COUNSELING DEPARTMENT

Alai Kalanuivalu A through B
Emily Sowards..... C through Em
Terri Kerr En through He
Christie Lee..... Hi through L
Jordan WilliamsM through Pe

Rachelle Carter Ph through Sm
Nate Warner Sn through Z
Tia HaywardRegistrar
Jan Jardine Work-based Learning Coordinator

TIMPVIEW SPIRIT

THS Colors

Orange & White

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

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 wing beats. The sound of thunder is 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.

2024-25 Bell Schedule

Updated BELL SCHEDULE 2024-2025

Note: Due to construction, the school will operate on a single lunch schedule starting February 24th when the Great Hall opens up and the Cafeteria closes.

Monday - Thursday		Thursday Homeroom		Friday / Early Out	
87 min classes 7 min passing 35 min lunch		82 min classes 7 min passing 35 min lunch		66 min classes 7 min passing	
1	7:30 - 8:57	1	7:30 - 8:52	1	7:30 - 8:36
2 <small>+1 min for announcements</small>	9:04 - 10:32	2 <small>+1 min for announcements & 20 min for homeroom</small>	8:59 - 10:42	2 <small>+2 min for announcements</small>	8:43 - 9:51
3	10:39 - 12:06	3	10:49 - 12:11	3	9:58 - 11:04
Lunch	12:06 - 12:41	Lunch	12:11 - 12:46	4	11:11 - 12:17
4	12:48 - 2:15	4	12: 53 - 2:15	PLC Mtgs.	1:00 - 2:30



Timpview High School 2024-2025 A/B Calendar

Month	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Aug.						5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
Sept.	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
Oct.		1	2	3	4	7	8	9	11	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Nov.						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28
Dec.	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
Jan.			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
Feb.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
Mar.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
Apr.		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23					

Dates to Remember

First Day of School: August 13th

* = Term 1 Ends: Oct. 22nd (23 A / 23 B)

* = Term 2 Ends: Jan. 6th (20 A / 20 B)

* = Term 3 Ends: Mar. 14th (23 A / 22 B)

* = Term 4 Ends: May 23rd (22 A / 23 B)

N = New Student Orientation

^ = Parent Teacher Conferences: Sept. 18th & Feb. 12th

PD = Professional Development: Oct. 22nd, Jan. 6th, Mar. 14th

T = Test Day: Mar. 11th – ACT (Juniors) & ACT ASPIRE+ (Freshman & Sophomores)

Graduation: May 19th (6:00 p.m. @ UVU)

Last Day of School: May 23rd

☐ = No school for students

STUDENT ACTIVITIES CALENDAR

Visit the school website for the most current and additional calendar items.
www.timpview.provo.edu. Please Note: Events are subject to change

CAMPUS LIFE

ASSEMBLIES

Assemblies are an integral part of a comprehensive high school. Student leadership groups and the administration makes every effort to provide a variety of informative and entertaining assemblies. Since most assemblies are scheduled during class time, attendance is mandatory. 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 areas (e.g. Thunderdome and Auditorium). An assembly performer should have passing grades, regular attendance, and model citizenship.

EXPECTED BEHAVIOR

The expectation at all assemblies, concerts, athletic events, and all other student activities is that students will maintain a level of respect for each other, the opponents, and for participants on the court or on the stage. If a student needs to leave the auditorium during a performance, the student will wait until an appropriate time to stand up and walk out in the least disruptive way possible - typically in between a performance number. Cat-calling and outbursts during auditorium performances are inappropriate. Students are encouraged to support their classmates' performances as the environment allows.

CLUBS

Clubs are organized according to the district's club policy (No. 3540). New clubs are chartered during the first term of school. Enrollment in clubs will occur during club week(s). Check with the Main Office about club applications or on the school website. Prospective clubs require:

- A faculty advisor to approve and supervise **all club** meetings and activities
- Teachers or staff may only sponsor one club and must be in attendance for all club meetings or activities
- A service project to be completed within the school year
- A club constitution.
- Attend all club meetings organized under Student Government

DANCES

Generally, school dances will begin at 8:00pm and conclude at 10:00pm. All students are expected to adhere to the district's dress and grooming policy (No. 3324) and the safe schools policy (No. 3310). Students are not allowed to wear masks when attending "theme" or "costume" dances. Dancing that may endanger others is not allowed. DJ's will be asked to stop the music if students' actions could cause injuries.

ELIGIBILITY FOR PARTICIPATION ATHLETICS

To be eligible to participate in the athletics sponsored by THS and/or the Utah High School Activities Association (UHSAA), each student must meet the following school and UHSAA requirements. Any violation of the below rules may result in the participant becoming ineligible.

1. **ACADEMIC:** No student shall be eligible to represent his/her school if he/she is academically failing more than one (1) subject from the previous grading period. In addition, 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. 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 (1) of the following residency requirements:
 - a. Live with parents within the THS attendance boundaries
 - b. Establish a one-year (1) residency
 - c. Follow the UHSAA transfer policy
3. **CITIZENSHIP:** THS and the Utah High School Activities expect participants will represent the school and their activity in a manner that demonstrates good citizenship and character. In order to maintain eligibility in this area, the participant must:
 - a. Have good attendance as defined by the school's attendance policy
 - b. Adhere to the district's safe school's policy (No. 3310)
 - c. Obey the laws of the community
 - d. Attend school the day they participate in an activity
4. **COACHES REQUIREMENTS:** In addition to the above requirements, coaches may make additional citizenship 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 athletic activity have accident and medical insurance. Low cost insurance is available through PCSD. 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 a student government office:

1. Apply for the office by properly filling out and turning in the application by the announced deadline.
2. Attend the mandatory meeting to receive campaign instructions and declare the office for which he/she is running.
3. Meet the 2.0 GPA requirements that are clearly outlined in the student constitution.
4. Obtain confidential evaluations on your citizenship, attendance and attitudes by your teacher(s).

Students with poor citizenship/attendance problems will be declared ineligible to run for office. Students whose behavior results in major discipline and/or school suspension for violating the safe schools policy (e.g. using drugs, alcohol, tobacco, or who break the laws of our community) will not be eligible to run for or hold office.

Freshman elections will be held in the Fall of their Freshman year.

ELEVATOR

The elevator is available only to those students who have an injury or special need that prevents them from using the stairs. Students who require the use of an elevator may obtain a key from the Main Office. Misuse of the elevator may result in disciplinary action.

FOOD IN THE SCHOOL

Food/drink is not allowed in the Auditorium area. Meals should be eaten in the lunchroom or commons area. All lunch trays should be kept in the Cafeteria. Students should use the trash cans placed throughout the school to keep floors and tables clean. Teachers may establish their own policies for the consumption of

food/drink in their classrooms.

INSURANCE

Students should not participate in extracurricular nor athletic activities without adequate insurance offered through the school or a personal insurance plan. Proper insurance is the responsibility of the student and his/her guardians. An insurance policy will be available for purchase in the main office. If injured, the student's family must assume responsibility for making his/her own insurance claim.

LOCKERS

Lockers are located in 5 areas of the school: North wing, S wing, athletic wing, and auditorium wing. To request a locker, go to the main office and complete the locker request form. The following rules apply to locker use:

1. It is expected students will retain the locker assigned to them for the duration of the school year unless a change is necessary.
2. Students are responsible for keeping their combinations confidential. They should not share lockers with other students.
3. Lockers are school property. Students 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. Locker security checks may be conducted periodically.
7. Violation of policies will result in forfeiture of locker privileges.
8. Problems involving lockers are to be reported to the Main Office.

LOST AND FOUND

The lost and found bin is located in the counseling office. Any unclaimed property will be donated to charity after three (3) months.

PARKING REGULATIONS

Students are permitted to drive cars to school if they do not abuse this privilege. Standard parking regulations are expected to be followed (e.g. visitor parking, construction zones, blocking fire hydrants, red zones, etc.). Citations and fines (including booting a car) may be issued to individuals who violate parking regulations. Students must comply with the following school regulations:

- Students need to park on Timpview Drive or the Southwest student parking lot.
- Cars should be locked at all times to avoid theft. The school will not be responsible for thefts or accidents. All thefts and accidents should be reported immediately to the police or Main Office.
- **The Northwest and Northeast parking lots are designated for teachers, staff and visitors only.**
- Vehicles may also be booted or towed at owner's expense for serious or repeat violations. A student's parking permit may also be revoked.
- Motorbikes and cars should use parking spaces and are not permitted on the sidewalks Handicapped parking is strictly enforced by Provo Police.
- Students' motor vehicles are not to be used for teacher errands or other errands during school hours.

POSTERS/FLYERS

An administrator or advisor must approve all posters hanging on the walls of the school. Generally, posters

advertising non-school functions will be disapproved. Posters must be posted on designated bulletin boards throughout the school. Flyers on vehicles create litter on our campus and are strictly prohibited.

PUBLICATIONS

The content of all school sponsored publications should reflect standards that do not maliciously harm any individual, group, or organization and reflect the values of our community.

YEARBOOK: Students enrolled in the yearbook class under the direction of the yearbook advisor/teacher produces the yearbook, which chronicles the year's activities. Students should pre-order yearbooks through the financial office. Yearbooks are ordered on a limited basis according to initial sales, so students should not expect extra books to be available at distribution time.

ONLINE NEWSPAPER: Students enrolled in the journalism class under the direction of the journalism advisor/teacher produce the school's online newspaper which is accessible to everyone through Timpview's website.

SICK ROOM

If a student should become ill during the school day, they should report to the Main Office where they will receive assistance in contacting parents/guardians to be checked out of school. If the student is unable to leave school, the student may use the sick room located in the Main Office. When the school nurse is available, he/she will work with student illness related issues.

SKATES AND SKATEBOARDS

No skates, roller blades, skateboards, scooters, or similar equipment are allowed inside the school. If used, the item will be confiscated and returned to a parent/guardian.

TRANSPORTATION TO ACTIVITIES

Student participants in school sponsored sporting events and activities must use the transportation provided by the school. Failure to do so will result in ineligibility to participate in that school sport/activity. Student spectators will have to pay their own transportation costs to games/activities and are encouraged to use buses arranged through the THS Administration when they are available. THS Administration prohibits students traveling to sports/activities in vehicles operated by other students.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans With Disabilities Act (ADA), individuals needing special accommodations during/for any school-related function/event at THS should notify the administration by contacting the Main Office at (801) 221-9720, 3570 North Timpview Drive, Provo, UT 84604 at least three (3) working days prior to the function/event.

PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students certain privacy rights with respect to the student's education records. A complete disclosure is available in the Main Office.

ADDRESS/PHONE CHANGES

THS policy requires that we have a current street address and phone number available in PowerSchool for students. In emergencies, contacting parents/guardians is essential. Families should update personal contact information annually. If you move during the school year, please, notify the main office or counseling office so we can update your contact information for you.

BUILDING ACCESS AFTER SCHOOL

Students should leave school in a timely manner at the end of each school day unless they are involved in a school-related activity and under teacher or adult advisor supervision. Students who are found unsupervised in the building after the late bus leaves may be cited for loitering, which is a violation of the Safe Schools Policy.

VISITORS

All visitors (e.g., parent/guardian, presenters, etc.) must check-in at the main office. The main office will issue a visitor badge, which must be visible. If a visitor is caught without a visitor badge, they will be directed to the main office or escorted from the school.

Students from other schools are not allowed on THS campus at any time unless they are with a faculty member or adult supervisor. Unsupervised students from other schools may be cited for trespassing. THS 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 administrators, teachers, coaches, and/or advisors. Should they do so, they also may be cited for trespassing.

GRADES

Grades are posted to transcripts at the end of each term/quarter. Each letter grade is given a point value based on a 4.0 scale. The following grade scale is used at THS.

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

A student's Grade-Point-Average (GPA) is the average of the grade point value for each course completed by the students. This value is calculated by dividing the sum of all grade point values by the sum of the total credits attempted.

Grades are officially reported four (4) times each year. Parents/Guardians, however, may access their student's grade and monitor their progress at any time by simply logging into PowerSchool. Parents/Guardians are encouraged to check their student's grades weekly. Teachers are asked to update their grade book

throughout the grading period on a regular basis. If parents/guardians have any questions about a student's grade or progress, they are encouraged to email the teacher directly and the student's counselor.

GRADUATION

GRADUATION REQUIREMENTS

Students must complete a minimum of 24.0 credits of high school courses to receive a high school diploma. These credits must fulfill requirements in specific academic areas and include some elective coursework. A comprehensive list of high school graduation requirements is provided below.

GRADUATION REQUIREMENTS

Requirements	Credits Required
English	4.0
Math	3.0
Biological Science	1.0
Physical Science	1.0
Additional Science	1.0
Geography	.5
World Civilizations	.5
US History	1.0
US Government	.5
Additional Social Studies	.5
Financial Literacy	.5
Health	.5
Digital Studies	.5
PE – Fitness for Life	.5
PE – Skills	.5
PE – Electives	.5
Fine Art	1.5
Career and Technical Education	1.0
Electives	5.5
Total	24.0

ELIGIBILITY FOR GRADUATION

1. Graduation: Every student must earn a minimum of 24 credits, including the required courses noted above, in order to receive a diploma and participate in graduation ceremonies. No exceptions to this policy will be made.
2. School counselors will work with students who wish to earn high school graduation requirements through sources outside of THS.
3. Students who do not earn the required credits before the spring deadline will lose the opportunity to participate in the spring graduation ceremonies. However, these students may continue to recover

credit and/or earn credit to participate in the fall graduation ceremonies.

4. Applications for early graduation must be approved by a counselor and administrator prior to the end of the student's Junior year. These students must still meet all graduation requirements. Credit waivers are not granted for early-graduate candidates.

ACADEMIC ACHIEVEMENT

VALEDICTORIAN/SALUTATORIAN

Each year THS honors its top scholars by recognizing a class valedictorian and salutatorian. The selection is made based on cumulative GPA, ACT or SAT score, and the number of AP credits completed after the third term of the Senior year. The following formula is used:

1. Cumulative GPA x 250 = _____
2. ACT composite score x 27.778 = _____, or combined SAT score ÷ 1.6 = _____
3. Number of AP credits 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 THS diploma. Valedictorian and Salutatorian will be determined after the 3rd term of the Senior year. 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 in each department. Each department has a process in place for selecting students to be honored. Specific information and application may be obtained from the department chairperson.

LATIN HONOR SYSTEM

The Latin Honor System recognizes student achievement for college admission. Under the system, students must have both a 3.2 cumulative grade point-average (calculated at the end of the seventh semester) and a minimum Laude Score of 19 based on courses completed. Once students meet these requirements, they can earn one of the following distinctions: Cum Laude (with honor/distinction) 19 – 40 points; Magna Cum Laude (with great honor/distinction) 41 – 63 points; or Summa Cum Laude (with highest honor/distinction) 64 or greater points.

TIMPVIEW ACADEMIC LETTER

Academic letters allow students the opportunity to earn recognition for achieving excellence in specified categories. To earn an academic letter, students must meet the requirements listed below:

ART

1. Maintain a 3.7 GPA in Art classes
2. Exhibit artwork in 2 or more shows during time at THS

3. Be helpful to other art students.
4. Be a member of the Art Club
5. Serve the school/community with art (posters, program covers, exhibits, dance decorations, teaching children, school spirit, etc.)
6. Exhibit self-motivation, good citizenship, and willingness to learn

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 THS's Ballroom team for one (1) full school year
4. Compete in at least two (2) individual competitions during the school year
5. Perform with the team in concert
6. Choreograph and perform a routine either for individual competition or concert
7. No unexcused absences for all ballroom practices and classes

BUSINESS & MARKETING

1. Earn Sterling Scholar nomination in Business & Marketing OR
2. Take at least four (4) semesters of Business & Marketing classes (e.g., Accounting, Business Management, Business Office Specialist, Economics, Leadership Principles, Marketing, Marketing II, Sports Marketing)
3. Maintain a 3.7 GPA in the category classes
4. Compete in FBLA or DECA Region or State competition 2 years

COMPUTER TECHNOLOGY

1. Earn Sterling Scholar nomination in Computer Technology OR
2. Take at least four (4) semesters of Computer Technology classes (e.g., Computer Programming, Robotics, Game Design, Web Design, Video Production, Digital Media)
3. Maintain a 3.7 GPA in the category classes
4. Compete in FBLA, DECA, Robotics, Multimedia, or Film competition 2 years

DANCE

1. Maintain an A in dance classes
2. Complete at least 3 semesters of dance at THS
3. Exhibit talent in 3 or more concerts/shows during a given year
4. Be a member of the performing THS Dance Company or the THS Dance Crew for at least one (1) 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

DEBATE

1. Compete on the Speech and Debate Team for 3 full years.
2. Maintain at least a 3.5 class GPA.
3. Competed at 12 tournaments.
4. Earn at least the Degree of Distinction from the National Forensic League.

ESOL

1. Maintain a B (3.0) overall grade point average.
2. Maintain a B+ (3.4) average in all ESOL classes and/or a C+ (2.4) average in mainstream English classes. (Students need not be enrolled in any ESOL classes to qualify for this letter.)
3. Demonstrate increases in all areas (oral, reading, writing) of English proficiency on annual testing.
4. Participate in an extracurricular club or activity at THS that requires the use of English (signature of advisor/coach required). OR, document the use of English outside of the school (letter from employer, etc.)

ENGLISH

Earn a 3.7 GPA in English classes and any two (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).
3. Receive National Merit Semi-Finalist status.
4. Participate in an internship or work experience related to language arts (include name of company, skills used, and date of experience).
5. Complete an additional class (one (1) beyond the eight (8) semesters required) in an English related subject with a 3.7 GPA.
6. Earn Sterling Scholar nomination (finalist or alternate).

FAMILY & CONSUMER

1. Take 3 classes in Family & Consumer Sciences.
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.

MATHEMATICS

Earn four (4) years of credit in progressive math and/or statistic courses; maintain a 3.7 GPA in those four (4) courses (excluding Calculus Lab course and grade) and one (1) of the following:

1. Earn Sterling Scholar nomination (finalist or alternate)
2. Take AP Calculus or AP Statistics with a Math Letter Application signature from student's AP teacher
3. Place in the top 5 in grade level at THS on the State Math Exam
4. Score above 100 on the National Math Exam

MEDICAL

1. Pass Biology or Human Biology with a B or better.
2. Pass Physiology with a B or better.
3. Pass Medical Principles and Practices, Sports Medicine, Medical Assisting, Sports Medicine, Dental Assisting, Nursing Assisting, Pharmacy Technician or EMT with a B or better
4. 40 Hours of a medical internship
5. CPR certification (must be current)

MUSIC

Complete one (1) 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 an entry level biological science which includes Biology or Human Biology.
2. Two (2) semesters of entry level physical science which includes Chemistry, Honors Chemistry, Principles of Physics, or Physics.
3. Four (4) semesters of advanced science, which includes: Physiology, AP Biology, Honors Chemistry, AP Chemistry, or AP Physics. Note: A third advanced level class can substitute for an entry-level class as long as the requirement for two (2) semesters of both biological and physical science are met.
4. Note: Earth science does not count toward the requirements for a science academic letter.

SERVICE LEARNING

100 Hours of community service to be completed during high school.

1. Fifty (50) service hours must occur during Senior year. The additional fifty (50) hours may accumulate from the junior, sophomore and freshman 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 are not service. HOSA meeting to make quilts to donate to the hospital is a service.)
5. Service hours cannot be part of attendance or school credit makeup.
6. Service hours cannot be part of attendance or school credit makeup.
7. 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.)
8. Each service experience must accompany a signed Volunteer Sponsor Verification form.
9. 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 numbers of hours donated

SOCIAL STUDIES

1. Sterling Scholar finalist or alternate or
2. Take AP U.S. History, AP American Government, AP World History, AP Psychology, or AP European History with a 4 or 5 on the exam or
3. Take AP U.S. History, Geography, U.S. Government, World Civilizations and 1 semester of social studies

elective classes with a 3.9 GPA cumulative average

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 the 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.

TECHNOLOGY EDUCATION (CTE)

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 Senior year

THEATER

1. Maintain good attendance and an A in theater class(es) for at least two (2) full years.
2. Participation (as an actor or technician) in at least 2 THS Theatre main-stage productions.
3. Actors: Receive (3) superior ratings at Region Drama Competition. Technicians: Qualify for the National Thespian Competition in a Technical Theatre area.
4. Membership in Theatre Club.
5. Be helpful to other Theatre students.
6. Exhibit self-motivation, good citizenship, upstanding behavior, and a willingness and commitment to learn.

WORLD LANGUAGE

1. Study the same language for at least 3 years
2. Maintain at least a B+ (3.5) average in the composite language classes
3. Document using the language outside of class on three occasions. Possible opportunities to the use language outside of class include but are not limited to the following:
 - Participate in two (2) service experiences with language club or with the combined language clubs
 - Carry out a service project that requires use or knowledge of target language or culture
 - Document use of the target language outside of the classroom
 - Participate in a language competition or major test outside of the school. (BYU language fair/essay contests, AP exam, university bypass exam, etc.)
 - Earn Sterling Scholar (or alternate) nomination.

ACADEMIC CREDIT

TRANSFER CREDIT

Students transferring to THS will not receive credit if transfer occurs after ten (10) school days in any given grading period unless academic work in a corresponding course can be documented, and it verifies that the student is passing the class. Previous earned credit may be counted towards a diploma according to the following:

1. An official transcript must be provided to issue credit and a grade for any course completed at an accredited institution prior to registering at THS.
2. Students that transfer from other accredited institutions may be granted core or required credit for courses that are similar in content and expectation as existing THS courses. Courses that are not aligned to existing THS courses may be counted as elective credit only. Transfer students may be required to provide course descriptions from previous school(s). THS reserves the right to issue a Pass/Fail grade instead of letter grade for transferred credit.
3. Students that transfer from non-accredited institutions shall demonstrate proficiency before credit may be awarded. THS reserves the right to issue credit on a Pass/Fail grade.
4. English for Speakers of Other Languages (ESOL) credit may not be used to fulfill English Language Arts requirements.

INTERNATIONAL STUDENTS

International students that transfer to THS on a F-1 or J-1 Visa may earn credit for courses that are completed at THS. Credits may be granted for previous coursework on a case-by-case basis given that the earned credit meets the expectations for Transfer Credit (see previous).

CREDIT WAIVERS

In accordance with a student's CCR and with a counselor's recommendation and parent approval, a student may replace up to a half credit (0.5) of either the Career and Technical Education (CTE) or Fine Arts graduation requirement with an additional half credit (0.5) earned in either Fine Arts or CTE.

GRADE REPLACEMENT

Students may repeat courses to address learning gaps or deficiencies and to assure a proficient level of readiness for future learning.

If a higher grade is earned during the repeat of all or part of the course, then the original grade and course are removed from the student's transcript. If the same grade or a lower grade is earned, the original grade will remain, and the repeated course will not be added to the transcript.

Students may enroll in comparable courses that fulfill the same graduation credit requirements as a course for which the student seeks to improve the grade. If a higher grade is earned in the comparable course (or a semester of a year-long course), then the original grade and course are removed from the student's transcript. If the same grade or a lower grade is earned, the original grade will remain and the repeated course will not be added to the transcript.

Online Credit Recovery Courses or Paper may not be used for the purpose of grade improvement or replacement.

SCHEDULE CHANGES AFTER TERM BEGINS

Dropping a class after ten (10) school days in any given grading period will result in a failing grade (F) for the term/quarter. This grade will appear on the student's transcript and will be computed in the overall GPA.

CREDIT MAKE-UP

There are multiple options for making up failed credit. Please, see your counselor for details.

ACADEMIC INTEGRITY

THS expects all students to adhere to the highest standards of academic honesty and integrity as outlined in district policy (No. 4485 P1) as copied below.

"Plagiarism" comes from the Greek root word "kidnapping" and is the theft of someone else's ideas, words, or other without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying or rewording of another's work, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers.

Plagiarism is a form of intellectual and academic dis-integrity that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices.

Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.

Examples include but are not limited to:

- Downloading information from the Internet or other source and submitting it as one's own work, and/or
- Submitting as one's own work that is copied or translated from another source.

Provo City School District defines "Cheating" as the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises.

Representing or attempting to represent oneself as another person, or attempting to have oneself represented by another academic endeavor, constitutes cheating. Forging of signatures and/or falsifying or altering grade related documents, programs or information, is considered cheating.

If students violate academic integrity guidelines, the teacher will: (1) notify the student and parent/guardian; (2) submit a log entry; (3) assign a reasonable intervention.

ATTENDANCE
Timpview High School Attendance Policy¹

Definitions

1. [Attendance Works](#) defines chronic absenteeism as missing more than 10% of school for any reason. This means students can only miss 2 days of any class each term or else they will be considered chronically absent.
2. State law requires that all students attend school daily. The Compulsory Attendance Law is defined by Utah Code 53A-11 and provides the following definitions related to attendance:
 - a. "Valid Excuse" (Excused Absence) means an absence resulting from:
 - i. "An illness;
 - ii. A family death;
 - iii. An approved school activity;
 - iv. An absence permitted by a school-age minor's:
 1. Individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended; or
 2. Accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; or
 - v. Any other excuse established as valid by a...school district."
 - b. "Truant" is an absence without a valid excuse for at least half the school day.
 - c. "Habitual Truant" is a student who is 12 years of age or older, who fails to cooperate with efforts on the part of designated school authorities to resolve the student's attendance problem[s], and/or has been absent without a "valid excuse" for ten (10) or more times during the school year.
 - d. For more information, please visit: <https://le.utah.gov/>

Interventions & Support To Prevent chronic Absenteeism

1. **Be Ready for School**
 - Get a good night's sleep and eat a healthy breakfast before school.
 - Arrive on time every day, ready to learn.
 - Teachers will engage students in learning from the moment the bell rings until class ends.
2. **Tracking Attendance**
 - Students and parents should keep track of attendance using the PowerSchool app.
 - PowerSchool's Quick LookUp uses colors to show how students are doing:
 - **Green** = Good attendance
 - **Yellow** = Borderline attendance
 - **Red** = Poor attendance
 - Families are responsible for updating their contact information in PowerSchool, so they receive attendance alerts.

Color Codes in PowerSchool Quick LookUp	Point System
Green (You have good attendance behavior)	0 - 40 points
Yellow (Pay attention to your attendance behavior)	41 - 80 points
Red (Your attendance behavior on ALERT. Correct it.)	81+ points

3. Tardies and Absences

- **Tardies are unexcusable** (this includes the first period of the day).
- If a student has "Parent-Release" for a period, they **should not be on campus** during that time. If a parent drops off a student early, that student should be enrolled in a bona fide class instead of waiting around on campus.
- **Excusing absences:** Parents have 72 hours (including weekends) to excuse absences. For example, if a student misses school on Friday, parents have until 12:30 pm on Monday to excuse it.
 - The fastest way to excuse an absence is by responding to the text alert.
 - It will take longer to process phone calls, voicemails, or emails and may delay the absence being marked as "excused" in PowerSchool.

4. Points & Participation in Activities

- Students must have fewer than **81 points** each term to remain eligible for extracurricular activities. These include sports, clubs, student leadership roles, dances, and overnight trips.
- Points are tracked using PowerSchool, and the school will run a report every Monday at 12:30pm.
 - If a student's status shows **RED** on Monday afternoon, they will be suspended from all extracurricular activities for that week.
 - The student can participate again the following Monday if they have made up their unexcused absences and tardies.

Attendance codes in PowerSchool attributed to points starting January 7, 2025:

Name	Code	Definition	Points
Tardy	T	1-15 minutes late to class	1 Point
Tardy	1	16-30 minutes late to class	2 Points
Tardy	2	31- 45 minutes late to class	3 Points
Tardy	8	46+ minutes late to class	4 Points
Unexcused Absence	A	Absent without permission	5 Points
Skipping	SK	Students skipping or leaving class without permission or for an	6 Points

		excessive period of time	
Parent Excused	P	Parent/Guardian gives permission for student to miss class	0 Points

5. How to Make Up Points

- Students can attend **Attendance Recovery Classes (ARC)** to make up points. Here's how it works:
 - **When:** Monday - Thursday & Friday (mornings only)
 - **Morning:** 6:25 am - 7:25 am,
 - **Afternoon:** 2:30 pm - 3:30 pm
 - Each hour of recovery earns back **6 points**.
 - Students must arrive on time to receive credit for that hour.

ATTENDANCE SCHOOL AND INTERVENTIONS

ATTENDANCE CONTACTS

Below includes contact information for individuals that are directly related to supporting positive attendance outcomes.

Attendance Office

thsattendance@provo.edu

Phone Number: (801) 221-3502

School Resources

Phone Number: (801) 221-9720

Website: <https://timpview.provo.edu>

EMANCIPATED STUDENTS

All students attending THS 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. An 18-year-old student who desires to claim emancipation from their parents and who do not wish to conform to school policies concerning parental involvement in their education (e.g., attendance, excuses, discipline, counseling issues, etc.) may be transferred to an alternative school to complete credit requirements for a diploma.

COMPUTER/INTERNET ACCESS

PCSD and THS 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. PCSD and THS 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.

PCSD and THS 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 PCSD'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 necessary. 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 (Please Note: 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 above that supports the terms of this policy but also meets the classroom's unique needs.

DRESS AND GROOMING

Policy 3224

Provo City School District supports the position that parents or guardians should oversee the appearance of their students and that school personnel should not take exception to student apparel that is clean, safe, non-disruptive, and meets minimum clothing requirements.

Students are expected to dress appropriately for the setting and activity that will not take attention away from or disrupt the learning process. While we want our students to feel comfortable, confident, and able to express themselves, there are specific guidelines all students are expected to follow.

Requirements for Student Dress:

1. All students must wear clothing that is appropriate for the setting and activity. In addition:

- a. Undergarments must be covered at all times.
- b. See-through or mesh garments must be worn with appropriate coverage underneath.

2. Any illegal, threatening, profane, or lewd content will not be allowed. For example, images or language that contain:

- a. Gang-related
- b. Weapons (as defined in Utah Code 76-10-501)
- c. Illicit drugs or alcohol
- d. Sexual content
- e. Violence
- f. Discrimination
- g. Profanity

The School Administration reserves the right to determine if an item of clothing does not meet the dress standards. Students violating the dress code will be asked to remove/fix the offending items or return home, with parent/guardian notification, to change their attire.

ELECTRONIC DEVICES

Policy 4200

Electronic Devices Framework for High Schools:

- Cell phones and electronic devices, including earbuds and headphones, must be stowed away in a backpack, purse, or bag and set to a mode where notifications cannot be received during class sessions. Cell phones cannot be on their person (i.e. in their pocket). Smart watches must also be set so that notifications cannot be received during class.
- Cell phones may be used before and after school, during class changes, and at lunch. Earbuds and headphones must be put away in a backpack, purse, or bag during class sessions.
- Cell phones may not be taken with students when using a hall pass, unless they are going to the office to contact their parent/caretaker.

Consequences for Violations

Each school will follow this series of consequences for cell phone, smart watch, earbuds, headphones, and other electronic device violations and communicate this clearly with students and parents. Teachers will be asked to remind students at the beginning of the school day or at the beginning of class to put their phones, earbuds, and headphones away in their backpacks and to set their electronic devices in a mode where they will not receive notifications

Violations of this cell phone policy will result in disciplinary action, which will include:

- First offense: Students will be given a container or pouch that can be locked. The student will place their cell phone and/or electronic device(s) in the container, and it will be locked. The student will keep the locked container with their electronic device(s) throughout the remainder of the school day. At the end of the school day, the student will go to the office where an administrator will unlock the container allowing the student to access their electronic device(s).
 - The incident will be recorded as a disciplinary incident in PowerSchool.
 - No cell phones or electronic devices will be confiscated by teachers.
 - Parent/caretaker will be notified if a cell phone or other electronic device has been locked up in a container.
- Second offense: The same process will be followed as for the first offense, except the administrator will not unlock the container with the phone or electronic device(s) until a parent is contacted and notified of the second offense. At the parent's request, the electronic device(s) will be unlocked, and the device(s) returned to the student.
 - The incident will be recorded as a second disciplinary incident in PowerSchool.
 - No cell phones or electronic devices will be confiscated by teachers.
 - Parent/caretaker will be notified by the administrator and parent/caretaker will request that the cell phone and/or electronic device(s) be unlocked and returned to the student.

- Third offense: The same process will be followed as for the second offense, except the parent and student will be required to meet with the administrator to create a cell phone and electronic device contract and a plan for supporting the student in following this policy.
- Repeat violations may result in escalated consequences, up to and including suspension or loss of privileges.
- Provo City School District and individual schools will clearly communicate progressive consequences regarding cell phone violations so that parents and students are aware of expectations.
- Students who refuse to lock up their cell phones and electronic devices when prompted by a teacher to do so will be immediately referred to the administration. Students who seek to undermine the consequences of inappropriate use of electronic devices will face further consequences, including but not limited to losing the privilege to bring their phone on campus and receiving a fine for damaging a locked container.

PROHIBITION OF BULLYING, HARASSMENT, HAZING AND RETALIATION

Policy No. 3320

Purpose and Philosophy The Board of Education is committed to provide all students and District employees with a safe and secure learning and working environment. Bullying, cyber-bullying, harassment, hazing, and retaliation reduce a student's ability to achieve academically and reduce an employee's ability to perform their job responsibilities. In addition, bullying, cyber-bullying, harassment, hazing, and retaliation can directly affect a student's or an employee's health and well-being, and may contribute to excessive absences, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board directs the superintendent to develop procedures to stop and prevent bullying, cyber-bullying, harassment, hazing, and retaliation.

Definitions

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

"Physical Bullying" involves brutality of a physical nature that endangers the physical health and safety of a student or employee and includes, but is not limited to pushing, grabbing, pinching, whipping, beating,

branding, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property. Bullying may involve:

- (a) consumption of any food, liquor, drug, or other substance;
- (b) other physical activity that endangers the physical health and safety of a student or employee;
- (c) any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; and/or
- (d) the physical obstruction of a student's or employee's freedom to move.

“Psychological Bullying” includes, but is not limited to socially isolating an individual, making demeaning or sarcastic comments or gestures, and/or engaging in threatening comments or behavior.

“Verbal/Written Bullying” includes, but is not limited to name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and/or threatening comments or behavior that is communicated verbally or in writing.

“Cyber-Bullying” means using the Internet, a cell phone, or other device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video or image will hurt, embarrass, intimidate, harass, express aggression towards, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication. Examples include, but are not limited to sending mean, vulgar, or threatening messages or images; posting sensitive or private information about the target; pretending to be someone else to hurt a person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of inappropriate, unflattering, or embarrassing pictures, photographs, and/or videos.

“Hazing” means intentionally or knowingly committing an act that: (a) endangers the physical health and safety of a student or employee; (b) involves brutality of a physical nature such as pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property; (c) involves consumption of any food, liquor, drug, or other substance; (d) involves other physical activity that endangers the physical health and safety of a student or employee; (e) involves any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; or (f) involves the physical obstruction of a student's or employee's freedom to move; and:

1. Is done for the purpose of initiation or admission into, affiliation with, holding office in, or a condition for membership or acceptance, or continued membership or acceptance in any school or school-sponsored team, organization, program, or event; or

2. If the person committing the act knew that the student or employee is a member of, or candidate for, membership within a school or school-sponsored team, organization, program, or event which the person committing the act belongs to or participated in.

The conduct described herein constitutes hazing, regardless of whether the person against whom the conduct is committed: directed, consented to, or acquiesced in the conduct.

“Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for that individual.

“Retaliation” means an act of communication intended as retribution against a person for reporting bullying, harassment, or hazing or to improperly influence the investigation of or the response to a report of bullying, harassment, and/or hazing.

Prohibition of Bullying, Cyber-Bullying, Harassment, Hazing, and Retaliation

Provo City School District prohibits bullying, harassment, hazing, and retaliation of students or employees by other students or employees at school/work, while on school or district property, at school/work related activities and events, on a school bus, at a school bus stop, or while the student or employee is traveling to or from any of the above. The District encourages all targets of bullying and all persons witnessing such an event to report the incident(s) immediately.

Provo City School District prohibits the hazing or cyber-bullying of students or employees by other students or employees at any time or in any location. The District encourages all targets of hazing or cyber-bullying, and all persons with knowledge of hazing or cyber-bullying to report the incident(s) immediately.

No student or employee may engage in retaliation against a student, employee, investigator, or witness of an alleged incident of bullying, cyber-bullying, harassment, hazing, or retaliation. The District encourages all targets of retaliation, and all persons with knowledge of retaliation to report the incident(s) immediately.

No student or employee may make a false allegation of bullying, cyber-bullying, harassment, hazing, or retaliation against a student or employee.

Reporting

A student target of bullying, cyber-bullying, harassment, hazing, or retaliation should inform his/her teacher or any of his/her school's administrators. An employee target of bullying, cyberbullying, harassment, hazing, or retaliation should inform his/her supervisor. A parent, guardian, teacher, or any other individual who is aware of

bullying, cyber-bullying, harassment, hazing, or retaliation at school should inform school administration. A school teacher or administrator to whom a complaint is made or who otherwise becomes aware of an incident of bullying, cyberbullying, harassment, hazing, or retaliation shall, as soon as is reasonably possible, report it to the principal or his/her designee.

Investigation

The principal/supervisor or designee, to whom a complaint of bullying, cyber-bullying, harassment, hazing, or retaliation is reported shall promptly investigate the complaint. All acts of bullying, cyber-bullying, harassment, hazing, or retaliation that constitute criminal activity will be promptly reported to law enforcement. Any bullying, cyber-bullying, harassment, hazing, or retaliation that is found to be targeted at an individual because of his/her race, color, religion, sex, national origin, disability, sexual orientation, including gender expression or identity, and/or any other classification protected by law is further prohibited under federal antidiscrimination laws and is subject to compliance procedures from the U.S. Department of Education, Office of Civil Rights. To the extent permitted by federal and state law, District policies and confidentiality and privacy rights, and to assure the integrity of the investigation and corrective action, the parent(s) or legal guardian(s) of a student perpetrator or target may be involved in the process of responding to and resolving conduct prohibited by this policy.

Parental/Guardian Notification

Pursuant to Utah Code, each school administrator who finds that an incident of bullying, cyberbullying, harassment, hazing, or retaliation has occurred shall notify the parent(s)/guardian(s) of each student involved. Likewise, each school administrator shall notify the parent(s)/guardian(s) of any student who threatens to commit suicide. The school administrator who notifies parent(s)/guardian(s) under this section shall keep a record verifying that the parent(s)/guardian(s) were notified using the Parent/Guardian Notification Record of Student Bullying Incident or Suicide Threat form. This form shall contain the date, time, manner of notification, and indicate the type of threat or incident. This form, along with any related written communication, must be kept separate from the student's educational records. The form may be disclosed to the parent(s)/ guardian(s) and/or student(s), but it may not be disclosed to any other person or entity except when required by a valid court order as provided in Utah Code. The form prepared pursuant to this section is categorized as a "private record" as per Utah Code under the Government Records Access and Management Act (GRAMA). In addition, the form and any accompanying written communication may not be used for the school's own purposes, such as for a report or study, statistical analysis, or to conduct research.

Discipline

Any student who engages in bullying, cyber-bullying, harassment, hazing, or retaliation, as described herein, is in violation of this policy and shall be subject to disciplinary action. Consequences should be firm, fair, and correspond to the severity of the infraction. A continuum of consequences should be utilized along with implementing positive behavioral interventions and support strategies. Disciplinary action may include, but is not limited to: suspension; expulsion; exclusion from, or loss of participation in extracurricular activities; dissolution of a team, organization, or other group; probation; alternative educational placement; and/or referral to law enforcement authorities for criminal acts. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account. Formal disciplinary action may not be based solely on an anonymous report of bullying, cyber-bullying, harassment, hazing, or retaliation. Disciplinary due process procedures shall be followed. To the extent permitted by federal and state law, District policies, and confidentiality and privacy rights, the parent(s) or legal guardian(s) of a student who is a target of bullying, cyber-bullying, harassment, hazing, or retaliation may be generally informed that disciplinary action has been taken against the perpetrator(s), but specific details concerning a student's disciplinary action are protected from disclosure as per the Federal Educational Rights and Privacy Act (FERPA).

Any employee who engages in bullying, cyber-bullying, harassment, hazing, or retaliation, as described herein, is in violation of this policy and shall be subject to disciplinary action, up to and including employment termination. Consequences should be firm, fair and correspond to the severity of the infraction. Professionally licensed employees may be referred to the Utah Professional Practices Advisory Commission (UPPAC), along with any and all evidence for investigation and possible disciplinary action against professional licensing. Criminal acts will also result in referral to law enforcement authorities. Disciplinary due process procedures shall be followed as set forth in applicable District Employee Agreements, Memorandums of Understanding, and district policies.

Dissemination of Policy

This policy shall be posted on the District's website and may also be published in student registration materials, student and employee handbooks, parent/guardian information guides, and other appropriate school publications, as directed by the District.

Education and Training

Provo City School District recognizes the importance of educating its employees and students regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation. To this end, the District will provide ongoing training and education in this area. Notice of this policy will be distributed and annual training will be conducted for employees and students of the District. Training shall provide strategies for employees and students regarding: (a) how to recognize and be aware of bullying, cyber-bullying, harassment, and hazing; (b) intervention and social skills; and (c) the implementation of positive behavioral interventions and support strategies. Training shall be specific as to the following areas:

Acts of overt aggression, such as physical fighting (i.e., punching, shoving, and kicking) and verbal threatening behavior (i.e., name calling, etc.);

Relational aggression or indirect, covert, or social aggression (i.e., rumor spreading, intimidation, enlisting a friend to assault another person, and social isolation);

Bullying or hazing of a sexual nature or with sexual overtones; and

Cyber-bullying (i.e., use of e-mail, websites, text messaging, instant messaging, three-way calling or messaging, and other electronic means for aggression inside or outside of school).

Prior to any employee, student, or volunteer coach participating in a District-sponsored athletic program (curricular or extracurricular) or an extracurricular student club or activity, a student, coach, or advisor shall participate in bullying and hazing prevention training. Such training may be in collaboration with the Utah High School Activities Association (UHSA). Student athletes and extracurricular student club members shall be informed of prohibited activities under Utah law and this policy, and notified of potential consequences for violations. The District shall provide annual training to all new students and employees who are involved with such athletic programs and extracurricular student clubs, and shall provide refresher training for all such involved students and employees at least once every three (3) years. Training curriculum outlines, training schedules, and participant lists or signatures shall be maintained by the District or each school, as applicable, and provided to the Utah State Office of Education upon request.

SEXUAL HARASSMENT POLICY

Policy 3214

Title IX of the Education Amendments Act of 1972, 2018 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

The Provo City School District will not tolerate any form of sexual harassment at school and at school sponsored events and activities and will address all allegations of sexual harassment with a complete and thorough investigation, ensuring due process for the respondent and the complainant alike. Students and employees who feel they have been subject to sexual harassment are strongly encouraged to file a complaint in accordance with the process outlined in this procedure so the district can respond to and address all instances of sexual harassment. Employees who become aware of or suspect sexual harassment are required to report to the appropriate personnel so a thorough investigation may be conducted.

Remember:

- 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 an administrator.
- 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 an administrator.

STUDENT DISCIPLINE

Students are expected to respect and obey the authority of school personnel. Showing defiance to school personnel through words or actions is unacceptable. Courteous compliance with teacher/staff 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 student supervision is unacceptable. Students who continue to be disruptive will receive an appropriate response which could range from administrator support to out-of-school suspension.

In addition, students are expected to follow the guidelines outlined in Provo City School District's safe schools policy that is outlined below:

Section 1 - Definitions

- "Short-term suspension" is a temporary removal of a student from school for a period of ten (10) consecutive school days or less. A student who is suspended may, at the principal's discretion, have access to homework, tests, and other schoolwork through a home study program, but will not be allowed to attend regular school classes or participate in any school or District activities or events during the period of the suspension.
- "Long-term suspension" means removing a student from school for a period longer than ten (10) consecutive school days. In such an event, the suspended student will not be allowed to attend regular school classes or participate in any school or District activities or events during the period of the suspension. However, the District will work with parents to provide alternative educational placements and programs for students, where appropriate and feasible.
- "Expulsion" means Board of Education removal of a student from school for a fixed (more than ten (10) consecutive school days) or indefinite period of time. In such an event, the expelled student will not receive any educational services from the District during the period of expulsion. All expulsions must be reviewed at least annually by the Superintendent or his/her designee. Parents of expelled students are responsible to comply with the compulsory education laws of the State of Utah by providing other educational services for the student and paying all associated costs thereof.
- "Firearm" includes, but is not limited to, handguns, rifles, shotguns, or any device from which is expelled a projectile by action of an explosive.
- "Facsimile firearm" or "look-alike firearm" includes, but is not limited to, starter pistols, air-soft guns, cap guns, or toy guns.
- "Weapon" includes, but is not limited to, firearms, knives, explosive devices, noxious or flammable material, martial arts weapons, or other dangerous object, material, or device that is used for, or is readily capable of, causing death or serious bodily injury.
- "Explosive device" and "noxious or flammable material" include, but are not limited to, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, mace, pepper spray, matches, and lighters.
- "Possession" or "use" means the ownership, control, holding, retaining, inhaling, swallowing, injecting, or consuming of tobacco, alcohol, drugs, drug paraphernalia, or other controlled substances.
- The terms "distribute" or "sale" means the actual, or attempted sale, transfer, delivery, or dispensing to another of tobacco, alcohol, drugs, drug paraphernalia, or other controlled substances.

- The words “other similarly harmful substances” include, but are not limited to, the inappropriate or illegal use of inhalants, prescription drugs, or over-the-counter drugs.
- “Tobacco” shall include cigarettes, cigars, pipes, smokeless, electronic or other forms of tobacco products in any form.
- A “gang” as defined in this policy means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts. “Gangs” have a unique name or identifiable signs, symbols, or marks, and its members, individually or collectively, engage in criminal, threatening, or violent behavior to persons or property, or create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.
- “Gang activities” include, but are not limited to, any of the following:
 - Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos, accessories, symbols, signs, or other things which are evidence of membership or affiliation with any gang;
 - Committing any act or using any speech, either verbal or non-verbal (i.e., flashing signs, graffiti, gestures, handshakes, etc.) that demonstrates membership in or affiliation with a gang;
 - Soliciting other for membership in a gang;
 - Requesting any person to “pay for protection” or otherwise intimidating, bullying, retaliating against, threatening, or harassing any person;
 - Possessing a weapon, alcohol, tobacco, controlled substance, drug paraphernalia, or other contraband;
 - Committing any illegal act; OR
 - Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.
- “Pornographic or indecent material” means any material: (a) defined as harmful to minors, such as a description or representation, in any form whatsoever, of nudity, sexual conduct, sexual excitement, abuse, etc.; (b) described as pornographic in when applying community standards, appeals to the unhealthy interest in sex, is patently offensive, and does not have any serious literary, artistic, political, or scientific value; or (c) describes illicit sex or sexual immorality.
- “Corporal punishment” means the intentional infliction of physical pain upon the body of a student as a disciplinary measure.
- “District Disciplinary Committee” is the committee created at the discretion of the Executive Director of Student Services and may be composed of school administrator(s), social worker(s), school counselor(s), school psychologist(s), teacher(s), and/or other individuals, as appropriate, to assist or to make recommendations for disciplinary action and suggest alternative educational placements and programs as consequences for student conduct violations.
- “District Disciplinary Hearing Officer” the district will employ an impartial hearing officer to review decisions made by the disciplinary committee and render a decision that ensures student disciplinary due process.

Section 2 – Discipline Guidelines

Reciprocity and Enrollment: In accordance with the reciprocity agreements and understandings with other school districts in the State of Utah, it is the practice in Provo City School District to recognize and honor disciplinary action imposed upon a student by other school districts and schools. Accordingly, Provo City School District will not enroll a student who is currently under suspension or expulsion from another school district or

school. In addition, a student may be denied admission in Provo City School District on the basis of having been suspended or expelled from another school district or school during the preceding twelve (12) months.

Corporal Punishment / Physical Restraint: A school employee may not inflict or cause the infliction of corporal punishment upon a student who is receiving educational services from the District. This section does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or in other appropriate circumstances: (a) to obtain possession of a weapon or other dangerous object in the possession or under the control of a student; (b) to protect the student or another person from physical injury; (c) to remove a violent or disruptive student from a situation; or (d) to protect property from being damaged.

Alternative to Suspension or Expulsion: A continuum of intervention strategies shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to suspension or expulsion of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behaviors which are not of such a violent or extreme nature that immediate removal is warranted, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school. A number of interventions should be tried, including, but not limited to: (a) talking with the student; (b) class schedule adjustment; (c) contact with the parents; (d) parent/student conferences; (e) behavioral contracts; (f) after-school make-up time; (g) short-term in-school suspension; (h) short-term at-home suspensions; (i) Multidisciplinary Team involvement and assistance; (j) appropriate evaluation; (k) home study; (l) alternative educational placements and programs, and (m) law enforcement assistance, as appropriate. The District shall also cooperate with the Utah State Office of Education in regards to researching, motivating, and providing student incentives that: (1) directly and regularly reward or recognize appropriate behavior; (2) impose immediate and direct consequences on students who fail to comply with District or school standards of conduct; and (3) keep the student in school, or otherwise continue student learning with appropriate supervision or accountability.

Emergency Issues and/or Safety Concerns: A principal may suspend a student for up to ten (10) school days while investigating issues related to student safety or other emergency concerns that have a direct and substantial ability to disrupt the educational environment within the school or overall school district.

Parental Attendance with Student: As part of a remedial discipline plan for a student, a school may require the student's parent, with the consent of the student's teachers, to attend class with the student for a period of time specified by a school or District administrator. If the parent does not agree or fails to attend class with the student, the student shall be suspended or expelled in accordance with the provisions of school and District discipline policies.

Authority to Administer Corrective Discipline: School principals or assistant principals have the authority to suspend a student for up to ten (10) school days. The Superintendent and his/her designees may suspend a student for up to one (1) school year (one hundred and eighty (180) school days). The Board of Education may expel a student for a fixed or indefinite period of time. However, all expulsions shall be reviewed by the Superintendent or his/her designee and the conclusions reported to the Board at least once each school year.

Grounds for Disciplinary Action: A student may be suspended, expelled, and/or subject to other disciplinary action for any of the following reasons:

- Frequent or flagrant willful disobedience; defiance of proper authority; or disruptive behavior, including, but not limited to, using foul, profane, vulgar, or abusive language, fighting, assault, threats, or other unreasonable and substantial disruption of a class, activity, event, or other function of the school.
- Failing to provide proper identification or information upon request by school authorities
- Discrimination and harassment (including sexual, racial, religious, disability, or any other classification protected by law).
- Engaging in any gang activities.
- Possession or use of pornographic or indecent material on school property.
- Trespassing or loitering on school property; stealing; burglary; or vandalism, graffiti, or other willful destruction or defacing of school property or the property of others.
- Criminal mischief; terroristic threats; intimidation; harassment; bullying; hazing; behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morale of other students or to school personnel or to the operation of the school.
- Demeaning behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, inappropriate public display of affection, or inappropriate exposure of body parts not normally exposed in public settings.
- Improper use of cellular phones, Mp3 players, iPods, laser pointer, and other electronic devices.
- The use, possession, sale, or distribution of drugs or controlled substances, imitation controlled substances, 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.
- The use, possession, sale, or distribution of alcoholic beverages.
The use, possession, sale, or distribution of tobacco products.
- The use, possession, sale, or distribution of any real or facsimile (look-alike) firearm, weapon, knife, explosive device, chemical device, noxious or flammable material, martial arts weapon, or other dangerous objects.
- The actual or threatened use of a real or facsimile (look-alike) firearm, weapon, knife, explosive device, noxious or flammable material, martial arts weapon, or other dangerous objects with intent to intimidate another person or to disrupt normal school operations.
- Arson
- Misuse of computers, email, or the Internet.
- Truancy or attendance violations.
- Violations of dress and grooming standards, including, but not limited to wearing anything signifying gang affiliation; wearing anything concerning tobacco, alcohol, drugs, or illegal activities; wearing anything that is immodest; indecent exposure; or wearing anything that materially disrupts, or is reasonably anticipated to materially disrupt, the educational environment.
- Any other serious violation affecting another student or school personnel, or which occurs in a school building, on school property, or in conjunction with any school activity or event.
- The commission of any act which would constitute a crime under federal, state, or local law.
- Engaging in any of the foregoing types of conduct outside of school or school related activities and events, or before or after school hours, which substantially and materially disrupt, or is reasonably anticipated to substantially and materially disrupt, the educational environment.
- School property theft or damage: Students being disciplined for the theft, willful destruction, or defacing of school property will be required to pay for the damages or make arrangements to work off the cost of the damages. Failure to do so shall result in the withholding of official written grades, diploma, and

transcripts. The student's parents are also liable for damages as provided in Utah Code. If the student and the student's parents are unable to pay for the damages, or if it is determined by the school in consultation with the student's parents that the student's interest would not be served if the parents were to pay for the damages, then the school shall provide for a program of voluntary work for the student in lieu of the payment.

Disciplinary Action: It is the responsibility of school employees to report prohibited behavior to a school administrator or an appropriate supervisor. Any student who engages in conduct in violation of this policy or any other policy concerning student behavior and conduct shall be subject to disciplinary action. Consequences shall be firm and fair and correspond to the severity of the infraction. A continuum of consequences should be utilized if appropriate under the circumstances. Disciplinary action may include, but is not limited to, before or after school detention, in-school suspension, short-term suspension, long-term suspension, expulsion, exclusion from or loss of extracurricular activities, probation, and /or alternative educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

Section 3 - Continuum of Consequences

A. Discipline Levels and Consequences

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
- 1-16 Theft I (less than \$299.00)

Disciplinary Action Minimum: Student/Administrator conference and/or suspension up to 10 school days
Maximum: Suspension and referral to the District Disciplinary Committee for alternative placement or suspension up to 90 school days.

Level 2 acts of misconduct include, but are not limited to, the following:

- 2-1 Criminal activity
- 2-2 Theft (\$300.00-\$999.00)
- 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 \$1000)
- 2-11 Sexual harassment II
- 2-12 Hazing
- 2-13 Gang Involvement II (any Level 1 violation committed while involved in any gang activity)
- 2-14 Bullying II – Hitting, kicking, physical harm, destruction of property, enlisting someone to assault someone for you.
- 2-15 Cyber bullying

Disciplinary Action Minimum: Student/Parent/Administrator conference and/or suspension up to 10 school days
 Maximum: Suspension and referral to the District Disciplinary Committee for alternative placement or suspension up to 180 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)
- 3-11 Theft III (more than \$1,000.00, which is a felony)

Disciplinary Action Any Level 3 Violation: Parents and police will be notified and the student suspended for up to ten school days during which time the student will be referred to the District Disciplinary Committee for alternative placement, suspension, or expulsion

B. Drug and Alcohol Explanation and Consequence

Disciplinary Action: Use or Possession of Alcohol, Drugs, Drug Paraphernalia, or other Controlled Substances.

First Violation: A student may be suspended from school for up to 10 school days and referred to the District Disciplinary Committee for alternative placement or suspension up to 90 school days. Students may be permitted to continue in school if a student enrolls in and attends a district-approved intervention program with parents.

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; 8 3310 P1 Safe Schools
 - 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 school's designated student assistance program and/or to an approved prevention program.

2. The student shall:
 - a. Reveal the source of material associated with this violation;
 - b. Attend with parent an approved prevention program, the cost of which will be assumed by the parent;
 - c. Not participate in school-or district-sponsored activities until any suspension has been removed or ended.

Failure of the student to comply with any of the above will result in a referral to the District Disciplinary Committee for alternative placement or suspension, for up to 90 school days.

Second Violation: A student shall be suspended from school for 10 days, during which time the student will be referred to the District Disciplinary Committee for suspension up to 90 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. Explore education options available during the suspension period; and
 - b. Not participate in school-or district-sponsored activities or programs until he/she has been reinstated by the District Disciplinary Committee.

3. Reinstatement: If a student desires to return to school during the suspension period, he/she must petition the District Disciplinary Committee 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. Follow all assessment requirements

- c. 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
- d. Show evidence that he/she has personally revealed to school administration the source of the alcohol or controlled substance associated with the violation.

Failure of the student to comply with any of the above will result in a referral to the District Disciplinary Committee for alternative placement or suspension, for up to 90 school days.

Third Violation: The student shall be suspended from school for 10 days during which time the student will be referred to the District Disciplinary Committee for alternative placement or suspension, for up to one school year, or to the Board for expulsion from the 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 of Alcohol, Drugs, Drug Paraphernalia, or other Controlled Substances.

The student shall be suspended and referred to the District Disciplinary Committee 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 District Disciplinary Committee 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. Follow all assessment requirements
 - c. 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
 - d. Personally revealed the source of materials associated with the violation to the school administrator.

C. Tobacco Explanation and Consequences 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.

First Violation: The principal or designee shall:

1. Issue a citation; and
2. Notify the parents

Second and Following Violations

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

Section 4 - Disciplinary Due Process Procedures

A. Regular Education Students: Whenever a regular education student is subject to discipline for a violation of District policy, the discipline due process procedures of this policy shall be followed.

Short-Term Suspensions – Ten (10) consecutive school days or less.

School Administrator:

Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident.

Minimal due process is required. The school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) verbally or in writing of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If parents cannot be reached it is the responsibility of the school to maintain the student for the remainder of the day.

Disagreement between the parents and the school in regards to short-term suspension will be handled in meetings between parents, school administrators, and the student, if appropriate. 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 ten (10) calendar days of the school decision and addressed to the Provo City School District, Executive 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 ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) 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 Independent Disciplinary Hearing Officer'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 Independent Disciplinary Hearing Officer.

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.

Long-Term Suspension and Expulsions. More than ten (10) consecutive school days.

School Administrator:

Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident.

The school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

Suspension or expulsion may not extend beyond ten (10) school days unless the student and the student's parents have been given notice and a reasonable opportunity to meet with the school administrator and/or District officials and respond to the allegations and proposed disciplinary action.

The school administrator shall notify in writing the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days; (b) the grounds for the suspension; (c) any conditions of the suspension; (d) that the matter has been referred to the District Disciplinary Committee for further disciplinary action. A copy of this written notification shall be sent to the Executive Director of Student Services.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If parents cannot be reached it is the responsibility of the school to maintain the student for the remainder of the day.

The school administrator shall notify the District's Executive Director of Student Services of the incident and provide him/her with all relevant and necessary information and documentation. If appropriate, the school administrator shall also notify law enforcement and/or the Division of Child and Family Services (DCFS) of the incident.

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:

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- (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 ten (10) 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 ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) 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 Independent Disciplinary Hearing Officer'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 Independent Disciplinary Hearing Officer.

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.

Student Progress: The Executive Director of Student Services or his/her designee shall have contact with the parents of each suspended or expelled student under the age of sixteen (16) at least once each month to determine the student's progress.

Readmission to School: A suspended or expelled student may not be readmitted to school until: (a) the student and the parents have met with the Executive Director of Student Services to review the suspension; (b) all conditions of the suspension have been satisfied; and (c) the Executive Director of Student Services, student, and parents have agreed upon a plan to avoid recurrence of the problem.

Investigations and Documentation: The investigation and documentation of student incidents by the school administrator should include the following: (a) conduct interviews of students and others who were involved in or witnessed the incident(s); (b) obtain statement from students and other who were involved in or witnessed the incident(s); (c) obtain and secure any relevant evidence; (d) prepare any necessary forms and other documentation; (e) involve District personnel, local law enforcement personnel, and/or DCFS, as applicable; and (f) perform any other tasks necessary to properly investigate and document the student incident(s).

Hearings: Student Disciplinary due process hearings are not as formal as court hearings. Strict adherence to court rules of procedure and evidence are not required. However, certain rights of the student must be observed. The hearing must be impartial, the student is entitled to representation by legal counsel, the student is to be made aware of the general nature of the evidence to be used against him/her, and substantial evidence must be provided.

Right to Counsel: Although a student is entitled to be represented by legal counsel at a hearing, the District is not responsible to provide counsel or pay for the student's expenses in obtaining counsel.

Evidentiary Rules: Testimony in a student disciplinary due process hearing is not subject to the strict adherence to court rules of evidence. In fact, hearsay testimony is admissible. However, the District's evidence supporting the disciplinary action must meet the test of "substantial evidence."

Responsibility of Parents: If a student is suspended or expelled for more than ten (10) school days, the parents are responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. The parents can work with designated school personnel to determine how that responsibility might best be met through an alternative educational placement or program offered by or through the District, private education, or other alternative which will satisfy the legal and educational needs of the student. The parents and school personnel may enlist the cooperation of the Division of Child and Family Services (DCFS), the juvenile court, or other appropriate state agencies to meet the student's educational needs. Costs for educational services which are not provided by the District are the responsibility of the student's parents.

B. Student Discipline Procedures for Students with Disabilities (IDEA and 504)

Short-Term Suspensions – Ten (10) consecutive school days or less.

School Administrator: In every situation where an eligible student with a disability under the IDEA or Section 504 is subject to discipline for a violation of District or school policy, the school administrator must first ascertain whether the student has been previously suspended during the current school year. If yes, determine whether the total suspensions cumulate to more than ten (10) school days in the current school year. If the total suspensions do not cumulate to more than ten (10) school days, then proceed with the suspension. If the total suspensions do cumulate to more than ten (10) school days, then the school administrator and staff must determine if the student has been subject to a series of suspensions that constitute a pattern. A "pattern" occurs when: (a) the series of suspensions total more than ten (10) school days in a school year; (b) the student's behavior is substantially similar to previous incidents that resulted in the series of suspensions; and (c) there are other factors suggesting a pattern, such as the length of each suspension, the total amount of time the student has been suspended, and the proximity in time of those suspensions (i.e., the longer the total number days and the closer they are in proximity, the more likely it would constitute a pattern). If there is a pattern this constitutes a 'change of placement' under the IDEA. The school IEP team should conduct a

Manifestation Determination. Manifestation Determination: Within ten (10) school days of any decision to "change the placement" of a student with a disability because of a violation of District or school policy, a determination must be made by the school administrator, parents, and relevant members of the student's

Individual Education Plan (IEP) Team of whether the behavior is a manifestation of the student's disability by answering the following questions: (1) Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability? (2) Whether the conduct in question was the direct result of the school's failure to implement the IEP?

If the answer to both of these questions is "no," then the behavior is not a manifestation of the student's disability. In such an event, the student shall be disciplined as any other student for a similar offense; provided, however, that the student must continue to receive educational services during any period of suspension to assure that the student is receiving a Free and Appropriate Public Education (FAPE). The IEP Team will determine educational services and the Interim Alternative Educational Setting (IAES) where the student will receive educational services. Educational services should target the student's behavior to limit its reoccurrence, enable the student to participate in the general education curriculum, and progress towards meeting the student's IEP goals. In the event the parents of the student challenges the manifestation or placement decision through an expedited due process hearing, the student shall be kept in the IAES pending any such challenge until a final decision is issued.

If the answer to either of these two questions is "yes," then the behavior is a manifestation of the student's disability. In such an event, the IEP Team must conduct and /or review a Functional Behavior Assessment (FBA) and a Behavior Intervention Plan (BIP) for the student. The IEP Team must return the student to his/her prior educational placement, unless the parent and school personnel agree to a "change of placement" as part of the BIP. Notwithstanding the manifestation determination, in the event that school personnel believe that the student's behavior is substantially likely to result in injury to the student or others, the District may seek an expedited due process hearing to prevent the student from returning to his/her prior educational placement. In such an event, the student shall be placed in an IAES pending the hearing until a final decision is issued.

If a regular education short-term suspension is warranted based on following the processes for a special education student the school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If the parent cannot be reached the student will be maintained within the school until the end of the day.

Disagreements between the parents and the school in regards to regular education short-term suspensions should be handled in meetings between parents, school administrators, and the student, if appropriate. If necessary, the appeal process listed below will be followed to allow for 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 ten (10) 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 ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) 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 Independent Disciplinary Hearing Officer'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 Independent Disciplinary Hearing Officer.

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.

Long-term Suspensions. More than ten (10) consecutive school days constitutes a "change of placement" under the IDEA. More than ten (10) cumulative school days in a school year constitutes a "change of placement" under the IDEA if a pattern is established.

School Administrator: Upon being apprised of a student incident in violation of District or school policy that may lead to disciplinary action, a school administrator shall promptly and thoroughly investigate and document the incident. The school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school. On the date of the decision to remove the student from school the school administrator shall provide the parents with notice of the suspension ('change of placement') and a copy of the IDEA or Section 504 procedural safeguards notice.

Manifestation Determination: Within ten (10) school days of any decision to "change the placement" of a student with a disability because of a violation of District or school policy, a determination must be made by the school administrator, parents, and relevant members of the student's Individual Education Plan (IEP) Team of whether the behavior is a manifestation of the student's disability by answering the following questions: (1) Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability? (2) Whether the conduct in question was the direct result of the school's failure to implement the IEP?

If the answer to both of these questions is "no," then the behavior is not a manifestation of the student's disability. In such an event, the student shall be disciplined as any other student for a similar offense; provided, however, that the student must continue to receive educational services during any period of suspension to assure that the student is receiving a Free and Appropriate Public Education (FAPE). The IEP Team will determine educational services and the Interim Alternative Educational Setting (IAES) where the student will receive educational services. Educational services should target the student's behavior to limit its reoccurrence, enable the student to participate in the general education curriculum, and progress towards meeting the student's IEP goals. In the event the parents of the student challenge the manifestation or placement decision through an expedited due process hearing, the student shall be kept in the IAES pending any such challenge until a final decision is issued.

If the answer to either of these two questions is "yes," then the behavior is a manifestation of the student's disability. In such an event, the IEP Team must conduct and /or review a Functional Behavior Assessment (FBA) and a Behavior Intervention Plan (BIP) for the student. The IEP Team must return the student to his/her prior educational placement, unless the parent and school personnel agree to a "change of placement" as part of the BIP. Notwithstanding the manifestation determination, in the event that school personnel believe that the student's behavior is substantially likely to result in injury to the student or others, the District may seek an expedited due process hearing to prevent the student from returning to his/her prior educational placement. In such an event, the student shall be placed in an IAES pending the hearing until a final decision is issued.

If a regular education long-term suspension is warranted based on following the processes for a special education student the school administrator shall give the student verbal or written notice of the violation, evidence of the accusation, and the opportunity to present their side of the story. Generally, the notice and informal hearing shall precede the student's removal from school.

The school administrator shall notify the custodial parent(s) or legal guardian(s) of the student of the following: (a) that the student has been suspended for ten (10) school days or less; (b) the grounds for the suspension; (c) any conditions of the suspension; and (d) the time and place for the parents to meet with the school administrator to review the suspension.

The school administrator shall also notify the non-custodial parent of the student of the suspension, if requested in writing.

The school administrator shall determine the best way to transfer custody of the suspended student to the parents. The school administrator shall then assure that the student is either released directly to the custody of the parents or has obtained permission from the parents for the student to leave school and go home. A suspended student shall immediately leave the school building and grounds. If the parent cannot be reached the student will be maintained within the school until the end of the day.

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 ten (10) 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 ten (10) calendar days of the decision and request for a hearing before the Independent Disciplinary Hearing Officer. The appeal shall be heard within ten (10) 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 Independent Disciplinary Hearing Officer'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 Independent Disciplinary Hearing Officer.

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.

Responsibility of Parents: If a student is suspended or expelled for more than ten (10) school days, the parents are responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. The parents can work with designated school personnel to determine how that responsibility might best be met through an alternative educational placement or program offered by or through the District, private education, or other alternative which will satisfy the legal and educational needs of the student. The parents and school personnel may enlist the cooperation of the Division of Child and Family Services (DCFS), the juvenile court, or other appropriate state agencies to meet the student's educational needs. Costs for educational services which are not provided by the District are the responsibility of the student's parents.

Weapons, Drugs, or Serious Bodily Injury: Regardless of whether the misconduct is a manifestation of the student's disability, school personnel may remove a student with a disability for up to forty-five (45) days to an IAES if the student's misconduct involved: (a) possessing or using a weapon at school, on school premises, or at a school function; OR (c) inflicting serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this section, the term "weapon" is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length. For purposes of this section, the terms "illegal drugs" or "controlled substances" have definitions contained in federal law, but do not include a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under federal law. For purposes of this section, words "serious bodily injury" is defined as bodily injury which involves: (a) a substantial risk of death; (b) extreme physical pain; (c) protracted and obvious disfigurement; or (d) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Expulsions. Board of Education removal of a student from school for a fixed (more than ten (10) consecutive school days) or indefinite period of time. The expelled student will not receive any educational services from the District during the period of expulsion. Students with disabilities eligible under the IDEA are not subject to expulsion as a disciplinary measure. For a serious violation committed by an IDEA student, proceed with a long-term suspension.

STUDENT SELF-REFERRAL for Substance Abuse

If a student self-refers for abuse of tobacco, alcohol, or controlled substance problems, the school administration will provide a conference to discuss possible resources to provide 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 PCSD is considered for enrollment and is officially enrolled in PCSD.

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 PCSD 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. PCSD 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.

<p>Director, Student Services Provo City School District Hearing Officer, Title IX Coordinator</p> <p>Provo City School District Administration Building - Room 13 280 West 940 North Provo, Utah 84604</p> <p>Phone: (801) 374-4815 Fax: (801) 374-4808</p>	<p>Office for Civil Rights Denver, Colorado Office U.S. Department of Education</p> <p>U.S. Department of Education Federal Building, Suite 310 1244 Speer Boulevard Denver, CO 80204-3582</p> <p>Phone: (303) 844-5695 Fax: (303) 844-4303</p>
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It is the policy of PCSD 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.

PCSD 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. PCSD 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:

Every 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 Title IX 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 (2) 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.

PCSD does not tolerate retaliation or intimidation of any kind towards anyone filing grievances under this procedure. Such retaliation and intimidation violate 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.

PCSD 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.

Timpview High School does not discriminate against any individual on the basis of race, creed, color, national origin, religion, age, sex, or disability.

For more information about PCSD Policies and Procedures, please visit the school district's website at: www.provo.edu