



# Student Handbook

2018-2019

# **Pioneer High School Mission Statement and Learning Outcomes**

“The mission of Pioneer High School for the Performing Arts is to make the arts a catalyst for learning as we prepare students to successfully meet future academic and social challenges.”

1. Students will graduate with a foundational proficiency in a performing arts discipline, including an ability to navigate the business environment in which an arts industry professional operates.
2. Students will graduate having come to recognize and utilize the arts as a key arena for life learning—becoming conscientious, ethical, and active citizens.
3. Students will graduate with an aim and ability to seek further education on the path of their own choice.

## Table of Contents

ACKNOWLEDGEMENT OF SPECIAL NOTICES.....	6
Accommodations for Students with Disabilities .....	6
Equal Educational and Employment Opportunity .....	6
ATTENDANCE POLICY .....	6
ABSENCES .....	6
ATTENDANCE SCHOOL .....	7
DISTANCE STUDENTS .....	7
LATE STUDENTS.....	7
CHECKING STUDENTS OUT OF SCHOOL.....	7
EXCUSING ABSENCES.....	7
SCHOOL ACTIVITIES AND PERFORMANCE RELEASE.....	8
EXTENDED RELEASE .....	8
BUS.....	8
CONDUCT IN BUS .....	8
CALENDAR.....	8
CODE OF ACADEMIC INTEGRITY .....	9
COMPUTER LAB/INTERNET USE .....	9
INTERNET ACCEPTABLE USE POLICY (AUP signed at registration).....	9
OFFENSE CONSEQUENCES .....	10
COUNSELING and ACADEMICS .....	10
DUAL ENROLLMENT .....	10
ADD/DROP DEADLINES .....	10
CREDIT RECOVERY .....	10
DRESS CODE.....	11
ELECTRONIC USAGE .....	11
FACILITIES AND EQUIPMENT .....	12
FEE SCHEDULE .....	12
GRADES .....	13
GRADUATION REQUIREMENTS.....	13
LUNCH.....	14
PAPERLESS SCHOOL.....	14
PARKING.....	14

PETS .....	14
PDA – PUBLIC DISPLAYS OF AFFECTION .....	14
SAFE SCHOOLS .....	15
ALCOHOL/DRUG USE .....	15
DISTRIBUTION OR INTENT TO DISTRIBUTE.....	15
TOBACCO USE/POSSESSION .....	15
HARASSMENT .....	16
REPORTING.....	16
BULLYING.....	16
WEAPONS .....	17
PARENTAL NOTIFICATION .....	17
SUPPLIES .....	17
TRESPASSING.....	17
VENDING .....	17
VISITORS .....	17
SHADOWING.....	18
SEVERE WEATHER AND EMERGENCY CLOSURES.....	18
PARENTAL DISCRETION.....	18
SCHOOL CLOSURE .....	18
COMMUNICATION OF CLOSURE .....	18
MAKE UP DAYS (SNOW DAYS) .....	19
PROCEDURES FOR OTHER EMERGENCY CLOSURES.....	19
SCHOOL COMPACT.....	19

# Pioneer High School for the Performing Arts

## The Olympians

### Music Campus

Caleb Chapman's SoundHouse  
345 S 500 E, American Fork, UT  
84003  
801-768-8787

### Academic, Dance & Theatre Campus

Pioneer Academics and Offices (PAO)  
*Academic classes and teachers,  
Counseling, Registrar, Financial, Sp.Ed.*  
555 E Main, American Fork, UT  
84003  
801-768-8787

*Board members and their contact information are listed on our website.*

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## Pioneer High Faculty and Staff

All PHS employees have email addresses, which are  
**firstname.lastname@pioneercharterschool.org**

### Administration

Gil Jarvie	Principal	801-869-8136
Jeanette Perez	Counselor	801-869-8132
Emily Newren	Registrar	801-869-8134
Michelle Castillo	Administrative Manager	801-768-8787
Terry Byrnes	Bus Driver	

### PERFORMING ARTS FACULTY

#### Artistic Directors

Mr. Derryl Yeager	Dance Academy
Mr. Caleb Chapman	Music Academy
Mr. James Mack	Theatre Academy

#### Department Chairs

Ms. Janalyn Memmott	Dance
Ms. Kelly Kuhnen	Music
Ms. Brooke Grant	Theater
Mr. Gabe Spencer	Theatre

## ACADEMIC FACULTY

Michelle Terry	Special Education	Adam Smith	Health & Assessments
Tara Allen	Geography/Fin Literature	Nate Lovelady	Math
Sarah Nielsen	US History/World Civics	Kathy Curtiss	Language Arts
David White	Science	Emily Newren	Concurrent Enrollment

## ACKNOWLEDGEMENT OF SPECIAL NOTICES

### Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), Pioneer High School for the Performing Arts will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Education Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Pioneer High School for the Performing Arts' policy to provide alternative language services to limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Pioneer High School for the Performing Arts' educational programs. Pioneer High School for the Performing Arts provides English as a Second Language (ESL) instructions and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact Pioneer High School for the Performing Arts.

### Equal Educational and Employment Opportunity

It is the policy of Pioneer High School for the Performing Arts to provide equal educational and employment opportunity for all individuals. Therefore, Pioneer High School for the Performing Arts prohibits all discrimination of the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of Pioneer High School for the Performing Arts educational programs, as well as to the use of all Pioneer High School for the Performing Arts facilities, and participation in all school sponsored activities.

## ATTENDANCE POLICY

**The Pioneer High School Attendance Policy** is based on the knowledge that the explanations, clarifications, and discussions taking place in the classroom are invaluable components of the school learning experience. **The benefits of instruction, once lost, cannot be entirely regained.** Punctuality and regular attendance are not only necessary for school success but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Pioneer High are committed to the success of students. Student success can best be achieved when students, parents, teachers, and school administration work together toward this common goal.

### ABSENCES

1. Absences are serious and must be resolved immediately. Assignments must be made up. Please contact your teacher for help.
2. Even one absence in a performing arts class will affect grades. Where there is a doctor's note, teachers are required to provide a path to class credit. Where there is no doctor's note, assigning make up work to restore points lost is left to the discretion of individual teachers. **All make up or extra credit work must be completed and handed in no less than two weeks before the end of term.**
3. Students are allowed 4 absences per class per term
4. Students are not allowed **any** unexcused absences. Teachers are not obligated to give make up work for unexcused absences.
5. Students who ask permission to leave class and do not return in 5 min. be marked with a Truant.
6. **Truancy cannot be made up or excused.**
7. Students are required to be in class. A student who is seen on campus but is not in class will be marked with a truancy.

8. Students enrolled in a performing arts academy who take one or more online classes must be in Student Success if they are on campus during those academic class times. If these students are found on campus in places other than Student Success, they may lose their on-campus privileges.
9. Absences should be excused within 10 school days (two weeks). An unexcused absence is considered a truancy if it is not parent excused within 10 school days (two weeks).

**If a problem with attendance becomes an issue, a meeting will be set up with the Principal and parents for a solution.**

## **ATTENDANCE SCHOOL**

If a student exceeds the limit of allowed tardies or absences, they will receive a “NC” (no credit) for the class they have exceeded the limit in. To make up this “NC” the student must attend an ATTENDANCE SCHOOL. Students wishing to attend attendance school to make up credit must pay a fee of \$5.00 to the Administrative Manager before they attend the makeup time. To make up a tardy, students must sign in on the Attendance School signup sheet and inform the teacher that they are there to make up attendance. To make up a tardy, students must spend 30 min. in Attendance School and pay the fee. To make up an excused absence, students must spend 60 min. in Attendance School for each absence. To make up for an unexcused absence, students must spend 60 min. in Attendance School and pay the fee. The fee needs to be paid once for each attendance visit to Attendance School. A student may pay the fee and stay for 90 min. in Attendance School to make up both a tardy and an unexcused absence. Students must sign in and list what class they will be working on during their time in Attendance School. There will be no talking or socializing. No cell phones. This must be done in the same term of the absence or tardy. Attendance school will take place Monday –Friday from 2:30-5:00 p.m. the last month of the term.

## **DISTANCE STUDENTS**

The state of Utah requires Pioneer High School to track attendance for all students. For a distance education student to be marked present, the student must do two things:

1. Log in to a course at least once during any given week.
2. Make satisfactory progress toward completion of the course.

If a student does not meet one or more of the above requirements, they do not meet the attendance requirement for the week and are marked absent for the entirety of the week.

In accordance with Utah Administrative Code R277-419-5, **Pioneer High is required by the state to initiate the drop process for any student who misses ten consecutive days of school.** Students dropped must re-register. Students attempting to re-register at Pioneer High after being dropped due to excessive absences must work with school administration to create a plan for credit recovery and amended attendance. Pioneer High reserves the right to deny re-admittance to such students.

## **LATE STUDENTS**

1. Students are allowed to be tardy four times, per class, each term before losing credit.
2. Unless a student is checked into the school by a parent and has a doctor’s note, teachers are not obligated to give make up work for points lost due to tardiness.

## **CHECKING STUDENTS OUT OF SCHOOL**

Students may only be checked out of school at the front desk by a parent/guardian or authorized contact. Please keep your information updated to avoid difficulties with student check out. **Parents may not phone or text students and instruct them to leave class.** Students who leave class without being checked at the front desk will be marked with a truant. **A truant cannot be made up or excused.**

## **EXCUSING ABSENCES**

A parent can excuse an absence by note (PHS may choose to verify notes via phone call), phone, email, website or in person and must supply the office with the student’s name, grade and the exact date and class period(s) missed. Doctor’s notes must also include exact dates. To excuse an absence please call 801-768-8787 or email [michelle.castillo@pioneercharterschool.org](mailto:michelle.castillo@pioneercharterschool.org).

## SCHOOL ACTIVITIES AND PERFORMANCE RELEASE

If a student is absent as the result of participation in a school-sponsored activity, or if the absence is approved as a curriculum-equivalent activity by a student's academy head (***Performance Release***), the student is counted as if present and, once any assigned classroom work is made up, the absence will not affect the student's grade. A student must attend all performing arts classes for 2/3 of the class per term. Meaning if a student is choosing a performance release, the student is allowed only so many days. If the student goes over the amount, then credit for the class might be in jeopardy and the grade may suffer. Performance Release forms can be obtained at the front desk.

## EXTENDED RELEASE

PHS students may apply to miss up to ten school days each year for **prior** approved family vacations using an "Extended Release Form." All missed work must be completed one week after the student returns to school. Students with extended absences due to medical conditions may apply to the counselor for online instruction or for an adjusted schedule, and must be documented with a note from the doctor. Although all core classes can be offered online, performing arts elective classes are not available in this form. Students facing long absences due to medical conditions or family vacations may be dropped from their performing arts academies and may have to apply for re-admittance. Students who must drop performing arts elective classes may have to make up the credit through other, online elective classes in order to graduate.

## BUS

### SCHEDULE

#### Morning Run, Monday-Friday

Leave Lehi Frontrunner	7:20 am
Leave American Fork Seminary	7:30 am
Arrive at PHS	7:40 am

#### Mid-day Run

Leave SoundHouse	10:50 am
Arrive PHS	10:55 am

#### Afternoon Run

Leave PHS	2:45 pm
Arrive Lehi Frontrunner	3:05 pm

**There may be bus runs during the morning hours to and from the SoundHouse building, as needed for classes.**

## CONDUCT IN BUS

The bus, whether on its regular route or on a field trip, is part of the PHS campus. Any rule or policy governing student dress and conduct at PHS applies to behavior on the bus as well. These rules and policies also apply to students driving private vehicles.

## CALENDAR

August 15- Professional Development  
August 16-17- Teacher Contract Days  
August 20- First Day of School  
September 3- Labor Day  
October 18-19- Fall Break  
October 22- Professional Development  
November 21- Teacher Comp. Day  
November 22-23- Thanksgiving Break  
December 20 through Jan. 2- Christmas Break

January 21- Martin Luther King Day  
February 18- Washington-Lincoln Day  
February 20- HS ACT Test  
March 4- Professional Development  
April 1- Snow Make-up Day  
April 2- Teacher Comp. Day  
April 3-5- Spring Break  
May 27- Memorial Day  
May 30- Last Day of School

# CODE OF ACADEMIC INTEGRITY

**Pioneer High School students are responsible to adhere to a strict code of ethical behavior in test taking and classroom work. Pioneer High School will take every measure to insure the school's ability to award valid grades and to properly evaluate student performance. Academic fraud will not be tolerated.** Student work must be original. Any assignment or part of an assignment obtained from another student, a parent, a teacher, the internet, a book or other form of media and submitted as the student's own work, is considered stolen. **No credit will be given.** Student work that has been substantially changed (whether edited, expanded or improved) by anyone other than the student has become the property of the person who made said changes and may not be presented as the student's work.

1. Students must properly credit original sources for words, phrases and ideas. Failure to do so is plagiarism. Rearranging words does not make ideas original.
2. Students must not give or receive answers from any source during a test, exam, evaluation or quiz.
3. Where violations of school policy occur, Pioneer High supports teachers taking appropriate action such as contacting parents, giving no credit on the assignment in question or failing the student.
4. Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to report to faculty or administrative staff.

## COMPUTER LAB/INTERNET USE

**The computer lab is a quiet workspace. Students in the computer lab must abide by the rules.**

Students will:

1. Display courtesy for staff, facilities and equipment: no feet on desks, no eating, no use of offensive language, no disturbing other students.
2. Students must be polite, respectful, and honest and law abiding in all Internet use.
3. Sign up on the computer upon arrival and upon leaving.
4. Recycle paper as possible.
5. Use school computer equipment with permission from and under supervision of PHS faculty/staff member, only.
6. Respect and follow computer teacher/advisor's instructions.
7. Use computer hardware, the Internet, and the school network to work on school related assignments.
8. Gaming is not allowed.
9. Immediately report equipment failures to staff members.
10. Immediately report accidental access to unauthorized sites.
11. Follow basic net-etiquette and be a "good network citizen."

## INTERNET ACCEPTABLE USE POLICY (AUP signed at registration)

While Pioneer High School for the Performing Arts has taken steps to restrict student access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. Students understand that if they do not abide by the rules of acceptable use, they may be disciplined. Parents agree not to hold Pioneer High School for the Performing Arts responsible for materials students may acquire on the Internet and give permission to Pioneer High School for the Performing Arts to permit students to have access to the Local and Wide Area Networks and the Internet.

They must obey the computer lab rules for use of school computers and Internet. Students will not give out personal information about their families or themselves over the Internet. School computers, Internet and other electronic information resources are to be used for educational purposes only. Infractions may result in loss of these educational tools and other disciplinary or legal action may be taken.

Pioneer High School for the Performing Arts students are given the opportunity to gain computer skills necessary for course work and advanced learning beyond the regular classroom. Students can lose this privilege and be subject to disciplinary action should he or she choose to violate the conditions of the AUP contract. Any student whose parent/guardian hasn't signed this legally binding contract will not have access to Pioneer High School for the Performing Arts computers and/or Internet.

### **Students will not knowingly use school computers, equipment, or facilities to: \***

1. Access or distribute inappropriate materials objectionable to use in a school environment. This includes pornographic, obscene, sexually explicit, or threatening material
  2. Use one's identity, misrepresent one's identity or use another's identity to illegally access student, school, or district information or send email, chat, or any form of electronic communication.
    - Communicate with vulgar, defamatory or threatening language, graphics, or artwork
    - Download or upload software without prior approval from an authorized teacher/advisor.
    - Engage in illegal activities defined as a violation of local, state, and/or federal laws
    - Operate an unauthorized business
    - Spread computer viruses or hoaxes
    - Lobby for political purposes
    - Access student, school, or district files or accounts
    - Participate in unauthorized chat rooms
    - Customize computer settings for personal use
- \*The above examples are not all inclusive.*

### **OFFENSE CONSEQUENCES**

If a student performs any of the following prohibited actions, or anything similar to these actions, he/she will be subject to the consequences punishment as determined by the School Administration.

## **COUNSELING and ACADEMICS**

The school counselor supports students in their school success. The counselor can help with a variety of ways, including help with individual planning and goal setting, career and college readiness, and crisis management. The school counselor will meet with each student at least once each year to develop a CCRP (College and Career Readiness Plan). Parents are invited and encouraged to attend this meeting. In addition, the counselor provides information and other services through meeting with parents and students, workshops, classroom presentations, a blog and other means. Parents and students are encouraged to contact the counselor with any questions or concerns regarding student planning, schedules, preparing for college and careers, high school programs, difficulties in school and personal issues.

\*Pioneer High onsite students are allowed 7.0 credits per year. Students desiring more credits are welcome to take as many classes as they like through outside sources and transfer the credit to PHS, however PHS will not reimburse nor pay for those classes.

### **DUAL ENROLLMENT**

Pioneer High School is unable to support Dual Enrollment.

### **ADD/DROP DEADLINES**

**\*\*Students may add and drop classes for two weeks from the start of each semester. No classes may be dropped or added after that deadline.**

### **CREDIT RECOVERY**

Students requiring credit recovery may take those classes anywhere they like and transfer that credit to PHS. PHS will not pay for nor reimburse for classes taken to recover credit.

- ▶ **BYU Independent Study (High School Students)**
  - ▶ [www.elearn.byu.edu](http://www.elearn.byu.edu) (801) 422-8925
  - ▶ Lessons are completed online
  - ▶ Fee: \$140.00 per .50 credit for most courses plus books when needed
- ▶ **EastShore Online High School**
  - ▶ [eastshorehs.com](http://eastshorehs.com)
  - ▶ Initial Fee: \$205. FREE curriculum unit given if passed within 30 days)
  - ▶ Talk to the counselor for help signing up

- ▶ **Alpine School District Extended Year (Summer School)**
  - ▶ Two three-week sessions in June and July
  - ▶ Take classes at Lehi or Mountain View High Schools
  - ▶ \$150 per quarter credit
  
- ▶ **Northridge Learning Center**
  - ▶ [Northridgelearningcenter.com](http://Northridgelearningcenter.com) or call 801-776-4532
  - ▶ \$50 per packet

#### DEADLINE FOR SENIOR TRANSFER CREDIT

\*\*Seniors must have transferred any credit to PHS no less than two weeks before graduation.

#### CREDIT FOR OTHER EXPERIENCES

Pioneer High has offered credit for certain life experiences, including work experience and extracurricular activities. Please see the Student Planning Guide, available from the counseling office, for more details, and talk to our counselor for help with these issues.

### DRESS CODE

Pioneer High School for the Performing Arts Board of Trustees has established general guidelines and standards for student dress and grooming. Students' general appearance and attire should be neat, clean, attractive and safe and should not disrupt the educational mission or interfere with the normal process of school. Students should wear clothing that is appropriately sized and correctly worn.

1. Student attire and grooming should be neat, clean and safe.
2. **All tops, (shirts, blouses, dresses, and other attire), must have sleeves that cover the shoulders, underarms, back and stomach**
3. **The length of dresses, skirts, and shorts must reach the tips of the fingers when the arm is extended straight down.**
4. Appropriate undergarments should be worn by all students on campus. Undergarments must not be visible, even through sheer fabric.
5. Shoes must be worn at all times. Socks do not count as shoes.
6. No clothing or paraphernalia referring to or promoting alcohol, tobacco, drugs, violence, crime, sexual harassment, or associated with gangs, or which promotes any behavior illegal for students will be tolerated.
7. Hairstyles which are distracting to the wearer or to fellow students are inappropriate.
8. Facial hair must be groomed and clean.
9. Neither student attire nor grooming should interrupt school decorum or adversely affect the educational process.

Any student in violation of PHS dress code who does not have appropriate clothing with them will be sent to an administrative office. We will contact parents/guardians to either pick up the student or bring appropriate clothing. The student will wait in the office until the parent/guardian arrives. **The student will not be excused from class during such times.**

**The dress code standards apply to all Pioneer High School for the Performing Arts functions and activities outside dance studios. Appropriate attire in dance classes will be set by the teacher.** Teachers will communicate expected attire for dance classes and other class requiring unrestricted movement. Dancers will cover leotards and tights with dress-code-appropriate attire in the halls and during non-dance classes.

### ELECTRONIC USAGE

While parents and students have become accustomed to keeping in close and immediate contact, cell phone use during class creates an environment in which the necessary goals of the education process are inordinately hampered. As such, personal cell phone use is not allowed during any class at PHS, and no student will be allowed to leave class to call or text anyone, including a parent. We supply the students and their parents with the phone number of the school (801-768-8787), parents who have an emergency warranting the immediate contacting of a student should that number. Violation of this policy (either leaving class to call or text, or calling or texting in class) will result in the confiscation of the student's phone until the end of the school day (not just the end of the class in which the infraction occurred). We encourage students and their parents to coordinate their communication so that

it occurs outside of class time. A second cell phone violation will result in the parent picking up the phone at the end of the day. If a third violation happens a meeting with student, parent and administration will occur for solutions.

1. Pioneer High School for the Performing Arts recognizes the value of electronic communication devices as learning tools. Devices may be used in class under the direction of the teacher.
2. Injured students who are observing dance classes are to take their notes on paper rather than electronic media. All students should always have paper and a writing instrument when they come to school. Injured students needing to observe a class without participating fully must bring a note from a parent or a doctor. Without a note, students will be expected to participate fully in their classes.
  - a. Administrators and classroom teachers may prohibit the use of such devices at specific times and in specific circumstances. When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture or record any communication, visual, image, sound, text message or other information unless it is being used in a classroom assignment
  - b. **Students will not be subject to video or audio capture, recording, or transmission of their words or images by any student on school grounds without prior notice and consent for the capture.**
3. Electronic communication devices and cameras may not be activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
  - a. At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.
  - b. The school administration or teacher may take appropriate disciplinary action when policy is violated.
  - c. Violation of this policy may include the immediate confiscation of the interfering device. The confiscated device shall be given to the principal or his designee. The principal may return the device at the closing of the day or may make arrangements to notify and meet with the parent/guardian for pickup of the device.
  - d. The use of an interfering device or electronic communication device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty, will result in suspension.
  - e. Suspension for insubordination of school rules may result.

## **FACILITIES AND EQUIPMENT**

Students are financially responsible for damage done to PHS facilities or equipment, whether intentional or accidental. Pioneer High may take legal action to insure repairs are made in a timely fashion and complete remittance made.

## **FEE SCHEDULE**

**2016-2017**

**Students will not receive a schedule until fees are paid. If you owe a balance from the previous year, please see the registrar to make arrangements.**

**Academy Fees** (Student auditions will determine Academy placement. The students are responsible for appropriate class attire and supplies.)

Registration	\$150.00
Performing Arts Academy	\$150.00
Academics	\$150.00
<b>Performance Fees</b>	
Dance Academy Jackets	\$100.00

Performing Groups up to-	\$350.00
Deposit due at registration	\$50.00
Attendance school-pay at time of signup	\$5.00
Yearbook cost at registration-after Jan. 1-\$45	\$35.00
Theatre Competition fee up to-	\$300.00
New York Trip-Spring Break	\$2000.00
Graduation Fees	\$35.00
 Credit Recovery (per Course)	 Up to \$205

## GRADES

Due to the large amount of time that students spend on performances outside of school, it is important that each student keep their grades current and passing. Each department will be checking grades of all students on the third and sixth week each quarter. If your grades are not passing in any class, you will not be allowed to perform at any event for Pioneer High School. This includes family concert series, music showcases, dance showcases, theatre plays or musicals and the Best of PHS.

## GRADUATION REQUIREMENTS

Pioneer High School requires all students to complete the following courses and credits for a high school diploma:

### Language Arts-4.0

Language Arts 9	1.0
Language Arts 10	1.0
Language Arts 11	1.0
Language Arts – senior choice	1.0

### Math-3.0

(Must complete three different levels as listed):

Secondary Math I, II, III	
Pre-Calculus or CE Math 1010	
Calculus or CE Math 1010/1050/1060	
AP Stats	

### Science -3.0

Biology	1.0
Chemistry	1.0
Physics	1.0
AP Physics	1.0
AP Biology	1.0

### Social Science- 2.5

Geography	0.5
World History	0.5
U.S. History	1.0
U.S. Government	0.5
AP Government	1.0

### Physical Education -1.5

Participation Skills	0.5
Fit for Life	0.5
Lifetime Activities/P.E. Elective	0.5

**Health 0.5**

**Computer Technology 0.5**

**Financial Literacy 0.5**

**Arts 1.5**

**CTE 1.0**

**Elective 10.0**

**Total 28.0**

## LUNCH

Lunch times: 10:45 – 11:30 a.m.

Lunch is eaten at PHS or outside. We are an open campus.

**There is no food allowed in any classroom in the SoundHouse, Dance Studios or Classroom building.** Students are allowed water bottles with **water only**. A water bottle may be confiscated if the student's use becomes disruptive to the learning environment.

## PAPERLESS SCHOOL

1. Pioneer High strives to be a paperless school. We communicate primarily through email. Parents are encouraged to give us the email address they check most often. If you seem to have missed communications from us, we'll always be happy to resend, though we recommend that you first check your spam filter and settings.
2. Parents are encouraged to track their student's work online. Please contact Mrs. Perez at 801-768-8787 or at [Jeanette.perez@pioneercharterschool.org](mailto:Jeanette.perez@pioneercharterschool.org) if you have trouble accessing your student's classes online.
3. Parents are encouraged to contact their student's teachers via email to check progress.
4. We will give each student a paper copy of the Student Handbook once, at the beginning of the year. If you need another, we will be happy to email you one. We will email updates to the handbook as needed. It is also on our website.
5. Pioneer High maintains a live calendar on our website. The calendar is best viewed through a Gmail account. All Pioneer High students have Gmail accounts which follow this formula: [firstname.lastname@pioneercharterschool.org](mailto:firstname.lastname@pioneercharterschool.org). Please contact Mrs. Castillo at 801-768-8787 or at [michelle.castillo@pioneercharterschool.org](mailto:michelle.castillo@pioneercharterschool.org) for help with student Gmail accounts.
6. Pioneer High publishes a monthly newsletter which is available online only. We will email it to parents/guardian.

## PARKING

1. Student parking shall in no way interfere with the operation of school
2. Pioneer High School for the Performing Arts reserves the right to deny parking privileges to individuals as necessary.
3. Pioneer High School for the Performing Arts reserves the right to amend regulations as necessary.
4. 5 MPH parking lot speed limit
5. Park in designated areas, only.
6. Lock your vehicle. Pioneer High School for the Performing Arts will not be responsible for theft or damage to vehicle.
7. Students are not to be in the parking lot during class time.
8. No distribution of handbills on campus, including parking lot. (Notes/fliers on cars, etc.)
9. Bicycles do not require a permit but must be parked in the area designated for bicycle.
10. Skateboards, skates, scooters, etc. are not allowed on campus due to safety concerns.

## PETS

No pets are allowed on campus at any time, for any reason. Service animals are not pets and are welcome on campus.

## PDA – PUBLIC DISPLAYS OF AFFECTION

Displays of affection are never permitted during class. While on PHS campus but outside of class students may express affection through:

1. Brief hugs (2-3 seconds)
2. Handholding
3. Small, very short kisses ("Pecks")

**Students on PHS campus may never:**

1. Lay or sit on any part of another person
2. Give or receive long hugs
3. Give or receive rubs or massages on any part of the body
4. Touch in any way another's personal areas
5. Engage in kisses lasting longer than a second

## **SAFE SCHOOLS**

Pioneer High School for the Performing Arts maintains a safe and positive school environment which is conducive to learning by prohibiting acts of violence, aggressive behavior, intimidation, hazing/harassment, possession of weapons (or facsimiles), criminal behavior, abetting, gang activity, secret societies, hate groups and other prohibited acts. Pioneer High School for the Performing Arts will not tolerate incidences of disrespectful or threatening behavior, either joking or serious, in person or in any electronic or printed form. Disrespectful or threatening words or actions are unacceptable, especially those focused on race, ethnicity, sexual orientation, gender, religion, social class, appearance and disability.

**If you are aware of a situation that could harm you or someone at Pioneer High School, *in any way*, please talk about it with the school administration, your counselor, or a faculty member.**

Students may not:

1. Wear, use, possess, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs or other things which are evidence of membership or affiliation in any gangs, secret societies, hate groups, or which are derogatory toward any member of society.
2. Commit acts, or use speech, verbal or non-verbal (gestures, handshakes, etc.), showing membership, affiliation with or support for gangs, secret societies and hate groups.
3. Use speech or commit any acts or omissions in furtherance of the interests of the gang, group or society, including, but not limited to:
  - a. Soliciting others for membership
  - b. Requesting persons to pay for protection or otherwise intimidating or threatening any person
  - c. Committing other illegal acts or violations of school district policies
  - d. Inciting other students to physical violence upon any other person
  - e. Defacing school property (e: books, lockers, walls, grounds, etc.)

## **ALCOHOL/DRUG USE**

1. Pioneer High School for the Performing Arts recognizes that the use, possession, and/or distribution of alcohol and drugs (controlled, illegal and look-a-like) constitute a hazard to the welfare of students, faculty and staff, to educational programs, and are illegal under the laws of the State of Utah.
2. School administration, faculty, and students shall cooperate fully in reasonable and appropriate law enforcement investigations relative to the use, possession, sale, or distribution of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia in school or on school grounds, or within 1,000 feet of school property. Violators shall be issued citations by the school administration, staff, and/or law enforcement authorities, and subsequent court action may be taken.

## **DISTRIBUTION OR INTENT TO DISTRIBUTE**

1. Whenever students are found to be guilty of having possession for sale, transportation for sale, selling or furnishing any controlled substance, imitation controlled substance, drug paraphernalia, or alcohol, they shall be turned over to the appropriate law enforcement agency with all confiscated evidence and information. The principal or designee shall begin expulsion proceedings immediately.

## **TOBACCO USE/POSSESSION**

1. The use or possession of tobacco or any tobacco product, including smokeless tobacco, for students under the age of 19 is against Utah State Law. Violators are referred to the Juvenile Court. Violators in schools, at school sponsored activities, or on school grounds, or within 1,000 feet of school property shall be issued citations by the school administration, staff, and/or law enforcement authorities, and subsequent court action may be taken.

## HARASSMENT

Pioneer High School for the Performing Arts is committed to the maintenance of a learning environment which is free of harassment; an environment where students may attend school free from unwanted conduct or communication; one which is in compliance with State and Federal laws dealing with this form of discrimination.

**Sexual harassment** is defined as unwanted conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive school environment and adversely affects a person's educational opportunities, relationships, or environment as determined by of the person to whom the actions or comments are directed. Disciplinary action will be taken against any employees or students who engage in unlawful sexual harassment.

**Examples:** unequal treatment of any individual on the basis of gender, unwelcome advances or attempts to build a relationship of a sexual nature

1. Displays of demeaning posters, cartoons, nudity, or offensive jokes about gender or sex
2. Touching or gestures shocking to the conscience of a reasonable person
3. Obscene literature, pictures and language
4. Literature, pictures, language, and/or electronic media, which tends to be obscene (foul, pornographic, disgusting, ignorant, indecent).

## REPORTING

Students who have been sexually harassed should file a complaint with a school counselor or the school administrator. There is protection against reprisal for anyone who makes a complaint, testifies, assists, or participates in any manner in an investigative proceeding or hearing. Disciplinary action must be followed according to the severity of the offense. Bullying is a form of harassment that will not be tolerated in any form.

## BULLYING

Bullying is defined as aggressive behavior that is intended to cause harm or distress, existing in a relationship in which there is an imbalance of power or strength and may be repeated over time.

Pioneer High School for the Performing Arts prohibits bullying of students by other students at school or at school related functions (Ref: Utah Code 53A-11a-301). All victims of bullying and all persons with knowledge of bullying should report the incident(s) immediately.

Discipline and its associated Rules and Regulations and Procedures. S.C.R. 1 (2006) Resolution Encouraging School Boards to Adopt Policy Prohibiting Bullying.

**Examples:** Bullying may be physical, verbal/written, social, psychological or cyber.

**Physical bullying** includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting and destroying property.

**Verbal/written bullying** includes, but is not limited to, name-calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing and threatening comments which are communicated verbally, in writing or through electronic media.

**Social bullying** includes, but is not limited to, lying, the spreading of rumors playing nasty pranks, repeated mimicking and deliberate exclusion.

**Psychological bullying** includes, but is not limited to, the repeated and intentional use of words or actions which can cause psychological harm, including intimidation, manipulation and stalking. Sometimes students may feel as though they've been abused because something happened that hurt them emotionally, but it would be bullying only if it were done purposefully, especially with malicious intent.

**Cyber bullying** includes, but is not limited to, using e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting inappropriate pictures of or sensitive, private information about the victim; intimidating another person to cause them harm; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

## **WEAPONS**

**Weapons are defined as: all instruments of offensive or defensive combat, including items used in injuring a person.**

1. Possession of any weapon by any student for any reason is strictly prohibited at Pioneer High.
2. If any student is found to possess any weapon on Pioneer High School campus, law enforcement authorities will be contacted immediately.
3. Any student who knows another student is in possession of any weapon on Pioneer High campus must report this knowledge immediately to a faculty or staff member.
4. Parents/guardians of a student found to possess a weapon on PHS campus will notified by administrative staff at once.

**Retaliation at Pioneer High is prohibited.** You are protected from intimidation and or harassment after reporting a violation of this policy, and will be protected. Students who “get back” at another student for reporting will be disciplined swiftly and seriously. Every student at Pioneer High School for the Performing Arts is valued. Every student is important. Every student is respected. Every student is responsible for his/her actions and words.

\*Students who knowingly file false reports will be disciplined

## **PARENTAL NOTIFICATION**

School personnel shall notify a parent if:

1. The parent's student threatens to commit suicide.
2. The parent's student is involved in an incident of bullying, cyber-bullying, harassment, hazing, or retaliation.

If a school notifies a parent of an incident or threat required to be reported, they shall produce and maintain a record that verifies that the parent was notified of the incident or threat.

## **SUPPLIES**

1. Equipment and supply lists for classes will be determined by teachers and communicated the first few days of school.
2. Students are responsible to bring whatever they need for that day's classes, e.g. a guitar, dance shoes, scripts, highlighter, etc. Students may lose credit if they cannot perform properly due to missing equipment.
3. All students should always have paper and a writing instrument when they come to school. The school will not supply these.

## **TRESPASSING**

Trespassing is defined as entering or remaining on school property without authorization. This includes individuals who are on campus during release periods, after school, and evening hours that cause annoyance or injury to a person, damage property on school grounds, are reckless, or cause fear for the safety of others.

## **VENDING**

If available, vending machines are here for your use. However, you use them at your own risk. Money will not be refunded if lost in the vending machines. Private companies take care of the machines for the school; therefore, the school is not responsible for the operation and upkeep of the machines. Abuse of the machines will force us to shut them down.

## **VISITORS**

**All visitors must check in at the main office upon arrival.**

**Parents** are always welcome at Pioneer High School for the Performing Arts. Parents wishing to meet with a staff member or a teacher are asked to make an appointment.

Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

## SHADOWING

Pioneer High School encourages its students to invite friends to shadow on campus as part of an exploration of the school for possible enrollment. Here are the policies regarding student visits.

The student wishing to shadow must bring a permission note from their parents. Notes must be handed to the Administrative Manager the day before so notification can be sent to all teachers. A visitor will not be allowed on the PHS bus without prior approval and permission. Phone calls and text messages are not acceptable. The note must include:

1. The date of the visit
2. The visiting student's full name
3. Phone number of the visiting student's parent or guardian
4. A statement giving permission for the shadowing student to engage in the day's activities at Pioneer High.

Upon arrival at PHS, the host and visitor must check in at the front desk where they will be given name tags. Visitors will not be admitted to classes without their name tags.

Shadowing entails engaging in the day's activities, so visitors should come with appropriate clothing. Pioneer High School policy regarding cell phone use applies to visitors, so if they wish to shadow in academic classes they should not plan to entertain themselves on their phones.

Only 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders may shadow. 12<sup>th</sup> graders will not be allowed to shadow. Pioneer High may refuse to permit visitors when circumstances warrant such action.

## SEVERE WEATHER AND EMERGENCY CLOSURES

**If possible, Pioneer High will remain open on all scheduled school days. Occasionally, severe weather conditions or other emergencies may force school closures.**

### PARENTAL DISCRETION

Weather and road conditions in Utah may differ substantially. Since our students come to us from as far north as Park City and Centerville and as far south as Payson, Pioneer High recognizes that parents/guardians may feel local conditions are unsafe. Parents/guardians should exercise discretion in keeping their children home. Such a decision is supported by PHS as a legitimate excuse for absence.

### SCHOOL CLOSURE

Should Alpine School District close all its schools or announce a late start because of weather/road conditions Pioneer High will do likewise.

Closure of other schools or districts in which PHS students reside does not mean that PHS will close nor that students living in those districts will be automatically excused. Parents/guardians must contact PHS to excuse their student.

While we will generally follow the pattern set by Alpine School District regarding closures due to weather, Pioneer High School administration may determine that PHS will close due to weather, independent of whether local schools or districts close.

### COMMUNICATION OF CLOSURE

1. Closure of Alpine (or other) school districts may be broadcast on radio/ television stations.
2. Pioneer High will send an email and post news of closure through an email and Facebook as soon as the determination to close is made.
3. Closures are for one day only. Additional closures will be announced each day.
4. So that school phones and personnel can be available for emergencies, parents are asked to exhaust other methods of obtaining information before calling the school regarding closures.
5. If there is no announcement from Pioneer High, students and parents should assume the school is open.

## **MAKE UP DAYS (SNOW DAYS)**

The Utah State Office of Education requires a minimum of 180 instructional school days. Days missed due to weather conditions will be made up first during teacher professional development days and then, if necessary, by adding days to the end of the school year.

## **PROCEDURES FOR OTHER EMERGENCY CLOSURES**

Unforeseen incidents may necessitate school closure. Under such circumstances PHS will follow the same notification procedures in as timely a manner as possible.

## **SCHOOL COMPACT**

To ensure that all students acquire the skills and knowledge they need to reach their full academic and social potential, staff, students, and parents/guardians must each do their part.

### **As a Pioneer High School student, I will do the following to support my own learning:**

1. Attend school, arrive on time, and be prepared to learn every day in accordance with my schedule
2. Complete all class and homework assignments on time, putting in my best effort
3. Follow school and class rules
4. Come prepared with appropriate supplies and clothing for each day's classwork, i.e. dance shoes, notebooks, pens and highlighters, etc.
5. Be responsible for my own actions
6. Treat other students, parents/guardians, and staff with respect
7. Respect other people, my school, and myself
8. Take pride in my grades and utilize the Academic Resource Center (ARC) if I need support or additional instruction

### **As a Pioneer High School parent/guardian, I will do the following to support my child's learning:**

1. Attend all scheduled parent/teacher conferences during the school year
2. Monitor my child's grades, homework, and progress on a regular basis and contact my assigned school liaison if my child is struggling academically
3. Be involved in my child's education throughout the school year
4. Make sure that my child attends school, arrives on time, is prepared to learn, is well rested, and has breakfast before school each day
5. Accept Pioneer High School's policies and procedures and work with the school staff in maintaining proper discipline
6. Be direct and respectful in communication with all members of the school's community and treat other parents/guardians, students, and staff with respect
7. Review information on the school website and any information sent home and respond as necessary in a timely manner
8. Treat other parents/guardians, staff, and students with respect