

## PAROWAN HIGH SCHOOL

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### **Parowan High School Mission Statement:**

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

### **WELCOME TO PAROWAN HIGH SCHOOL**

On behalf of the staff at Parowan High School, I would like to welcome you to the beginning of another school year. This folder is designed to provide you with information, policies, expectations and procedures. I hope that you will spend a few minutes reviewing this folder.

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

### **ABSENCES**

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

**SCHOOL EXCUSED-** any organized school activity away from campus.

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

**UNEXCUSED-** any unauthorized absence from school. **Unexcused tardies of more than 10 minutes late will be counted as an unexcused absence.**

**If a student is absent, parents must excuse the student within 3 days of the absence, or it will remain an unexcused absence.** An excused or school excused absence allows a student to make up missed work. Teachers will require that work be picked up prior to any foreseeable absence (including athletic events). It is the student's responsibility to pick up and complete any missed work. ***Students may not be excused from one class to complete the work for another class.***

Students who have a doctor certified extended illness might be placed on homebound instruction with administrative approval.

Participation classes (i.e. music, PE, drama, art, shop, etc.) may base a large part of the grade upon class participation. Academic classes, as well, may

include participation and attendance as part of their grading system.

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

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

Procedures for excessive excused, unexcused absences or trancies are, but not limited to:

- Teacher/student conference(s)
- Restitution time spent in levels building during lunch for unexcused absences
- Teacher/student/parent/administrator conference
- Certified letter mailed after five (5) unexcused absences
- Court referral for truancy
- Court referral for parents for educational neglect

### **TARDIES**

Students are required to be on time and prepared for class. If a student is tardy with a valid excuse, the tardy should be discussed with the teacher to make up missed points.

Procedures for excessive tardies are:

- Teacher/student conference(s) after three (3) tardies.
- Teacher/student/parent conference after six (6) tardies
- If the attendance problem continues it will result in remediation in the levels building during lunch. Students will be required to provide their own lunch whether from home or from the elementary lunch room.
- For every tardy after twelve from a combination of classes, the student will be required to make up a half hour during their lunch time in the Levels Building.

### **CELL PHONES**

We have found that cell phones and other electronic devices have become a consistent disruption to the learning environment essential to all high achieving schools. These objects must be turned off and out of site from 8:00am to 2:35pm. This policy encompasses any area of the school including hallways, gyms and the weight room. Cell phones will be taken by the teacher or any other school employee and handed into the office. On the first offense the student will be permitted to claim the phone after school. The second offense will require a parent to retrieve the phone. The third offense will result in suspension.

### ACCIDENTS

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

### ACTIVITIES

Parowan High School offers many opportunities for students to become involved. Athletic teams, clubs, special interest groups, dances, etc. are great opportunities for students to become involved as participants or spectators.

Students in the seventh and eighth grades have limited options but can attend most high school activities. Dances, unless designated for seventh and eighth grade students, are for high school students only.

### APPOINTMENTS

If you would like to visit with a teacher or teachers, please contact the office or e-mail the teacher to set up an appointment. Class time is valuable; so please **DO NOT** interrupt class in order to visit with a teacher.

If you need to pick up your student for an appointment, please come into the office. The student will be called to the office at which time he/she may be checked out of school. Please try to set up appointments outside of school hours.

### AUTOMOBILES

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

### BULLYING AND HAZING

According to ICSD policy, bullying is defined as intentionally committing an act that endangers the physical health or safety of a school employee or student. Any incident needs to be reported immediately to the teacher, coach, advisor, school administrator, school counselor, or school resource officer after the incident occurs. Administration will be notified and, if necessary, the school resource officer.

### BUILDING SECURITY

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

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

Students involved in extracurricular activities are to be under the supervision of a coach or advisor at all times. **AT NO TIME ARE STUDENTS TO BE**

**UNSUPERVISED.** The building will be secure by 3:30 p.m.

Any suspicious activity should be reported to the office immediately.

### CLASS CHANGES

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

### COMMUNITY COUNCIL

Parowan High School has a well-organized and involved Community Council. These elected members work hard to create the best atmosphere possible for the students at PHS. If you have any concerns that you feel need to be addressed by the Council, please contact any member of that group. The council meets regularly to discuss school climate, school improvement, and help determine the use of the School Land Trust money. The public is invited to attend our posted meetings. Please refer to the school calendar found on our website for dates, time, and location. A list of current Council members is found in this folder.

### DISCIPLINE PROCEDURES

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

- Student/teacher conference
- Student/teacher/parent conference
- Student/teacher/parent/administrator conference
- Student placed in levels for the period

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

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

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

### DRESS CODE

Please refer to the dress code that was mailed to each student with all the other registration materials.

### EXTRACURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS

An individual must be a full time student in order to be eligible to represent his/her high school in activities

including serving as a student body officer or representative, class officer or representative, any activity sanctioned by the Utah High School Activity Association (UHSAA), and any public performance of band, chorus, dance, drama, or forensics.

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

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

Students identified as “special needs” are expected to meet eligibility requirements unless it is specifically stated in their IEP that they are exempt from this policy.

Incoming freshmen must meet eligibility requirements in the fourth quarter of their 8<sup>th</sup> grade year in order to participate in the fall of their freshmen year.

Extracurricular activities are classes held outside the regular schedule. A letter grade of “P” or “F” is earned based upon, primarily, participation. This participation includes practices and performances. Accountability and commitment to a given program are vital to the success of an extracurricular program. Attendance is the key indicator for this accountability and commitment. Therefore, attendance will be taken and follow the guidelines established under the ICSD attendance policy “IKG.” Students with excused absences will be allowed to make up any missed participation within a reasonable amount of time. If the absence is unexcused, the coach/advisor does not have to allow the student to make up missed work, therefore jeopardizing a student’s grade or participant status

#### **FEES AND FEE WAIVERS**

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

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

#### **GENERAL EXPECTATIONS**

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

- Use acceptable language.
- Keep all areas of Parowan High School clean.
- Report any graffiti or vandalism immediately to the office.
- Abide by established classroom expectations.
- For safety reasons- no running, shoving, or horsing around in the halls.

- During general assemblies with special guests, themes, or presenters, there is to be no booing, whistling, or yelling. There is to be no food or drink in the auditorium. Show your appreciation by remaining quiet and clapping at appropriate times.

- Be on time and prepared for the day.
- Be a positive contributor to Parowan High School.

#### **GRADES**

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

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

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

#### **INSURANCE**

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

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

Completed accident reports will be available for insurance claims.

#### **LOCKERS**

Student lockers will be issued at the beginning of school for students, grades 9-12. 9<sup>th</sup> graders may need to share lockers. A student is expected to use only the locker assigned to him/her. Lockers are school property and should be cared for properly. The assigned student is responsible for any damages to that locker unless it has been proven otherwise. Lockers may also be searched if there is probable cause or reasonable suspicion by the principal and/or school SRO. These searches may be done independently or in the presence of the student.

PE lockers will be issued by the PE coaches and are under the same stipulations mentioned in the previous paragraph.

#### **LUNCH**

Parowan High School has an open campus for lunch. Students may eat lunch at home, Parowan Elementary, bring their lunch, or eat at any of the local businesses in town. Lunch should be eaten outside the school or in the Commons. **NO FOOD OR DRINK IS**

**TO BE IN THE HALLS.** Trash should be disposed of properly.

#### **POSITIVE LEARNING ENVIRONMENT**

Students should not bring any of the following personal property items to school:

- Skateboards, scooters, hee-lies, or rollerblades.
- Squirt guns or water balloons.
- Discman, iPods, MP3 players, etc.
- Video games, portable DVD players, *cell phones*, digital cameras, etc.

If these items are brought to school, they may become a distraction or nuisance to the running of the school or classroom. They may be taken away at teacher discretion and turned into the office. **On the first offense, the student may pick up the item; on the second offense, the PARENTS/GUARDIANS only may pick up the item; and on the third offense the student will be placed in levels or suspended for defiance of authority.**

*The school will not be held responsible for any lost or stolen items.*

#### **POWERSCHOOL**

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

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

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

#### **REMEDIATION**

Students who fail a class or classes are responsible for making up the lost credit. There is a \$40 fee associated with remediation or grade make-up through the teacher or Southwest Education Academy (SEA) after-school or summer-school programs. Students may also attend summer school (limited availability), retake the class in the regular schedule with administrative approval, or take the class on Electronic High School (EHS). See Counseling for more information.

*Deficient credit needs to be made up as quickly as possible to remain on track for graduation.*

#### **SAFE SCHOOLS**

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

#### **SCHOOL SPECIAL SERVICES**

School Counselor: *Ava Chamberlain*  
Special Education: *Pat Benson, Jeani Williamson Sarah Swapp*

#### EDUCATIONAL SERVICES:

- Developing a program leading to graduation.
- Individual counseling and tracking of student progress.
- Providing special education services.
- Planning and preparing for post high school education or work.
- Preparing for testing (U-PASS, ACT, SAT, etc.)
- Testing and test interpretation.
- Assistance in finding financial aid.
- SEOP and portfolio development.
- Individual counseling.

#### CAREER DEVELOPMENT:

- Grade level assistance in career exploration.
- In class development of work place skills.
- Preparation for job applications and interviews.
- Testing and test interpretation to help identify career choices.
- Career fairs and job shadowing.
- Individual counseling.

#### RESPONSIVE SERVICES:

- Develop special programs for students.
- Counseling for individual problems:
  - Special needs.
  - Social interaction problems.
  - Behavior difficulties.
  - Personal problems.
  - Concerns of school progress.
- Referrals to appropriate agencies.

#### **TELEPHONES**

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

#### **TEXTBOOKS**

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

#### **TUTORING**

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

#### **PHS STAFF**

##### FACULTY

John Dodds  
Ava Chamberlain  
Marie Adams  
Alana Benson  
Kacie Benson  
Patrick Benson

Principal  
Counselor  
Careers/School Success, FACS  
English, Athletic Director  
Vocational Agriculture  
Resource

Charla Cooke	Math, P.E.
Gail B. Harris	English
Kyle Johnson	Science
Danielle Labrum	Business Education
Matt Labrum	History, P.E., Drivers Ed.
Roy Mathews	Industrial Ed.
Marta Mitchell	Art, Ceramics, Yearbook
Dona Murphy	Family & Consumer Sciences,
Rod Murphy	P.E., Health
Colleen Okeson	Math
Deveny Pace	Business Education, Newspaper
Shelley Porter	Drama, Reading
KarriAnn Raddon	History, English, Financial Literacy
Jeff Robison	Science, P.E.
Jim Shurtleff	History
Brian Townsend	English, History, Spanish
Jet Warr	Math
Jeani Williamson	Special Education, English
Carylee Zwang	Music, Band

**STAFF**

Maggie Topham	Office Manager
Stacy Gale	Registrar
Erin Johnson	Attendance Secretary
Helen Orton	Media Center
Tim Roelofs	Computer Lab Tech
Valerie Townsend	Skills
Jay Sissener	SRO
Rick Little	Head Custodian

**Custodians**

Rick Little (Head Custodian), Mike Rowley, Dave Bettridge,  
Jim Burton, Ray Adams

**Aides**

Elisse Anderson, Shaneal Bess, Anna Carlson, Liz Beaumont,  
Amanda Grimm, Debbie Grimm, Alice Heidenreich, Cheryl  
Hollingshead, Ralph Knoblauch, Robyn Lewis, Shirley Lister,  
Shirley Mortensen, Linda Reeves, Lucille Robinson, Nicole  
Shannon, Vana Rowley, Jolene Stratton, Jenifer Terry, Staci  
Wilson, Pam Wing

SRO

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