

2020 – 2021

Faculty Handbook



Administrative Office (435) 628-5255 ex 4102

Attendance Office (435) 628-5255 ex 4103

Counseling Office (435) 628-5255 ex 4112

www.pineview.org

PINE VIEW HIGH SCHOOL

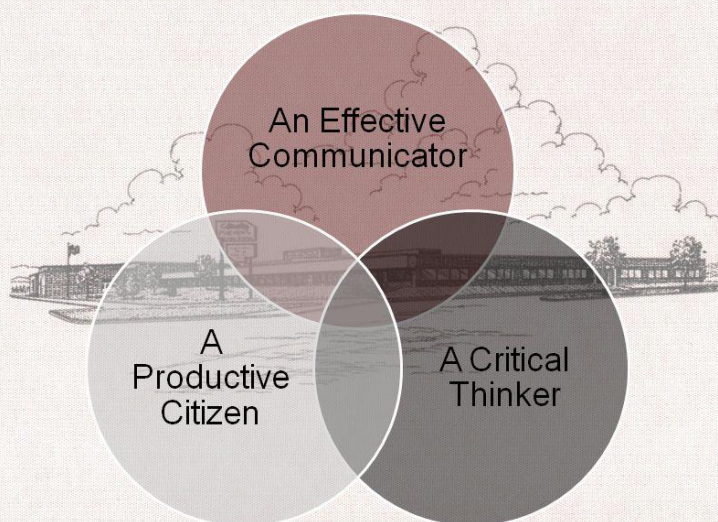
FACULTY HANDBOOK

TABLE OF CONTENTS

FACULTY AND STAFF	4
MASTER TEACHING SCHEDULE.....	5-6
DEPARTMENT CHAIRPERSONS AND MEMBERS	7
2020-2021 MISSION STATEMENT / VISION CHART	
2020-2021 PANTHER INTERVENTION PYRAMID	8
W.C.S.D. 2020-2021 CALENDAR.....	9
W.C.S.D. 2020-2021 BLOCK SCHEDULE (A & B).....	10
2020-2021 SCHOOL EVENTS CALENDAR.....	11
2020-2021 BELL SCHEDULE	12
2020-2021 STAFF ADVISER ASSIGNMENTS (Student Government, Clubs, Committees, &Groups)	13
2020-2021 GUIDELINES FOR ADVISERS OF EXTRA &CO-CURRICULAR ORGANIZATIONS	13
2020-2021 FACULTY DANCE ASSIGNMENTS & DANCE SCHEDULE	14
2020-2021 ASSEMBLY & DANCE SCHEDULE.....	15
2020-2021 FACULTY ASSEMBLY ASSIGNMENTS	15
2020-2021 FACULTY ASSEMBLY GROUP ASSIGNMENT SCHEDULE.....	16
2020-2021 ASSEMBLY ASSIGNMENT AND DEPARTMENT COLLABORATION SCHEDULE	16
2020-2021 TESTING AND SEOP DATES	17
ADDITIONAL GENERAL INFORMATION	18
Notice of Non-Discrimination	18
Leaving Campus	19
Copy machine	19
Purchase Orders	19
Videos and full-length movies.....	19
Fund raising	19
Teacher observation(s)	19
Daily Lesson Plans/Planned Course Statements/ Disclosure Statements.....	20
Faculty Dress Code.....	20
Keys	20
Telephones	21
Student Eligibility requirements	21
Chaperoning.....	21
Required Hours	21
Monitor Computer Use	21
Faculty Yearbook Purchase	21
FMLA, ADA, District Sick Leave.....	22
Sexual Harassment	22
School Fight Song.....	22
School Training/USOE/WCSD Laws and Policies	23
STUDENT CONDUCT.....	24
Philosophy of Discipline	24
Attendance Policy.....	24
PVHS Attendance Policy.....	25-26

Tardies	26
Excusing Students from School.....	26
Attendance Appeal Process	26
WCSD Safe Schools Policy.....	27-28
Dress Code.....	28-30
Drugs, Alcohol and Tobacco	30
Profanity.....	30
Hazing.....	30
Gangs	30
Harassment	30
Employee grievance procedure	31
Parent Administrative Grievance Procedure	31

A Pine View Panther is:



PINE VIEW HIGH FACULTY & STAFF
2020-2021

Teaching Staff:

Alder, Kristine
Alvey, Zack
Anderson, Tracy
Beattie, Maura
Black, Mckenzie
Boyer, KJ
Brinagh, Chris
Burton, Drew
Cahoon, Tayler
Christenson, Dow
Comer, Diane
Curtis, Caryl
Dewitt, Adam
Eves, Ryan
Faumui, Gail
Gilmore, Heidi
Goebel, Chris
Green, Randy
Harris, Mark
Hasek, Beth
Hentosh, Rich
Holt, David
Holt, Kim
Hosner, Cary
Hosner, Ray
Johnston, Sam
Juliana, Cheryl
Lister, Darren
Lloyd, JD
Lloyd, Tim
Luce, Ben
Markham, Alan
Mathews, Sharyl
Mecham, Brent
McMurtrey, Brenda
Moody, Kerry
Moore, Dianna
Neilson, Coby
Orr, Matt
Papa, Heath
Pena, Francisca
Ravitch, Valarie
Roberts, Travis

Teaching Staff (continued):

Shaw, Todd
Shields, Rick
Snow, Kendrik
Stant, Jessica
Stewart, Thatiane
Stubbs, Michelle
Sundin, Raymond
Thomas, Kelly
Tice, Randy
Viets, Lori
Wanlass, Justin
Warner, Dean

Administration:

Mees, Mike
Gifford, Brett
Higgins, Gary
Koester, Lynn– SRO

Counseling:

Kerr, Charlie
Kenney, Taylor
Peterson, Teresa
Johnson, Trent
Smith, Dre
Weakley, Jonny-UCAC/UU

ROTC:

Colonel Brown
Major Richardson
Chief Cole, Todd

Assisted Ed. Aides:

Brooksby, Chelsea
Hatsis, Glenna
Patten, Clay
Paxman, Megan

Secretaries:

Blake, Toni
Harper, Brandy
Griffin, Lesa
Mathis, Carole
Myler, Lonni
Wogksch, Kara

Custodians:

Stafford, Brooksby (Head Cstdn)
Brinkerhoff, Scott
Briceno, Juan
Hurtado, Ricardo
Jepson, Tanya
White, Dawna / White, Kyle
Wymer, John / Wymer, Krystina

Media/technology/aides:

Black, Lonie – Tech
Bennett, Heather-ELL Aide
Evans, Tiffany – Credit Rcvry
Grant, Lorene - Library
Hayes, Patricia – Stdy Skls
Holt, Jenae – Stdy Skls
Kreitzer, Matt – Librarian
Shaw, Shondell – Stdy Skills
Ward, Billie – Stdy Sklz
White, Kayelee--Library

Head Coaches (not in the building):

Christenson, Dow- Tennis (G)
Christenson, Dow- Tennis (B)
King, Shawn - Swimming
Glover, Donald - Softball
Shaw, Shondell - Cheer
Wilkinson, Cami- Volleyball
MacLellan, Glen - Baseball
Ryan Duckworth - Soccer (B)
Weiland, Matt – Golf (G/B)
Marx, Travis-Wrestling

Pine View High School 1st Semester Schedule 2020-2021 (By Alphabet)

Educator	Rm#	A1	A2	A3	A4	A5	B6	B7	B8	B9	B10	0 Hour
Alder	208	Jewelry I	Jewelry I	Jewelry I		Jewelry I		Drawing	Drawing	Painting	AP Studio Art	
Alvey	208	CE Web Dev.	CE Web Dev.	Dig. Med.		AP Comp	Web Dev.	CE Web Dev.	Dig. Media		Comp Science	
Anderson	103	ESOL A	ESOL B	ESOL C	ESOL D	ESL Study	CE Fin. Lit.	Math/Finance		CE Fin. Lit.	CE Fin. Lit.	
Beattie	208	Co- LA 11	LA 11	LA 11		LA 11	LA Hon 10		LA 11	Co- LA 11	LA Hon 11	
Black	Dance	Dance Co	Dance I	Dance I		Social Dance	Dance 2/3		Yoga	Yoga	Yoga	
Boyer	301	Wld. Civ.	Wld Civ	Psych	Psych	Study skills	Wld Civ	Psych	AP Psych	AP Psych		
Brinagh	gym	Fit. 4 life		Fit 4 life	Fit 4 life	Fit 4 life	Fit. 4 Life	Body Toning	Fit. 4 life	Fit. 4 life		
Brown	99 E	ROTC	Management			ROTC					ROTC	
Burton	101	Leadership	Sports Marketing	Sp. Marketing	Marketing	Marketing	Marketing	Marketing		Cust. Service	Cust. Service	
Cahoon	510	Wood wk	Cab. Making	Cab. Making	Wood wk	Wood wk	Wood wk			Wood wk	Wood wk	
Christensen	113	Sec Hon III	AP Stats	Sec Hon III		Basic Elect	Sec. Hon. III	CE Math 1040	Sec Hon. III	Basic Elect		
Cole	99 C	ROTC	Drill			ROTC	ROTC	Drill			ROTC	
Comer	104	Adult Roles	Foods I	Foods I	Foods II		Foods II		Prostart I	Foods I	Foods I	
Curtis	400	Med. Forensic	Med. Forensic	Med. Forensic	Health Sci	Health Sci	Medical Term		M.A.P.	M.A.P.	Intro. To EMT	
Dewitt	200	LA Honors 11	LA 10	LA 10	LA 10	LA 12	LA 11	LA 10	LA 10	LA 10		
Eves	119	Spanish III	Spanish III	Spanish IV	Spanish IV		Spanish II	AP Spanish		Spanish III	Spanish III	
Faumui	205	Comp Base	Comp Base	Comp Base	Jobs	Comp Base	Comp Base	Comp Base	Comp Base	Jobs	Comp Base	
Gilmore	109	Sec III	Sec Hon II	Co Sec II	Sec II		Sec III	Sec Hon II	Co Sec II	Sec III		
Goebel	302	U.S.His	Sociology		U.S. His	U.S. His		U.S.His	U.S. His	U.S. His	U.S. His	
Green	111	CE Math 1050	AP Calc		Sec Hon III	Sec Hon II	CE Math 1050	AP Calc		Sec Hon III	Sec Hon II	
Harris					Sports Med				Sports Med.	Sports Med.		
Hasek	121	Spanish I	Spanish I		Spanish II	Spanish II	Spanish I					
Hentosh	102	Intro Aut	Intro Auto	Intro Auto			Intro Auto	Intro Auto	Intro Auto	Auto Service	Auto Service	
Holt D	304	Cur. Issues	AP U.S. His	AP U.S. His	Wld. Civ.		AP US Lab	AP US Lab	Current Issues	Current Issues		
Holt K	210	LA 10	LA 12	LA 10		LA 10	Co LA 10	LA 12	LA 10		Co LA 10	
Hosner C	108 B						Co LA 10		LS Lab	LS Lab	Co LA 10	
Hosner R	PE	Adv. Wts	Weights	Ind. Life	Weights		Weights	Ind. Life	Ind. Life			Adv. Wts
Johnston	115 A	S. Skills Edg	Study Skills	Co Math III		Study Skills	Study Skills	Co Wld. Bio	Co Math II	Math Lab		
Juliana	110	Sec Hon II	Math 1010		Sec Hon III	Sec Math III	Sec. Hon II	Math 1010		Sec Hon III	Sec Hon II	

Educator	Rm#	A1	A2	A3	A4	A5	B6	B7	B8	B9	B10	0 Hour
Lister	Port 3						Engineering	Engineering	Engineering			
Lloyd JD	303	Biology	Biology	Biology		ACT Prep	Biology	Biology	Biology		Biology	
Lloyd T	207	Drafting	Drafting	3D Design								
Luce	211	LA 10	LA 10	CE 1010	LA 10		LA 10	LA 10		LA 10	CE 1010	
Markham	108 C	Study Skills	Math Lab	Math Lab		Math Lab		Study Skills	Co Math III	Study Skills	Study Skills	
Mathews	105		Fin. Lit.	Fin. Lit.	Fin. Lit.	Fin. Lit.	Child Dev.	Child Dev.		Int. Design I	Int. Design	
Mecham	406	Physics	Physics		Robotics I	CE Physics	CE Physics	Robotics I		CE Physics	Physics	
Moody	401	Animal Sci	Animal Sci		Biology	Biology	Animal Sci	Co Wildlife Bi	Biology	Biology		
Moore	107	Dig. Photo	Dig. Photo	Yearbook	Dig. Photo	Desktop Pub I	Desktop Pub I	Dig. Photo	Dig. Photo		Accounting	
Neilson	114		Sec II	Sec Hon II	Sec Math II	Sec Math II		Sec II	Sec Hon II	Sec II	Sec II	
Orr	Port 4						Intro Law Enf	Intro Law Enf				
Papa	501	Ceramics	Ceramics		Ceramics II	Ceramics		Sculpture II	Sculpture II	Ceramics	Ceramics	
Pena	112	Equine Sci		Animal Sci	Animal Sci	Vet Assistant	Plant & Soil	Plant & Soil	Plant & Soil		Adv. Anml Sci	
Ravitch	Band	Music Theory	Guitar	Jazz Band	Adv. Orch.		Guitar	Varsity Band	Percussion		Guitar	
Reimer	Choir		Per Fin.	Per. Fin.	Chorus II	Can. Choir	CE Music 1010	Bell Choir	Co Math III		Theater Found	Chorus III
Richardson	99 F	ROTC	ROTC	ROTC		ROTC		ROTC			ROTC	
Roberts	201	AP Lit.		AP Lit.	LA 11	LA 10 Hon	AP Lit.	LA 11	AP Lit.		Exec. Cnsl	
Shaw	300	U.S. Gov.	U.S. Gov.	U.S. Hist.	U.S. Gov	U.S. Gov	U.S. Hist.	Excel	U.S. Gov.			
Shields	513	Welding Tech Adv.	Welding Tech	Welding Tech	Welding Tech	Welding Tech						
Snow	120	LA 12	German	German		German		German II	German III	LA 12	LA 12	
Stant	403	CE Chemistry	CE Chemistry		AP Biology	CE Chemistry	CE Chemistry	CE Chemistry		AP Biology	CE Chemistry	
Stewart												
Stubbs	115 B	Co LA 11	S. Skills Edg	Study Skills		Testing	Study Skills	S. Skills Edg	S. Skills Edg	Co LA 11		
Sundin	405	Zoology	Zoology		Chemistry	Chemistry	Chemistry	Chemistry	Biology		Genetics	
Thomas	Black B	Stage Craft/Tech		Film making	Film Appr.	Study Hall	Stage Craft/tech	Theater I	Film Appr.		Theater III	
Tice	203	Reading		LA 12	Writing	Reading	LA 12	Journalism		LA Hon 11	LA Hon 11	
Wanlass												
Warner		Intro graphics		intro graphics	Intro Graphics	Intro Graphics	CE Des 1100	CE Des 1100	Dig. Bus Apps	Dig Marketing		
Viets	116	French I	French III	French I	French I	French II						
Yorgason	122	Sec II	Sec II	Sec II		Sec. II	Sec II	Sec II	Sec II		Sec II	

Department Chairpersons (*italicized in bold type*) and Members

Career and Technical Ed. (CTE)

Hentosh, Rich
Moore, Dianna
Alvey, Zack
Burton, Drew
Cahoon, Tayler
Comer, Diane
Harris, Mark
Mathews, Sharyl
Orr, Matt
Pena, Francisca
Shields, Rick
Van Cleve, Steve
Warner, Dean
Wanlass, Justin

Fine Arts

McKenzie, Black
Alder, Kristine
Lloyd, Tim
Papa, Heath
Ravitch, Valarie
Reimer, Robert
Thomas, Kelly

Foreign Language

Snow, Kendrik
Eves, Ryan
Hasek, Beth
Martinez, Justin (ELL)
Stewart, Thatiane
Viets, Lori

Guidance/Counseling (Student Services)

Peterson, Teresa
Kenney, Taylor
Kerr, Charlie
Keetch, Nicolas
Myler, Lonni
TBA-UCAC/UU

Healthy Lifestyles (Physical Ed.)

Hosner, Ray
Black, McKenzie
Brinagh, Chris
McMurtrey, Brenda

ROTC Lt. Col. Brown

Maj. Richardson
Chief Cole

Library Media (Technology)

Kreitzer, Matt – Librarian
Black, Lonie – Technician
Grant, Lorene - Library
White, Kayelee- Library

Language Arts/English

Roberts, Travis
Dewitt, Adam
Beattie, Mara
Holt, Kim
Luce, Ben
Tice, Randy

Mathematics

Green, Randy
Anderson, Tracy
Christenson, Dow
Gilmore, Heidi
Juliana, Cheryl
Neilson, Colby
Reimer, Robert

Science

Stant, Jessica
Mecham, Brent
Curtis, Caryl
Lloyd, JD
Moody, Kerry
Sundin, Ray

Social Studies

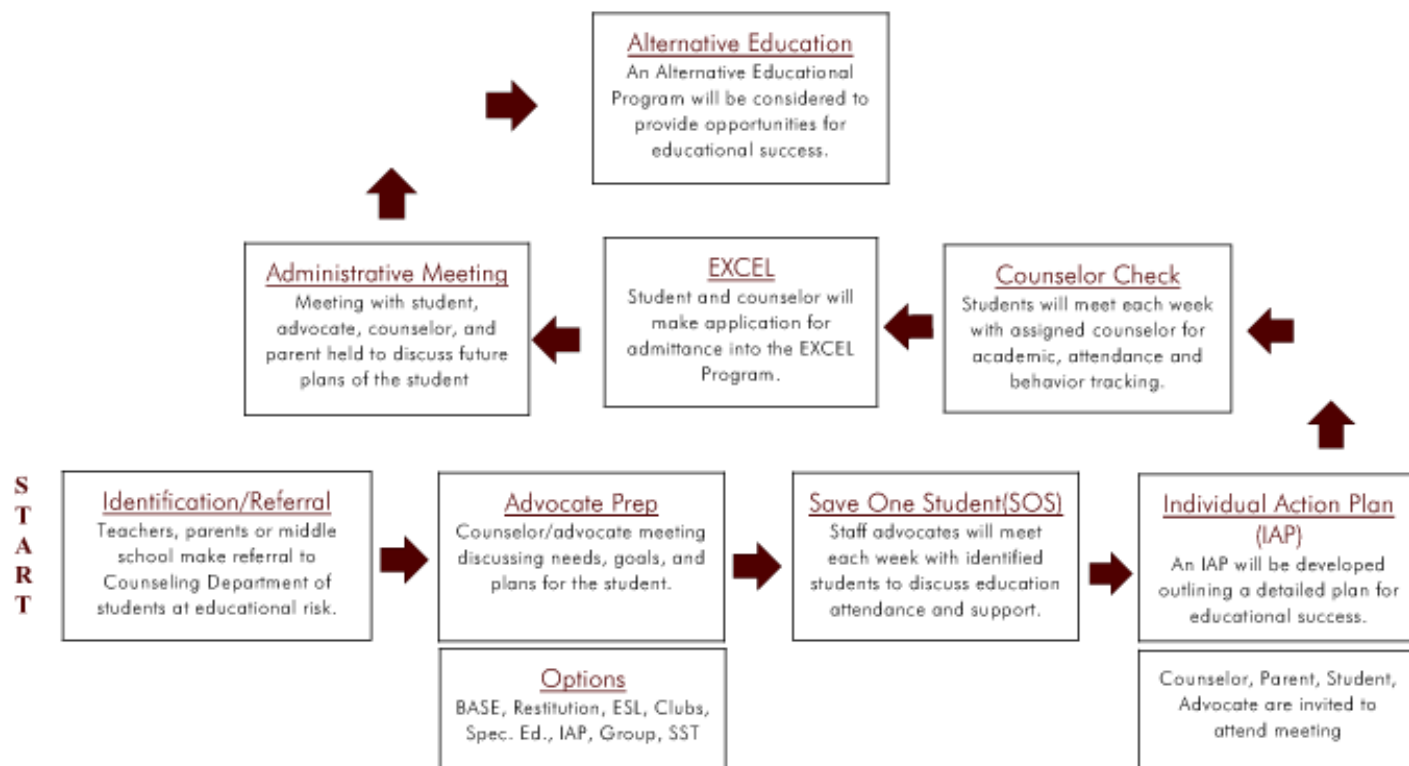
Shaw, Todd
Boyer, KJ
Goebel, Chris
Holt, Dave

Special Education (Assisted Ed.)

Stubbs, Michelle
Faumui, Gail
Johnston, Sam
Markham, Alan
Stubbs, Michell

Panther Intervention Pyramid

A Formalized Intervention Plan to Assist Struggling Students



*Some High-Risk students may receive services concurrently on several steps

**ESL students will follow intervention steps with assistance of ESL Coordinator and/or translator Pine View High School, 2010

2020-2021 Calendar

August 2020				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Calendar approved by the
WCSD Board of Education
11/13/2018.

Aug 13 (Th)	School Begins - (Kindergarten students begin on Thursday, August 20, 2020)
Aug 13-14, 17-19 (Th-W)	Kindergarten Assessment - (No School for Kindergarten students only)
Aug 17-21 (M-F)	Elementary Diagnostic Assessment - 1st-5th Grades (Adjusted Minimum Day)
Sept 7 (M)	Labor Day (No School)
Sept 9-10 (W-Th)	Elementary SEP - 4:00-7:00 p.m. (by appointment)
Sept 14 (M)	PLC Collaboration Day (Minimum School Day for all Schools)
Oct 5 (M)	PLC Collaboration Day (Minimum School Day for all Schools)
Oct 15-16 (Th-F)	Fall Break (No School)
Nov 9 (M)	Secondary PLC Day (Minimum School Day for Secondary Schools)
Nov 9-12 (M-Th)	Elementary SEP (Minimum School Day)
Nov 25 (W)	SEP/SEOP Comp Recess Day (No School)
Nov 26-27 (Th-F)	Thanksgiving Vacation (No School)
Dec 7 (M)	PLC Collaboration Day (Minimum School Day for all Schools)
Dec 21 (M) - Jan 1 (F)	Christmas Vacation/Winter Holiday (No School)
Jan 4 (M)	Teacher Prep Day (No School)
Jan 18 (M)	Martin Luther King, Jr. Day (No School)
Feb 15 (M)	Washington and Lincoln Day (No School)
Feb 22 (M)	Secondary PLC Day (Minimum School Day for Secondary Schools)
Feb 22-25 (M-Th)	Elementary SEP (Minimum School Day)
Mar 8-12 (M-F)	Spring Break (No School)
Mar 22 (M)	PLC Collaboration Day (Minimum School Day for all Schools)
Apr 2 (F), Apr 5 (M)	Spring Recess (No School)
May 25 (T)	Minimum School Day for all Schools - Graduation
May 26 (W)	Last Day of School - Graduation

ELEMENTARY

Elementary Diagnostic Assessment: (Testing by Appointment)

Aug 17-21 (M-F) - Adjusted Minimum Day for Elementary 9:00 a.m. to 12:45 p.m.

Kindergarten Assessment: (Testing by Appointment)

Aug 13-14 (Th-F), 17-19 (M-W) - NO SCHOOL for Kindergarten

Aug 20-21 (Th-F) - Adjusted Minimum Day - AM Kindergarten - 9:00-10:25 a.m.

PM Kindergarten - 11:20 a.m.-12:45 p.m.

May 17-21 (M-F) - NO SCHOOL for Kindergarten

Elementary SEP Days: (SEP by Appointment)

Sept 9-10 (W-Th) - Regular school day - SEP appointments from 4:00-7:00 p.m.

Nov 9-12 (M-Th) and Feb 22-25 (M-Th) - Minimum Day for Elementary Students

Kindergarten SEP Days: (SEP by Appointment)

Sept 9-10 (W-Th) - Regular school day - SEP appointments from 4:00-7:00 p.m.

Nov 9-10 (M-T) - NO SCHOOL; Nov 11-12 (W-Th) - Minimum Day for Kindergarten Students

Feb 22-23 (M-T) - NO SCHOOL; Feb 24-25 (W-Th) - Minimum Day for Kindergarten Students

School Times: Regular School Day Early-out Friday Minimum School Day

Elementary 9:00 a.m. - 3:30 p.m. 9:00 a.m. - 1:15 p.m. 9:00 a.m. - 1:15 p.m.

AM Kindergarten 9:00 a.m. - 11:45 a.m. 9:00 a.m. - 10:40 a.m. 9:00 a.m. - 10:40 a.m.

PM Kindergarten 12:45 p.m. - 3:30 p.m. 11:35 a.m. - 1:15 p.m. 11:35 a.m. - 1:15 p.m.

Last Day of School - Elementary 9:00 a.m. - 12:00 p.m. - NO KINDERGARTEN

SECONDARY

Secondary School Quarters:

Q1 - Aug 13 (Th) - Oct 14 (W) - 44 days (Q1 Mid-terms - Sept 14-18)

Q2 - Oct 19 (M) - Dec 18 (F) - 43 days (Q2 Mid-terms - Nov 16-20)

Q3 - Jan 5 (T) - March 5 (F) - 42 days (Q3 Mid-terms - Feb 1-5)

Q4 - March 15 (M) - May 26 (W) - 51 days (Q4 Mid-terms - April 12-16)

Secondary SEP Days: Dates and times vary throughout the schools. Please check your school's website for SEP date, time, and scheduling information.

School Times: Regular School Day Minimum School Day Last Day of School

Intermediate 7:45 a.m. - 2:00 p.m. 7:45 a.m. - 11:45 a.m. 7:45 a.m. - 11:00 a.m.

Middle 8:20 a.m. - 2:45 p.m. 8:20 a.m. - 12:30 p.m. 8:20 a.m. - 10:00 a.m.

High 8:15 a.m. - 2:45 p.m. 8:15 a.m. - 12:30 p.m. 8:15 a.m. - 10:00 a.m.

This calendar is proposed for 179 school days, 1 SEP/SEOP comp recess day, and 3 teacher days.

(183 total contract days)

March 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Elementary & Intermediate Trimesters

T1 - Aug 13-Oct 30 - 54 days

T2 - Nov 2-Feb 12 - 61 days

T3 - Feb 16-May 26 - 65 days

MINIMUM DAY SCHEDULE

School Times as follows:

Elementary 9:00 am-1:15 pm

AM Kinder 9:00 -10:40 am

PM Kinder 11:35 am-1:15 pm

Intermediate 7:45-11:45 am

Middle 8:20-12:30 pm

High School 8:15-12:30 pm

District PLC Collaboration Day

MINIMUM DAY

Schedule for all schools

Elem Assessment and SEP

MINIMUM DAY Schedule

(Elementary Schools Only)

Secondary PLC Day

12:45 p.m. Early Release Time

(Secondary Schools Only)

Graduation MINIMUM DAY

Schedule for all Schools

Holiday/Break

NO SCHOOL

1st Day of School/

Last Day of School (Graduation)

Teacher Prep/Professional

Development Days

NO SCHOOL

SEP Comp Recess

NO SCHOOL

JULY							AUGUST							SEPTEMBER							OCTOBER						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
			1	2	3	4							1			1 B	2 A	3 B	4 A	5					1 A	2 B	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8 B	9 A	10 B	11 A	12	4	5 A	6 B	7 A	8 B	9 A	10
12	13	14	15	16	17	18	9	10	11	12	13 A/B *	14 A/B *	15	13	14 B	15 A	16 B	17 A	18 B	19	11	12 B	13 A	14 B	15	16	17
19	20	21	22	23	24	25	16	17 A	18 B	19 A	20 B	21 A	22	20	21 A	22 B	23 A	24 B	25 A	26	18	19 A	20 B	21 A	22 B	23 A	24
26	27	28	29	30	31		23	24 B	25 A	26 B	27 A	28 B	29	27	28 B	29 A	30 B				25	26 B	27 A	28 B	29 A	30 B	31
							30	31 A	1	2	3	4	5	6	7	8	9	10	11	12							

1
8
0
days

A/B Calendar

Q1 Midterms: Sept. 14 - 18 Q3 Midterms: Feb. 1 - 5 S1: A/B 2, A 42, B 42 T1 End: Oct. 30

Q2 Midterms: Nov. 16 - 20 Q4 Midterms: Apr. 12 - 16 S2: A 47, B 46 T2 End: Feb. 12

* Choose: Aug 13 A/B day and Aug 14 A/B day; OR Aug 13 A day and Aug 14 B day; T3 End: May 26

2020-2021

NOVEMBER						
SU	M	T	W	TH	F	SA
1	2 A	3 B	4 A	5 B	6 A	7
	55	56	57	58	59	
8	9 B	10 A	11 B	12 A	13 B	14
	PLC 60	61	62	63	64	
15	16 A	17 B	18 A	19 B	20 A	21
	65	66	67	68	69	
22	23 B	24 A	25	26	27	28
	70	71	Thanksgiving			
29	30 B					
	73					

DECEMBER						
SU	M	T	W	TH	F	SA
		1 A	2 B	3 A	4 B	5
		74	75	76	77	
6	7 A	8 B	9 A	10 B	11 A	12
	PLC 78	79	80	81	82	
13	14 B	15 A	16 B	17 A	18 B	19
	83	84	85	86	22 End 87	
20	21	22	23	24	25	26
	Winter Break					
27	28	29	30	31		

JANUARY						
SU	M	T	W	TH	F	SA
					1	2
					New Years	
3	4	5 A	6 B	7 A	8 B	9
	Prep	88	89	90	91	
10	11 A	12 B	13 A	14 B	15 A	16
	92	93	94	95	96	
17	18	19 B	20 A	21 B	22 A	23
	MLK Day	97	98	99	100	
24	25 B	26 A	27 B	28 A	29 B	30
31	101	102	103	104	105	

FEBRUARY						
SU	M	T	W	TH	F	SA
	1 A	2 B	3 A	4 B	5 A	6
	106	107	108	109	110	
7	8 B	9 A	10 B	11 A	12 B	13
	111	112	113	114	115	
14	15	16 A	17 B	18 A	19 B	20
	President's	116	117	118	119	
21	22 A	23 B	24 A	25 B	26 A	27
	PLC 120	121	122	123	124	
28						

MARCH						
SU	M	T	W	TH	F	SA
	1 B	2 A	3 B	4 A	5 B	6
	125	126	127	128	23 End 129	
7	8	9	10	11	12	13
	Spring Break					
14	15 A	16 B	17 A	18 B	19 A	20
	130	131	132	133	134	
21	22 B	23 A	24 B	25 A	26 B	27
	PLC 135	136	137	138	139	
28	29 A	30 B	31 A			
	140	141	142			

APRIL						
SU	M	T	W	TH	F	SA
				1 B	2	3
				143	Easter	
4	5	6 A	7 B	8 A	9 B	10
	Break	144	145	146	147	
11	12 A	13 B	14 A	15 B	16 A	17
	148	149	150	151	152	
18	19 B	20 A	21 B	22 A	23 B	24
	153	154	155	156	157	
25	26 A	27 B	28 A	29 B	30 A	
	158	159	160	161	162	

MAY						
SU	M	T	W	TH	F	SA
						1
2	3 B	4 A	5 B	6 A	7 B	8
	163	164	165	166	167	
9	10 A	11 B	12 A	13 B	14 A	15
	168	169	170	171	172	
16	17 B	18 A	19 B	20 A	21 B	22
	173	174	175	176	177	
23	24 A	25 B	26 A	27	28	29
30	31 Memorial		Last Day			

JUNE						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	REVISED 10/24/2019		

2020-2021 PVHS Calendar of Events

August, 2020

August 10—Professional Development (No School)

August 11-12—Teacher Prep Days (No School)

August 14—Opening Assembly (A-B)

August 26-27—Club Rush

September, 2020

September 7—No School (Labor Day)

September 11 – Patriot day assembly (A)

*September 23—“Parade & Powder Puff”

*September 24—Homecoming Assembly (“B”)

*September 25—Tailgate Party, Football vs CCHS 7 pm

October, 2020

October 1-3- Shakespear Festival (SUU)

October 7-8—4A State Boys Golf (Meadowbrook GC, Talorsville)

October 9-10—4A State Girls Tennis (Liberty Park, SLC)

October 8-11---All-State Choir (SLC)

October 10—4A Girls Soccer 1st Round (Home Sites)

October 14—4A Girls Soccer 2nd Round (Home Sites)

October 15-16—No School (Fall Break)

October 17—Girls Soccer Quarter-Finals (Home Sites)

October 19—2nd Quarter Begins

October 21—4A State Cross Country Meet (Sugarhouse Park)

October 22—4A Girls Soccer Semi-Finals (Jordan High)

October 23—4A Girls Soccer Finals (Rio Tinto Stadium)

October 24—4A State Volleyball Tournament 1st Rnd (Home Sites)

October 23-24—4A Football State Trny Inter-Region @ Home Sites

October 23—Sadie Hawkins Assembly (“A”)

October 24 – Sadie Hawkins Dance

October 27-28—4A State Volleyball Tournament (UVU)

October 30 or 31- 4A Football 2nd Round (Home Sites)

November, 2020

November 13-18—Fall Musical

November 4—Parent Teacher Conferences

November 6 or 7 —4A Football Quarter-Finals @ Home Sites

November 11- PVHS Performing Arts Veterans Concert (7-9 pm)

November 12-14—4A Football Semi-Finals (TBA)

November 20-21—4A Football Finals (TBA)

November 24—Alvey World / PV Voice (A Day)

November 25-27—No School (Thanksgiving Break)

November 30 Winter Dance Concert

December, 2020

December 2—Jazz Concert

December 3—Orchestra Concert

December 5 —Band Concert

December 10-11 – Choir SLC Tour

December 16—Christmas Choir Concert

December 18 – Fine Arts Assembly / End of 2nd Quarter (B)

December 21-January 1—No School (Christmas Break)

January, 2021

January 4—Teacher Prep Day (No School)

January 5—3rd Quarter Begins

January 8-9—PV Wrestling Tournament

January 14-15—Honor Choir (DSU/WCSD)

January 21-23 State Honor Choir

January 18—No School (MLK Day)

January 29- Junior Prom Assembly (B)

January 30—Junior Prom Dance

February, 2021

February 4—Parent Teacher Conferences 3:30-6:30 pm

February 4 —SUPAF (Choir)

February 5-6 —SUPAF (Dance)

February 12-13-- 4A Divisional Wrestling (Host Schools)

February 12-13--4A State Swimming (BYU)

February 19 – 20 4A State Wrestling (UVU)

February 15—No School (Presidents Day)

February 18—Jazz Concert 6 p.m.

February 18—Mr. PVHS Assembly (A Day)

February 20-22—Broadway Benefit 7p.m.

February 23—4A Boys Basketball 1st Round (Home Sites)

February 24—4A Girls Basketball 1st Round (Home Sites)

February 25-4A Boys Basketball 2nd Round (Home Sites)

February 26-26-Green Valley Festival (Choir)

February 27-4A Girls Basketball 2nd Round (Home Sites)

March, 2021

March 4-6—Region Jazz @ Desert Hills (3-8pm)

March 4-6—4A Boys and Girls State Basketball (SLCC)

March 4-6—SUPAF Solo and Ensemble

March 5- End of 3rd Quarter

March 8-12- No School (Spring break)

March 13-14-4A Forensics State Tournament (TBA)

March 15—4th Quarter Begins

March 17-Region Vocal/Piano S&E Crimson Cliffs

March 24- Region Instrument S&E Dixie High

March 26-27- PV Invitational Track Meet

March 31- Region Band

April, 2021

April 2 & 5- No School (Easter Recess)

April 7- Choir Festivals Concert

April 11-13—State 4A Theater / Competition (TBA)

April 14—Region Choir (Canyon View)

April 14—Region Orchestra (Snow Canyon)

April 13-14- 4A Theatre State Festival @ Ridgeline/Mountain Crest

April 23- Senior Ball Assembly (B)

April 24—Senior Ball

April 30—4A State Boys Soccer 1st round (Home Sites)

April 30-May 1—State Solo & Ensemble Festival

May, 2021

May 5— 4A State Boys Soccer 2nd Round (Home Sites)

May 5- Choir Chamber Concert (7-9 pm)

May 6- Elections Assembly, Voting and Senior meeting (A)

May 7-8- State Band (TBA)

May 8-4A Boys State Soccer Tournament Quarterfinals (Homesites)

May 11—4A State Softball State Tournament 1st-2nd rounds (Home)

May 11- 4A State Baseball Tournament 1st Round (Home Sites)

May 10-14- Dance Company Spring Concert

May 11—Senior Honors Evening

May 12-13- 4A Girls Golf (Meadowbrook GC, Salt Lake City)

May 14—4A State Boys Soccer Semifinals (TBA)

May 15—4A State Boys Soccer State Finals @Rio Tinto

May 14-15- 4A Boys State Tennis @ Liberty Park

May 14-15-4A Softball State Tournament 3rd Round (Home Sites)

May 14-15-4A Baseball State Tournament 2nd Round (Home Sites)

May-18-22-4A Softball State Tournament (Spanish Fork)

May-18-22 4A Baseball State Tournament

May 19- 4A Track and Field State Meet @ BYU

May 21-22- State Orchestra (TBA)

May-Graduation

BELL SCHEDULE 2020-2021

REGULAR SCHOOL DAY:

1 ST /6 TH	8:15 – 9:20
2 ND /7 TH	9:25 – 10:30
3 RD /8 TH	10:35 – 11:40
LUNCH	11:40 – 12:25
4 TH /9 TH	12:30 – 1:35
5 TH /10 TH	1:40 – 2:45

ASSEMBLY SCHEDULE

1 ST / 6 TH	8:15 – 9:07
ASSEMBLY	9:12 – 10:12
2 ND /7 TH	10:17 – 11:09
LUNCH	11:09 – 11:54
3 RD /8 TH	11:59 – 12:51
4 TH /9 TH	12:56 – 1:48
5 TH /10 TH	1:53 – 2:45

MINIMUM SCHOOL DAY:

1 ST /6 TH	8:15 -- 8:57
2 ND /7 TH	9:02 -- 9:44
3 RD /8 TH	9:49 -- 10:31
4 TH /9 TH	10:36 -- 11:18
5 TH /10 TH	11:23 – 12:05
LUNCH	12:05 – 12:30
Busses run at	12:30

P.M. ASSEMBLY SCHEDULE:

1 ST /6 TH	8:15 – 9:12
2 ND /7 TH	9:17 – 10:14
3 RD /8 TH	10:19 – 11:16
LUNCH	11:16 – 11:56
4 TH /9 TH	12:01 – 12:58
5 TH /10 TH	1:03 – 2:00
Pep Assembly	2:05 – 2:45



Friday Bell Schedule:

1st / 6th 8:15 - 8:59
 2nd / 7th 9:04 - 9:48
 3rd / 8th 9:53 - 10:37
 4th / 9th 10:42 - 11:26
 5th / 10th 11:31 - 12:15
 Lunch 12:15-12:30
 Buses run at 12:30

PINE VIEW HIGH SCHOOL ADVISER ASSIGNMENTS:

2020-2021

Student Government, Clubs, Committees, Groups, and Advisor(s)

Animal Ambassador's Club Advisor: Ms. Pena	HOSA Club Advisor: Ms. Curtis
Art club Advisor: Mrs. Alder	Journalism Advisor: Mr. Dewitt
Assembly Advisor: Ms. Thomas	Leo's Lions Club Advisor: Mr. Neilson
Cheerleader Advisor: Mrs. Shaw	National Honor Society Advisor: Mrs. Holt
Class Advisers: (11th-Juniors): Ms. Stant, Mrs. Gilmore	Ballroom Club Advisor: Mrs. Black
Class Advisers: (12th -Seniors): Mrs. Hasek, Mrs. Stubbs	Pitt Crew: Mrs. Black
DECA Club Advisor: Mr. Burton	Pine View Day Advisor: Mr. Roberts
Drama Club Advisor: Ms. Thomas	PTSA Committee: Mr. Mees
Elections Committee Advisers: Mr. Roberts, Mr. Higgins,	Spanish Club Advisor: Mr. Eves
Executive Council Advisers: Mr. Roberts	Speech and Debate: Mrs. Anderson
FBLA Adviser: Mrs. Moore	Sterling Scholar Adviser: Mrs. Stant
FCCLA Club Adviser: Mrs. Comer	GSA Club Adviser: Ms. Holt
FFA Club Adviser: Ms. Pena	TSA: Mr. Mecham
Future Scientists of America Advisor: Mr. Christensen	Washington County Youth Coalition: TBA
Game Club: Mr. Hosner	Graduation Committee/Coordinators:
Mosaic Club: Mrs. Peterson	Mike Mees, Brett Gifford, Officer Koester,
Island Teens Against Tobacco: Ms. Curtis	Ryan Eves, Gary Higgins, Colby Neilson,
Homecoming Committee Advisers:	Teresa Peterson, Charlie Kerr, Travis
Mr. Roberts, Mr. Higgins	Roberts, Todd Shaw.

GUIDELINES FOR ADVISERS OF EXTRA & CO-CURRICULAR ORGANIZATIONS

Thank you for your help in advising a club, class or organization. The students benefit greatly from participating in these organizations. To assist you in your responsibilities the following key points are listed.

1. As the adviser, assume a leadership role. Offer support and direction at all meetings and activities. Most of all, help them to achieve their goals of the group.
2. Plan for and approve all special projects and please get it done early.
3. Please attend all group meetings. The group should **never** meet without your attendance.
4. You must approve, in writing, all actions that the group takes.
5. You are responsible for the financial matters of the group.
 - Keep a ledger of all transactions in your group
 - Deposit all money each day with the financial secretary
 - **Do not leave money in the classroom**
 - Club dues are not to exceed \$20.00 (Must comply with WCSD fee schedule guidelines)
 - Do not operate in the "red"
6. Keep written, dated agendas for each meeting that you have.
7. For insurance and planning purposes, Travel Requests forms must be submitted **30 DAYS** prior to any trip.
8. When scheduling activities, groups and advisers must complete the following:
 - Be sure that the activity complies with the WCSD policy guidelines for in-state field and activity trips (WCSD Policy #7020).
 - Complete a Request of Activity form (Kara Wogksch)
 - The adviser must review and sign the request
 - If necessary, chaperones must sign the request
 - Submit the request to the scheduling committee at least 30 days in advance (Scheduling committee meets each Thursday at 7:30 a.m.)

*** Note: If scheduling committee did not approve the activity, it will not be held.**

PVHS 2020-2021

Dance Dates and Faculty Assignments

Homecoming (September 26, 2020): Roberts**, Hentosh, Eves, Snow, Juliana, Mecham, Pena, Warner.

Sadie Hawkins (October 24, 2020): Black, **Ravitch, Alder, Neilson, Markham, Moody, Anderson, Green.

Winter Formal (December TBA): Roberts**, Papa, Alvey, Burton, Thomas, Johnston, Curtis, Faumui.

Junior Prom (January 30, 2021): Stant**, Stubbs, Goebel, D. Holt, Mathews, Wanless, Reimer, Cahoon.

Preference (March 20, 2021): S. Shaw**, T. Shaw**, Boyer, Dewitt, Tice, Beattie, Sundin.

Senior Ball (April 24, 2021): Hasek**, Gilmore**, Brinagh, R.Hosner, JD Loyd, K. Holt, , Moore, Comer.

Tightwad (TBA near end of school year): Roberts**Viets, Luce, Christenson, McMurtrey

** Event Coordinator(s)

Assembly & Dance Schedule

Assemblies

(For faculty assembly assignment information see assembly assignment list)

Opening Assembly— August 14

September 11 – Patriots Day Assembly

Homecoming Assembly— September 24

Sadie Hawkins Assembly— October 23

Alvey World PV Voice Assembly— November 24

Fine Arts—December 18

Junior Prom Assembly— January 29

Mr. PVHS Assembly— February 18

Preference Assembly---March 19

Senior Ball Assembly / PVHS Awards assembly —April 23

Exec Elections Assembly, Voting and Senior Meeting— May 6

Awards Assembly—May 19

Spirit / Pep Assemblies

TBA

(State Tournament & Other Spirit Assemblies will be added as necessary)

2020-2021 Assemblies, Spirit Assemblies & Faculty Assembly Assignment Schedule

Assembly

Opening – August 14.....	Faculty Assignment All faculty to attend assembly
Patriots Day – September 11.....	Maroon
Homecoming – September 24	Silver
Sadie Hawkins – October 23	Maroon
Alvey World / PV Voice November 24	Silver
Fine Arts Assembly--December 18.....	Maroon
Junior Prom – January 29.....	Silver
Mr. PVHS Assembly – February 18	Maroon
Preference – March 19.....	Silver
Senior Ball—April 23.....	Maroon
Exec Elections/ Voting and Senior Meeting– May 6.....	Silver
Awards Assembly—May 19.....	All Faculty to Attend

Spirit Assemblies

TBA

(State Tournament Assemblies will be added as necessary) (Time: TBA)

Assembly Assignments

STAGE		
Section #1:		Section #7:
Kerr, Kenney, Peterson		Ravitch, Reimer, Thomas, Assisted Ed.
(Maroon) Moody		(Maroon) Burton
(Silver) Holt, D		(Silver) Neilson
Section #2:		Section #6
(Maroon) Pena		(Maroon) Alder
(Silver) Holt, K		(Silver) Roberts
Section #3:	Section #4:	Section #5
(Maroon) Mathews	(Maroon) Moore	(Maroon) Hasek
(Silver) Goebel	(Silver) Shaw	(Silver) Dewitt
BACK WALL		

Outside the auditorium assignments:

- Do not let students into the building after (8:15 am) or before (9:15 am)
- Teachers do not allow students to work in your rooms during the assembly.
- No students allowed in the Media Center or Commons during the assembly.
- Office Phones: **(A-Maroon): McMurtry**
(B-Silver): Brinagh

Teacher Hall Assignments:

North Doors (4)	East Doors (1)	Choir Hall (10)	400 Hall (6)	200 Hall (9)
A/Maroon: Comer	A/Maroon: Mecham	A/Maroon: Warner	A/Maroon: Christenson	A/Maroon: Curtis
B/Silver: Boyer	B/Silver: Cahoon	B/Silver: Luce	B/Silver: Beattie	B/Silver: Kreitzer
300	PE Halls (8)	Math Hall (5)	Auditorium (7)	100 Hall (3)

A/Maroon: Papa	A/Maroon: Eves	A/Maroon: Alvey	A/Maroon: Sundin	A/Maroon: Hentosh
B/Silver: Gilmore	B/Silver: Hosner	B/Silver: Andersn	B/Silver : Green	B/Silver: Juliana

2020-2021

Assembly and Department Collaboration Schedule

PVHS Department Collaboration Groups

Silver: Social Science, Language Arts, Math, Health/ P.E., Assisted Ed.

Maroon: CTE, Science, Foreign Lang, Fine Arts.

Assembly Date:	Assembly:	Duty:	Collaborating Departments:
September 24	Homecoming	Silver	Social Science, Language Arts Math, Health/ P.E. Assisted Ed. (on a rotating basis)
October 23	Sadie Hawkins	Maroon	CTE, Science, Foreign Lang, Fine Arts
November 24	Alvey World / PV Voice	Silver	Social Science, Language Arts Math, Health/ P.E. Assisted Ed. (on a rotating basis)
December 18	Fine Arts	Maroon	CTE, Science, Foreign Lang, Fine Arts
January 29	Junior Prom	Silver	Social Science, Language Arts, Math, Health, P.E. Assisted Ed. (On a rotating basis)
February 18	Mr. PVHS	Maroon	CTE, Science, Foreign Lang, Fine Arts
March 19	Preference	Silver	Social Science, Language Arts Math, Health/ P.E. Assisted Ed. (on a rotating basis)
April 23	Senior Ball	Maroon	CTE, Science, Foreign Lang, Fine Arts
May 6	Exec Elections	Silver	Social Science, Language Arts Math, Health/ P.E. Assisted Ed. (on a rotating basis)
May 19	Awards Assembly	Maroon	CTE, Science, Foreign Lang, Fine Arts

~Testing & SEOP Dates~

2020-2021

SEOP Conferences

Wednesday, November 6 from 3:30-6:30 p.m.

Wednesday, February 5 from 3:30 - 6:30 p.m.

March 3

Cruzin Colleges 11th Grade (8:00 -10:30 a.m.)

FAFSA Completion Night

English: October 29, from 6:00-8:00 p.m.

To Be Announced

ASPIRE TEST (10th graders)

ASVAB Test – (Voluntary)

April - May (TBA)

End of Level Testing / CRT (TBA)

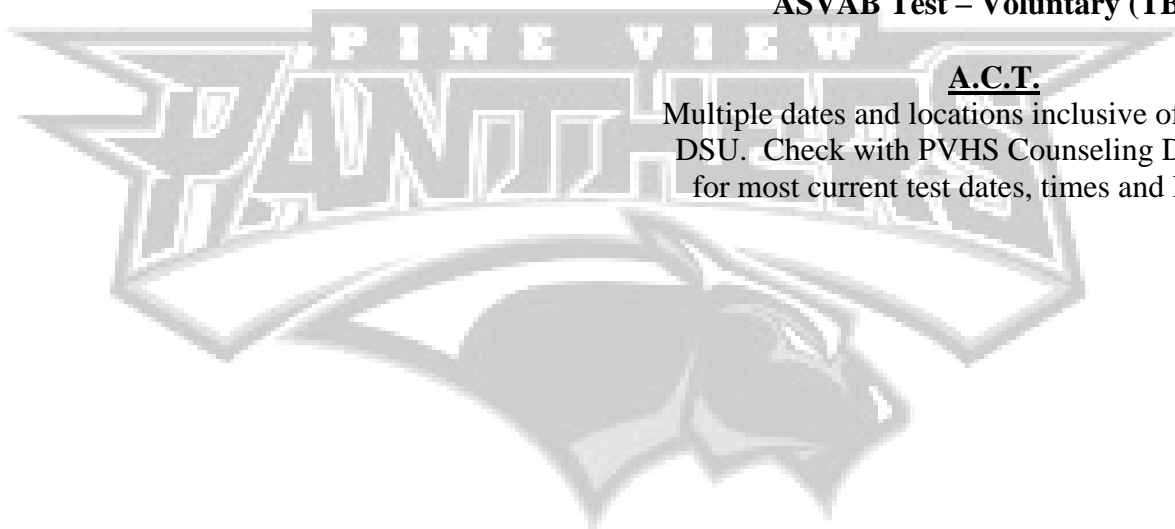
May 4-15

Advanced Placement Testing

ASVAB Test – Voluntary (TBA)

A.C.T.

Multiple dates and locations inclusive of PVHS and DSU. Check with PVHS Counseling Department for most current test dates, times and locations.

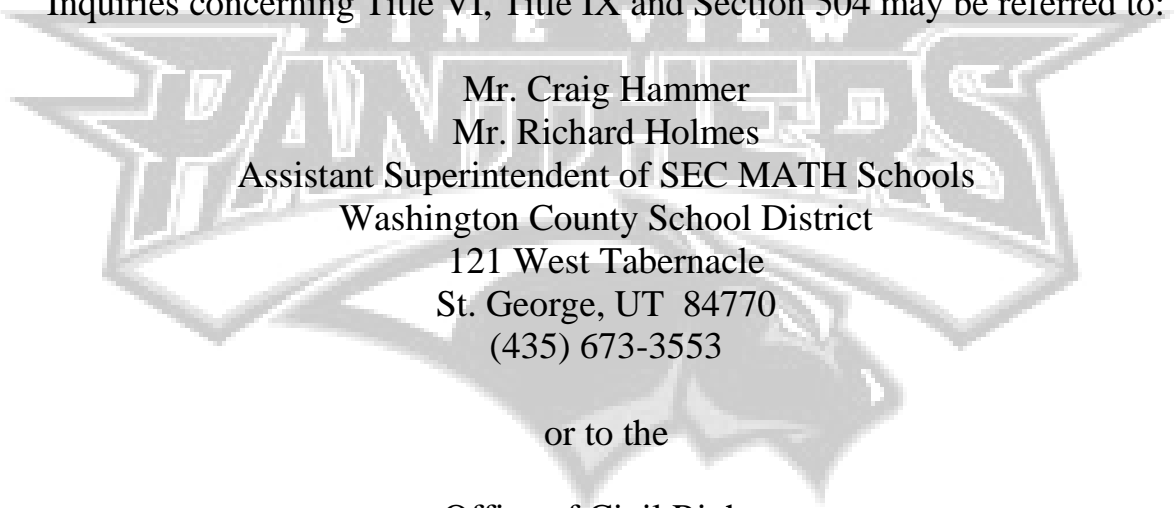


Additional General WCSD Policy / Information

Notice of Non-Discrimination (WCSD 1710)

“Washington County School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its educational programs or activities”

Inquiries concerning Title VI, Title IX and Section 504 may be referred to:



Mr. Craig Hammer
Mr. Richard Holmes
Assistant Superintendent of SEC MATH Schools
Washington County School District
121 West Tabernacle
St. George, UT 84770
(435) 673-3553

or to the

Office of Civil Rights
U.S. Department of Education
1961 Stout Street
Denver, CO 80294

Leaving Campus

If you need to leave campus during the school day, even during your prep period, please sign out through the office. Students are never authorized to leave campus without being accompanied by authorized supervision and only when participating in an activity that has been pre-approved through the scheduling committee or school administrators.

Copy Machine

A high volume copy machine is available for you use in the media center. Please contact Library Media Coordinator/Librarian Matt Kreitzer concerning your copying needs. The office machine is for small volumes only. Please do not send students to use the copy machines.

Purchase Orders

(See [WCSD Policy 6000](#))

A Prior Approval Purchase Order Form must be completed before a Purchase Order will be used. You can obtain these forms from Helen Duckworth in the front office. **All orders must be cleared through the principal before ordering.**

Videos and Full-Length Movies

(See [WCSD Policy 4240](#))

“2.1. Commercial videos, instructional videos, and full-length movies, or clips from the same, are not to be shown during regular school time for entertainment or reward purposes, but only for direct classroom instructional needs in accordance with the approved District curriculum and applicable copyright laws.

“2.2. When showing a video or movie, or clips from the same, which has a rating suggesting parental guidance or other restrictions, the school must obtain parental consent **prior** to its presentation.”

Teachers are to take precautions to ensure that materials to be viewed align with content philosophy and instructional strategies of the Utah State Core curriculum. According to policy, should any copyright laws be violated the school would bear responsibility for paying any required fees.

Fund Raising

(See WCSD Policy 2020)

All fund raising must have written approval before you begin. Fund raising should be done with a specific purpose in mind. Disclosure of the purpose will be required prior to approval. A form for this purpose is available from Kara Wogksch.

No door to door fund raising!

Teacher Observations

(See [WCSD Policy 1432: Educator Evaluation](#))

Teachers will be evaluated by the school administration using the District Evaluation Tool. Mr. Mees will distribute the evaluation tool during the school year.

Daily Lesson Plans / Planned Course Statements / Disclosure Statements

(See [WCSD Policies 4000, 4010](#))

Daily Lesson Plans are required by WCSD policy. All lesson plans are to be directly related to the objectives as identified in your Planned Course Statement. These need to be made available to substitute teachers (prior to the start of the school day(s) in which the WCSD contracted teacher is to be absent) in the event that you are not in class.

Planned Course Statements contain the general standards and basic outline of your class. You must make a copy available to the principal to be filed for possible future use.

Disclosure Statements are required of each teacher for each subject they teach. This Disclosure Statement should contain teacher expectations for each student who attends class. Teachers are to make sure that each student is given a copy and that copy must be signed by the parent. Give a copy to the administration to be put in a file. You should also keep a written record that each student/parent was given this information. If you have any questions regarding the content or organization of the Disclosure Statement, please talk directly with your Department Chairperson or a member of the PVHS administration.

Faculty/Employee Dress Code

(See [WCSD Policy 1470](#))

Employees at Pine View High School are expected to dress in accordance with the WCSD policy which states, in part: “2.1. Employees are expected to dress in good taste and to be well-groomed according to community standards for a professional employee. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected.” **Employees should dress in a way that encourages students to follow the WCSD student dress policy.**

Keys to School Building and Facilities

([WCSD 5120](#))

Section 63-9-21 of the Utah Code makes it illegal to duplicate keys to public buildings as follows: Making keys to buildings of state, political subdivisions or college and universities without permission is prohibited. No person shall knowingly make or cause to be made any key or structure or part thereof owned by the state, by any political subdivision thereof or by the board of regents or other governing body of any college or university which is supported wholly or in part by the state without the prior written consent of the state, political subdivision board of regents or other governing body. Violation - - Misdemeanor. Any person who violates this act shall be guilty of a misdemeanor (63-9-22) Washington County Schools District Policy Handbook

KEYS ARE NOT TO BE LOANED TO UNAUTHORIZED PEOPLE

Telephones

([WCSD 3700](#))

Telephones are for school use only and our convenience in the educating young people. No personal calls are to be charged to the school telephones. Students have a telephone in the hall near the front office for their needs. Your telephones are not for student use. Please don't release students during your class time to make telephone calls.

Student Eligibility Requirements

All students who participate in interscholastic activities must be eligible as set forth by the UHSAA. In order to participate a students must not have received more than one (1) failing grade the previous quarter. Washington County School District considers an Incomplete Grade (I) or No Grade (NG) an "F" until the grade is made up and the corrected grade is recorded. A class that counts as two periods will count as two "F's" (i.e., Woods, Auto Tech, College). All students must have obtained a minimum grade point average (GPA) of 2.0 or its equivalent in that same grading period to be eligible.

Chaperoning

([WCSD 3635](#))

Whether in your class, in the halls, on a bus or at an activity, chaperons are considered the professionals in charge of the event. You are responsible for each student under your supervision and direction. Students are never to be left alone. If a student is acting in an inappropriate manner, it is your responsibility to stop the behavior.

Required Hours

([WCSD 1200](#))

We are required by Washington County School District policy to be at the school ½ hour (7:45 a.m.) before the assigned school starting time and ½ hour (3:15 p.m.) after assigned school dismissal time. This policy will be enforced at Pine View High School.

Faculty Yearbook

Faculty members who desire to purchase a PVHS yearbook must pay the publication cost of the book. The publication cost will be determined and announced on an annual basis by the yearbook staff.

Monitor Computer Use

([WCSD 3700](#))

Teachers: Point of emphasis. Teachers are liable for students under their supervision regarding the use of the computer and the Internet. *Monitor all students under your supervision when they are using*

computers and the Internet. Additionally, teachers may be held responsible for all activities taking place on their computer system. This can be inclusive but not limited to material found on their computer system. All Washington County School District personnel are to utilize all available system security resources. This includes the consistent practice of logging on and logging off of the system as well as utilizing the security password system to its fullest extent.

FMLA, ADA and District Sick Leave **([WCSD 1332](#))**

The purpose of this policy is to outline an integrated approach for the efficient and effective management of sick leave in accordance with Federal and State leave mandates, employee interests, changing workplace dynamics, and administrative supervision. Leave eligibility, and requests will be considered and granted or denied in accordance with applicable leave laws, including the Family and Medical Leave Act (FMLA), Americans With Disabilities Act (ADA), State law and workers compensation statutes. The WCSD complies with District policies and all applicable State and Federal leave laws. Employees who inappropriately use leave and or are denied leave in accordance with Federal and State laws but nevertheless take leave will be disciplined according to district policy at the level up to termination. For additional questions regarding the WCSD leave policy refer to WCSD policy #1332.

Sexual Harassment **(WCSD 1420)**

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance. Study this policy and understand that sexual harassment shall not be tolerated. Employee violations shall be subject to disciplinary action up to and including dismissal from employment and referral for criminal prosecution. Employees or students affected by sexual harassment shall be afforded avenues for filing complaints, which are free from bias, collusion, intimidation, or reprisal. It is the responsibility of all PVHS employees to report any and all issues regarding potential sexual harassment to the school administration.

SCHOOL FIGHT SONG

Pine View shall reign victorious
of this we have no fear.
Forever onward we will go
triumphant through the years.
Maroon defines our courage,
black strength and bravery.
The silver on our banner lights our path to victory!!

(Students, parents, alumni, and fans are to stand during the playing of the Pine View High School fight song.)

TRAINING

2020-2021 USOE/WCSD Laws and Policies to be Reviewed and Observed: All policies listed below must be covered through the Safe Schools On-Line Training program by 1/15/21, [Secondary training and policies](#).

SECONDARY

REQUIRED STAFF TRAINING 2020-2021

	Subject	Policy
	Bullying: Recognition and Response+B6:C3B6:C29	District Policy 3510 Bullying and Hazing and 2110 Safe Schools
	Youth Suicide: Awareness and Prevention	
	Incident Command Systems	District Policy 3110 Emergency Preparedness
	Avoiding Discriminatory Practices	District Policy 1710, Nondiscrimination
	Health Emergencies: Seizures	District Policy 2320 Medication Administration for Students
	Child Abuse: Identification and Intervention	District Policy 2310, Child Abuse and Neglect
X	Bloodborne Pathogen Prevention	District Policy 1500 Safety Compliance
	Defensive Driving	District Policy 7100 Rules and Regulations Regarding Pupil Transportation
	FERPA: Confidentiality of Records	District Policy 2500/3220/3260 and FERPA Handout (policy>notifications)
	Boundary Invasion	District Policy 1450 Discipline and Termination & 2115 Student Non-Discrimination and Prevention of Harassment
	Emergency Procedures	District Policy 3120, Emergency Procedures
	Conflict Management	District Policy 3500 Parent Grievance Procedure/
	Technology and Acceptable Use	District Policy 3700 Technology Acceptable Use
	Student Mental Health	District Policy 2400 Student Illness or Injury at School
	Drug and Alcohol Abuse	District Policy 1400 Drug Free Workplace
	Student and Employee Wellness	District Policy 3350 Wellness Policy
	Special Education: Safety in the Classroom	District Policy 8000 Special Education
	Concussion Awareness	District Policy 2360 Student Concussion and Head Injury
	Code of Ethics	District Policy 1440 Code of Ethics
	Family Medical Leave Act (FMLA)	District Policy 1332, FMLA, ADA, and Sick Leave. POSTER
NA	Playground Safety and Supervision	District Policy 1300 Duty-Free Lunch
	Community Councils	District Policy 2810 and Administrative Guidance Title 1 Compliance
	Pay and Compensation	District Policy 1520 Employee Accident Reporting
	Corporal Punishment	District Policy 1200 Pay and Compensation
	Employee Accident Reporting	District Policy 2120, Corporal Punishment
	Employee Grievance Procedure	District Policy 1720 Employee Grievance Procedure and 3500 Parent Administrative Grievance Procedure
	Employee Reporting of Arrests	District Policy 1101 Criminal Background Check and Reporting
	Inventory Management	See Brent Bills
	Volunteers	District Policy 1105 School Volunteer
	Evaluations	District Policy 1432 Educator Evaluations

KEY



These courses are assigned through the SafeSchools program this school year



These courses are not assigned, but are offered in the SafeSchools program. These must also be discussed and documented at some point this school year



Supervisors must discuss and document all non-assigned subjects with faculties and staffs at some point this school year



These courses are not applicable and do not need to be completed



This will be covered by Michael Lee in a staff meeting at the beginning of the school year

STUDENT CONDUCT

PHILOSOPHY OF DISCIPLINE

Good discipline is a critical component in maintaining an environment conducive to learning. Students who are guilty of disciplinary infractions are often disruptive to the educational process. At Pine View High School, we work to maintain a safe and caring learning environment where students will maintain and further develop self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

Discipline will be carried out in such a way as to preserve the dignity of individuals, however disciplinary infractions will not be overlooked.

ATTENDANCE POLICY

Philosophy:

Washington County School District and Pine View High School are committed to providing quality education for our students. Inasmuch as it is our purpose and mission for “*every student a success*,” the following attendance procedures are established for structure and to support our local and state school attendance policies. The intent is to help our students develop sound attendance practices and prepare them to be employable and responsible citizens.

- PVHS will focus on positive interventions for students having issues with excessive absences and/or tardies. Students who are marked truant from Class will be required to attend lunch detention or other appropriate administrative actions to remediate the truancy.
- Missing school may result in a student being ineligible to participate in any extracurricular activities and sports for the truancy
- Per WCSD [policy 2900](#), parents may excuse absences no more than one week after the absence.

Compulsory Attendance

Utah Code 53A-15-1501 Parental Rights in Education is specific in placing the responsibility of regular daily attendance on parents. As a school, we support a philosophy to assist parents in helping their child develop sound attendance practices. The procedures herein provide a means where all parties can work together for the educational benefit of students. Our goal is to involve parents and school staff in resolving attendance problems before resorting to and involving juvenile court. A checklist is maintained for each student who has attendance problems to document earnest and persistent efforts by the school. School staff will be using Powerschool to document attendance and any associated problems.

Students are responsible for the completion of any work missed due to absence, regardless of the reason for the absence (excused, unexcused, truant). Students with absences prior to the midterm week will be allowed to submit completed make-up work through the midterm grading period. Students with absences following the midterm week

will be allowed to submit completed make-up work through the end of the current grading period.

School Attendance Committee

The school attendance committee will consist of an administrator, counselor, attendance secretary, School Resource Officer, and other staff members as needed. The committee will meet as needed (based on the recorded habitual trancies or excessive absences), to consider steps to correct attendance problems for individual students. Committee members will also serve as part of the mediation process as agreed upon by parents.

Absences will be assigned the following marks on PowerSchool:

T- Tardy	E- Excused Absence	X- Unexcused Absence
S- Truant	M- Medical/Chronic Illness	F- Flu
H- Homebound	C- Court/Detention	A- School Related Activity
O- Office Excused		

PVHS Attendance Policy

Absences: All absences are per class not total absences and all absences are considered in the total, excused and unexcused.

- At 5 absences and failing grades, the first email sent to parents. Teacher contacts parents and student about the concern.
- At 7 absences and failing grades, a second email will be sent to parents by an administrator or counselor to discuss the concern and possible solutions.
- At 9 absences and failing grades, a third email is sent to parents, student/parents are required to meet with administration to discuss solutions/alternative placements.
- At 11+ absences students/parents may be required to meet with district student services director Karen Bess to determine court referral as per administration. Students may be referred to juvenile court or youth court for excessive attendance/truancies.
- At 11+ absences and with a failing grade, students will fail the class and be transferred to an online version of that class immediately to recover the credit, students will have to pay the \$50 fee for credit recovery.
 - If students recover the credit before the first day of the next quarter they may be reimbursed the \$50 fee as an incentive to quickly recover the credit. This will replace the credit for graduation not the F on the transcript.
 - If the student does not recover the credit by the first day of the next quarter they will be enrolled in a Basic Academic Skills class in place of an elective until they recover the credit for classes required for graduation.
- Appropriate administrative action for truancies which may consist of 2 consecutive days lunch detention per truancy or other consequence as deemed appropriate by the administration.

Tardies: A student is considered tardy if he/she is not in the classroom when the tardy bell rings. Total tardies, per class, will result in the following:

- 3 + Teacher emails/calls home to discuss the tardy problem
- 5+ Admin email/calls home to discuss tardy problems (warn of consequences).
- 7+ Parent/Admin meeting/appropriate administrative action (i.e. lunch detention) assigned for every tardy after this point.
- 10+ In school suspension or other intervention as per administration.

Parents and legal guardians are permitted, by Washington County School District policy, to excuse tardies for **first** and **fifth** periods **only**. Parents are expected to call the school attendance secretary at 435-628-5255 to excuse their child's absence from class within two school days following the absence or tardy. We encourage parents/guardians to pick up a PVHS Educational/Family Leave Form from the attendance secretary if the student will be absent for more than three days. Parents/Guardians will be asked to meet with PVHS Administration to resolve significant attendance issues.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students must sign out at the attendance office before leaving campus for any reason (except lunch). Phone calls from parents are acceptable for check out. Should a student miss school the day of an activity for illness, he or she may not participate in that evening's activities- including games and fine arts performances. A truancy will render a student ineligible for that week.

EXCUSING STUDENTS FROM SCHOOL

Students may be excused from school prior to or on the same day as the absence. If the student has not been excused within this time frame by a parent or guardian, the unexcused absence becomes permanent. For convenience, parents may reach the school 24 hours a day, 7 days a week, by calling: **674-1637** or by dialing **628-5255, ext. 103**.

ATTENDANCE APPEAL PROCESS

1. Students who receive an NG and feel there were mitigating circumstances that should be considered are invited to complete an **Attendance Appeal Form**.
2. Dissatisfaction with the committee's decision may be appealed to the Washington County School Board through the Superintendent.
3. **Appeals will be considered on the next available work day following the end of a quarter.**

~Policy for Disciplinary Actions Due to Behavior~

EXPECTED STUDENT CONDUCT

Students are expected to behave in a manner that will be a credit to themselves and to Pine View High School. Whether at school, or at school sponsored activities, students should be appropriate in dress, language and behavior. Students are expected to be polite to other students and staff members and not do anything that may place the safety of another in jeopardy. Also of concern is the care of the building. Students are expected to behave in a manner that will keep the school looking nice. When a student has demonstrated an inappropriate behavior, the following steps will be taken in order to attempt to correct the inappropriate behavior and provide the student with the best, most effective education possible.

WCSD Safe Schools [Policy 2110](#)

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption.

The safety and well being of students at Pine View High School is paramount. Students who feel welcome and safe will better achieve academically and be more apt to develop an ownership in and a sense of belonging to our school.

To foster such an environment the following policy has been adopted and is based on the following principles: Each student is expected to follow accepted rules of conduct.

1. Each student is expected to show respect for other people and obey persons in authority at the school.
2. The policy applies to students while in the classroom, on school grounds, on school vehicles, and in school-related activities or events.

Suspension is not the deprivation of a right to learning but is the temporary denial of social interaction through school contact and the removal of the person from the classroom setting because of real and present disruptive effect of his/her presence, or a reasonable assumption that his/her presence will be disruptive or a threat to the well-being or safety of himself/herself and or other students or staff. Suspension may carry with it conditions which must be met to remove the suspension. Such conditions may be a joint responsibility or school personnel, the student and parents, or the sole responsibility of any one party. Suspension is for no more than 10 school days per incident.

Expulsion is defined as the removal from school for any period longer than 10 consecutive days but not more than one school year.

A STUDENT MAY BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior, including the use of foul, profane, vulgar or abusive language.
2. Willful destruction or defacing of school property.
3. Behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including bullying, emotional, physical or sexual harassment.
4. Possession or use of pornographic material on school property. (H.B. 100- 4-30-07)

5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code.
6. Possession, control, or use of tobacco;
7. Behavior that threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.
8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandanas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation.
9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school.

A STUDENT SHALL BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Any serious violation affecting another student or staff member, or any serious violation occurring during school hours, including lunch/break time, in a school building, in or on school property, or in conjunction with any school activity, including:
 - a. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - b. The actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal school activities;
 - c. The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2;
 - d. The sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2;
 - e. The sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3.
2. The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor.
3. A student who commits a violation of section 1A above involving a real or look alike, weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year, unless the Superintendent determines, on a case-by-case basis, that a lesser penalty would be more appropriate.

A student may be required to attend a mentoring life skills course taught at PVHS as part of a consequence for behavior or academic violations. A student may be denied admission to school on the basis of having been expelled from that or any other school during the preceding 12 months. A suspension or expulsion under this policy is not subject to the age limitations under Subsection 53A-11-102(1).

DRESS CODE

WCSD Policy: <https://procedure.washk12.org/policy/2000/2200>

WCSD Dress and Grooming Guidelines:

https://docs.google.com/document/d/1yL_NrOyYyIlLkR_ggxmRulzDlxZbhvvrnNPc37W1ur4/edit?usp=sharing

Students who attend the schools of Washington County School District are expected to come to school dressed and groomed appropriately for a learning environment and show respect for

others by supporting the following dress and grooming standards. These standards are intended to insure that every school in the Washington County School District will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, to include gangs and gang appearance.

Dress and Grooming standards:

- The attire (apparel) and grooming of all students should be neat, clean and safe.
- Students have the responsibility to avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process.
- Students must also avoid apparel that is offensive, represents a risk, or threatens student safety.
- Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures or graphics, or promoting substances illegal for consumption by a minor, will not be allowed.
- Clothes that are mutilated or immodest are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length(*) and not revealing. (Tank tops, tube tops and garments that reveal undergarments may be considered revealing). (*) For a more concise and functional understanding of the term “Modest” as interpreted for purposes of the PVHS dress code regarding skirts, dress length, shorts, holes in clothing, etc., A safe “rule of thumb” would be to keep such items to a length of no more than 4" above the top of the knee.
- Hats are not to be worn in school buildings during regular school hours. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.
- Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear.
- Clothing attachments or accessories which could be considered weapons are not allowed.
- Students have a responsibility to cooperate fully with clothing standards required for special classes (such as shop, home economics, laboratories, physical education) and special school activities.
- Students have the responsibility to avoid grooming that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid grooming that is offensive, represents a risk, or threatens student safety.
- Extremes in body piercings (any piercing(s) utilizing visible adornment outside of a small, simple metal or clear plastic post, and / or traditionally pierced ears) such as gauges larger than a number 2 pencil width or, any other visible body, tongue, or facial piercing, or adornment will be considered extreme. Hair styles and hair colors may additionally be considered a distraction or disruption.
- Gang behavior, apparel or grooming is not appropriate at school (Reference Safe Schools [Policy 2110](#)).

As gang grooming styles and clothing continually evolve and change, the following prohibited items that have commonly denoted gang membership or affiliation are only representative of prohibited clothing. Additional grooming styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities. Bandannas or any article of clothing or accessory bearing gang symbols, names, initials, insignia, or style of dress that indicates gang affiliation (ex: over length belts and long looping chains, etc.) will not be allowed. See additional information regarding gangs and gang related attire in the gang section of this handbook.

Consequences for violation of the Student Dress and Grooming Policy:

If a student’s clothing is found to be in violation of the dress code the following steps may be taken:

- First Offense- Alternative clothing may be issued, or the student may be asked to change.
- Second Offense- Alternative clothing may be issued. Parents are to be notified.
- Third Offense- Considered insubordinate and disciplinary action may be taken, including suspension from school.

Again, the purpose of the Dress Code is that student dress or grooming not distract from or disrupt the learning environment. Students are expected to dress appropriately for school and learning as well as for safety to the student.

DRUGS, ALCOHOL AND TOBACCO

A high school is a public, tax supported institution and is obligated to maintain and uphold the laws of the community and state by which it is created and supported. The Utah State School Law specifically states that it is illegal for high school students to have alcohol or tobacco in their possession. While it is true some high school students do use alcohol or tobacco with full knowledge and/or consent of their parents, this in no way relinquishes the school of its responsibility. School policy concerning these agents is as follows:

1. A student possessing tobacco in the school building or on the school grounds will be asked to surrender this material to school personnel and will be referred to the Fifth District Juvenile Court. The student will also be suspended from school for a period of not less than one day. Parents will be notified of any such action.

2. The use or possession of alcohol and drugs seriously affects a person's behavior and will not be tolerated. If a student is found in possession of alcohol or drugs or any over the counter product on school grounds, or during school hours, or if a student comes to school under the influence, he/she will be suspended from school, referred to juvenile court and recommended for expulsion for one calendar year. Parents will be immediately notified. **We have a zero tolerance policy where drugs and alcohol are concerned.**

PROFANITY

The use of vulgar or profane language at school or a school sponsored activity is in violation of state law. The law requires that students guilty of this offense be suspended from school. The law allows for violators to be expelled for up to one calendar year. Flagrant or hostile use of profanity will result in immediate suspension and recommendation for expulsion.

HAZING

The District strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, or in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Any student who participates in hazing or a related initiation activity, or conspires to engage in such will face immediate disciplinary action. Disciplinary action may include suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition students who participate in hazing may be referred to appropriate law enforcement authorities and may face prosecution.

GANGS

The standard in the Washington County School District is that every school will be a safe place for each student to learn. Each school will have a positive learning environment free of intimidation or harm from gangs or anything related with gang-type appearance, dress, behavior, attitude or activity. Because of identification and association with gangs, the following will not be permitted on the school campuses or at school activities: bandannas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation. Those who violate will be subject to discipline in accordance with the policies of the school and school district.

HARASSMENT

Harassment in any form will not be tolerated. It is the intent of Pine View High School to provide an environment for students which is free of harassment and discrimination whether based on sex, age, marital status, race, religion, color, national origin, pregnancy or parenthood. While it is not possible to describe all forms of harassment or discriminatory conduct, such conduct shall include jokes, slurs, innuendoes, epithets, threats, unwelcome advances, unwelcome touching, request for sexual favors, and other verbal or physical conduct such as sexual or racially related

comments. It should be noted that shirts which contain obscene messages are considered forms of harassment. Students who feel they have been or are being harassed in any way have the right and are encouraged to report the problem immediately to the Principal, Assistant Principal, or Counselor.

The Principal or designated administrator/supervisor will conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect harassment. A Disciplinary action for such behavior will include suspension and may include expulsion. Additional information is available on-line at: http://www2.washk12.org/policy/1000/1420_sexual_harass.htm

EMPLOYEE GRIEVANCE PROCEDURE

The purpose of this grievance policy is to provide a procedure by which employees and others may present for administrative resolution, disputes regarding interpretation or application of District policies and procedures. Questions regarding Employee Grievance Procedure Policies and Procedures should be directed to section 1720 of the Washington County School District Policy. This information can also be accessed online at:

http://www4.washk12.org/district/policy_search/showres.cgi?terms=GRIEVANCE&type=all&case=&file=/district_policy/1000/1720_grievance_procedure.htm

PARENT ADMINISTRATIVE GRIEVANCE PROCEDURE

The purpose of a grievance procedure is to provide a means by which parents may present for administrative resolution, unresolved questions, dissatisfactions, or disputes regarding interpretation or application of District Policies and procedures.

Informal Procedure:

Step 1: If the complaint involves a teacher, the parent or guardian (hereinafter referred to as “the parent”) is encouraged to first discuss the concern with the teacher with the objective of resolving the matter. Proceedings shall be informal.

Step 2: If the parent is uncomfortable discussing the complaint with the teacher, and the matter remains unresolved after meeting with the teacher, or if the complaint doesn’t concern a teacher, the parent shall discuss the complaint with the school administration with the objective of resolving the matter. Proceedings shall be informal and, to the extent possible, confidential.

Step 3: If following the discussion with the administration the matter continues unresolved, the parent may put in writing the unresolved grievance and appeal again to the administration within ten business days from the date of the discussion. The administration shall then respond in writing within ten business days and schedule a conference with the parent to resolve the matter.

Formal Procedure: If the grievance is yet unresolved following the informal procedure, the parent may appeal to the appropriate district assistant superintendent of secondary education within five business days after disposition under the informal procedures.

present for administrative resolution, unresolved questions, dissatisfactions, or disputes regarding interpretation or application of District Policies and Procedures. Questions regarding Grievance Procedure Policies and Procedures should be directed to section 3500 of the Washington County School District Policy.

This information can also be accessed online at: <https://procedure.washk12.org/policy/3000/3500>