

PROVO CITY SCHOOL DISTRICT
Policies and Procedures on Attendance, Orderly
Conduct, Safe Schools, and Substance Abuse

Attendance Policy

Utah Compulsory Attendance laws require a parent or guardian to insure the on-time attendance of their children on a regular, uninterrupted basis. The Provo City Board of Education supports the following attendance policy in order to:

- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental involvement in student attendance
- Increase likelihood of student academic success
- Maintain a safe and orderly learning environment
- Prepare students for attendance expectations in their future careers

This policy sets attendance standards for all students in Provo City School District, and all staff members are expected to adhere to this policy. A school may develop specific procedures to enact this policy but may not exceed or alter the requirements stated herein.

1. All students are expected to be in class and on-time every school day, in every class. Provo School District expects all students to have a minimum of 90% attendance per grading period.

2. Absences will cause students to miss significant instruction and learning opportunities. High school students may lose credit if their attendance is less than 90% (approximately five days per nine-week period). In addition, high school students may experience grade reductions for truancy. Middle school students who do not meet the attendance standard may not be advanced to the regular high school or may be assigned make-up work as per the Provo School District High Stakes Policy. Elementary students risk the denial of grade promotion if their attendance is less than 90%(approximately five days per nine-week period). Schools must offer students opportunities to avoid penalties associated with poor attendance.

3. Excessive tardiest may result in a loss of credit, reduced grades or denial of grade promotion.

4. Family emergencies, illnesses and court dates, along with some extenuating circumstances are legitimate reasons for being absent or tardy. Parents should follow school policies to excuse such absences.

5. On a case by case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent or guardian or a teacher or administrator, students may be excused without attendance penalty for the absence, i.e., the excused absence(s) will not contribute to the accumulated total of absences. The supervising adult will describe such experiences in writing identifying the reason the student will miss school and submit the proposal to the principal or designee for consideration in a reasonable time frame **before** the absence occurs. The student may be expected to complete assigned work, and to complete that work in a time frame agreeable to the teacher(s) of the missed class(es).

6. School administrators will be expected to make "reasonable accommodation"

for individuals as per Section 504 of the Americans With Disability Act (ADA) or the Individuals With Disabilities Education Act (IDEA).

7. Incentives for student attendance are encouraged and may be determined at each building or classroom site, as approved by the administrator. School attendance policies should not unintentionally or other wise create disincentives for attendance.

8. School staff will expect daily attendance and will initiate measures to correct attendance problems, which may include, but is not limited to:

- conference with student
- phone or letter contact with parent or guardian
- makeup sessions or other makeup requirements
- lunchtime detention
- after-school detention
- attendance tracking
- revoking/denying choice contract
- in-school referral(s)
- counseling contact
- attendance contract
- class adjustments
- required parent counseling or conferencing
- home visit
- in-school suspension
- alternative programs and placements
- involvement of other agencies
- truancy officer contact(s)
- truancy school referral (s)
- Suspension Center referral (s)
- police contact
- suspensions
- court referrals

9. Schools shall establish clear procedures to implement this policy, including, but not limited to:

- regular and accurate recording of attendance
- parental access to current attendance records
- clear communication of school hours
- beginning and ending school/classes on time
- advance notice of attendance penalties
- opportunity to make up lost class time

10. Costs associated with attendance penalties should be reasonable and not place undue burdens on families.

Petition Procedure:

Parents may petition the principal or designee to wave attendance penalties for legitimate absences (family emergencies, illnesses, court appearances, extenuating circumstances) that result in a student failing to achieve the 90% attendance standard. Such petitions should be directed to the principal or designee in writing prior to the end of the grading period as directed by individual school policies.

STATEMENT ON ORDERLY AND SAFE SCHOOLS

The Provo City School District Board of Education adopts the policies and procedures set forth herein to create an orderly and safe place for each

student to learn. This means that each school will have a positive learning environment free from violence, intimidation, drug use, and harm from individuals, groups, gangs, and criminal gang-type behavior, and any other type of behavior or activity that disrupts the orderly and safe operation of the schools. To foster such an environment each student is expected to follow accepted rules of conduct and to show respect for other people and obey persons in authority. Behaviors which disrupt an orderly and safe learning environment are prohibited in the city's schools.

The Board believes activities associated with youth crime, as well as the use, possession, distribution, or sale of tobacco, alcohol and other controlled substances or drug paraphernalia constitute a hazard to the welfare of students and staff.

It is the policy of the Provo City School Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or gender in its disciplinary procedures.

Students classified as having a disability under the provisions of the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1972 shall have these policies and procedures applied to them in conformity with the requirements of IDEA and Section 504. (See Provo City School District Special Education Policies and Procedures.)

These policies and administrative procedures apply to actions of students during school hours, before and after school while on school property, while traveling in vehicles authorized by the school or district, at all school- or district-sponsored events, and when the actions threaten or do harm to persons or property associated with the mission or operation of the Provo public schools.

Disciplinary proceedings shall consider relevant mitigating circumstances and provide appropriate due process for each student. Mitigating or aggravating circumstances include, but are not limited to, the following factors:

- prior conduct
- cooperation of parent
- attitude and honesty of student
- willingness to make restitution
- age, health, and maturity of student
- whether receiving special education and/or 504 services

Because of their identification and association with gangs, the following are not permitted: bandannas; headgear; or any article of clothing or jewelry bearing gang symbols, names, initials, or insignia; or anything else which signals gang affiliation.

This section describes a broad range of misconduct that relates to criminal behavior and is prohibited. All types of misconduct and criminal behavior are prohibited, whether listed specifically or not.

All disciplinary actions include a conference with the student under the discretionary authority of the principal or his/her designee. Notification of a parent or guardian should follow as soon as is reasonably practical.

AUTHORITY TO SUSPEND OR EXPEL A STUDENT

The Board delegates to any school principal or assistant principal within the school district the power to suspend a student in the principal's school for

up to 10 school days. The Board delegates to the district superintendent and to the Office of Student Services (O.S.S.) the power to suspend a student for up to one school year. The Board may expel a student for a fixed or indefinite period, provided that the expulsion shall be reviewed by the district superintendent or the superintendent's designee and the conclusions reported to the Board at least once each year [UCA 53A-11-905].

GROUND FORS FOR SUSPENSION OR EXPULSION FROM A PUBLIC SCHOOL

(1) A student **may be** suspended or expelled from a public school for any of the following reasons:

- (a) frequent or flagrant willful disobedience, defiance of proper authority, or disruptive or *unsafe* behavior, including the use of foul, profane, vulgar, or abusive language;
- (b) willful destruction or defacing of school property;
- (c) behavior or threatened behavior which 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;
- (d) possession, control, or use of an alcoholic beverage as defined in UCA 32A-1-105; or
- (e) behavior proscribed under Subsection (2) which 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.

(2) (a) A student **shall be** suspended or expelled from a public school for any of the following reasons:

- (i) any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, or actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material under UCA 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-2, or drug paraphernalia as defined in UCA 58-37a-3; or
- (ii) The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

(b) A student who commits a violation of Subsection 2(a) 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 subject to the following:

- (i) within 45 days after the expulsion the student shall appear before the student's local superintendent or the superintendent's designee, accompanied by a parent or legal guardian; and
- (ii) the superintendent shall determine:

(A) what conditions must be met by the student and the student's parent for the student to return to school;

(B) if the student should be placed on probation in a regular or alternative school setting consistent with Section 53A-11-907, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and

(C) if it would be in the best interest of both the school district and the student to modify the expulsion term to less than a year, conditioned on approval by the local school board and giving highest priority to providing a safe school environment for all students.

(3) A student may be denied admission to a public school on the basis of

having been expelled from that or any other school during the preceding 12 months.

- (4) A suspension or expulsion under this section is not subject to the age limitations under UCA 53A-11-102(1). [UCA 53A-11-904]

ALTERNATIVES TO SUSPENSION

When a student is suspended for any period of time, the parent or guardian, upon meeting with the principal or vice principal, may be given the option of attending all classes with the student in lieu of excluding the student from school during the period of suspension, or may be given another appropriate remedial plan. These alternatives apply only if the disruptive behavior is not of a violent or extreme nature. The parent or guardian must agree to and attend all classes with the student for each day of the suspension, or accept and support the remedial plan. The consent of the student's teacher(s) is required. If the parent or guardian fails to attend all classes with the student, or does not support the remedial plan, the student will be excluded from classes and school activities during the suspension (UCA 53A-11-906).

RESPONSIBILITY OF PARENT OR GUARDIAN

If a student is suspended or expelled, the parent or guardian is responsible for undertaking an alternative education plan that ensures that the student's education continues during the period of suspension or expulsion. The parent or guardian shall work with school officials to determine how that responsibility might best be met. Private education, an alternative program offered by or through the district, or other alternatives which reasonably meet the educational needs of the student may be considered.

Costs for educational services that are not provided by the school district are the responsibility of the student's parent or guardian (UCA 53A-11-907).

ACTS OF MISCONDUCT/DISCIPLINARY ACTION

Level 1

Level 1 acts of misconduct include, but are not limited to, the following:

- 1-1 Loitering
- 1-2 Profane, obscene, racist, indecent, immoral, or seriously offensive language, gestures, indecent propositions, or exhibitions
- 1-3 Involvement in gang activity or the wearing/displaying of gang apparel
- 1-4 Displaying any behavior that is disruptive
- 1-5 Failing to provide proper identification or information upon request by school authorities
- 1-6 Insubordination and/or defiance
- 1-7 Fighting - two people, no injuries
- 1-8 Sexual harassment I
- 1-9 Possession of an incendiary device
- 1-10 Use of an interfering device
- 1-11 Vandalism I (damage under \$200.00)

Disciplinary Action

First Violation

Minimum: Student/Administrator conference
Maximum: Suspension (up to 10 school days)
Student/Parent/Administrator conference

Repeated or Flagrant Violation

Minimum: In-school suspension
Student/Parent/Administrator conference
Maximum: Suspension (up to 10 school days) or referral to the District
O.S.S. for alternative placement or suspension, up to 45 school
days.

Level 2

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

- 2-1 Criminal activity
- 2-2 Theft
- 2-3 Possession of a weapon (real, look alike, or pretend)
- 2-4 Assault
- 2-5 Fighting - with injury or injuries or involving more than two people
- 2-6 Trespassing
- 2-7 Intimidation and/or threat of violence
- 2-8 Indecent exposure
- 2-9 Use of an incendiary device
- 2-10 Vandalism II (damage over \$200.00)
- 2-11 Sexual harassment II

Disciplinary Action

First Violation

Minimum: Student/Parent/Administrator conference
Maximum: Suspension (up to 10 school days)

Repeated or Flagrant Violation

Minimum: Student/Parent/Administrator conference and/or Suspension (up to 10
school days)
Maximum: Referral to O.S.S. for alternative placement or suspension

Level 3

Level 3 acts of misconduct include, but are not limited to, the following:

- 3-1 Possession of a firearm
- 3-2 Use of a weapon (real, look alike, or pretend)
- 3-3 Aggravated assault
- 3-4 Arson
- 3-5 Extortion
- 3-6 Sexual battery
- 3-7 Placing any person in imminent danger
- 3-8 Assault upon any school personnel

Disciplinary Action

Any Violation

Parents and police will be notified and the student suspended for ten school

days during which time the student will be referred to the District O.S.S. for alternative placement or suspension, up to one school year. Violations of UCA 53A-11-904(2)(a) require mandatory suspension or expulsion for up to one school year unless, upon appeal, the district superintendent determines, on a case-by-case basis, that a different penalty is warranted; [UCA 53A-11-904(2)(b)].

ILLEGAL BEHAVIOR

In addition to these penalties for misconduct, provisions of the Utah Criminal Code are applicable to behavior that is deemed illegal. Principals are required to report all illegal activities to the police. Any disciplinary action taken by the school administration is independent of any criminal proceedings or decisions and is based upon the administrator's best judgment of the situation.

STATEMENT ON ALCOHOL AND CONTROLLED SUBSTANCES ABUSE

Provo City School District prohibits any student use, possession, sale, distribution or being under the influence of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. It further bans the misuse of over-the-counter products by students. Any medications must be under the control of and administered through the school nurse or a designated employee, pursuant to UCA 53A-11-601.

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

DISCIPLINARY ACTION: USE OR POSSESSION

FIRST VIOLATION

A student may be suspended from school for up to 10 school days. Students may be permitted to continue in school if student enrolls in and attends a district-approved intervention program with parent.

1. The principal or designee, during the suspension period, shall:
 - a. notify the appropriate law enforcement agency and give them all confiscated evidence and information;
 - b. notify the parents;
 - c. schedule a parent conference during the suspension period; review with the student and parent the Provo City School District Policies and Procedures on Attendance, Orderly Conduct, Safe Schools and Substance Abuse; and
 - d. refer the student and parent to the school's designated student assistance program and/or to an approved prevention program.

2. The student shall:
 - a. sign a "Provo School District Tobacco, Alcohol and Drug Non-Use Contract" with the parent and principal or designee;
 - b. reveal the source of material associated with this violation;
 - c. attend with parent an approved prevention program, the cost of which will be assumed by the parent;
 - d. not participate in school- or district-sponsored activities until any suspension has been removed.

Failure of the student to comply with any of the above will result in a referral to the District O.S.S. for alternative placement or

suspension, for up to 45 school days.

SECOND VIOLATION

A student shall be suspended from school for 10 school days, during which time the student will be referred to the district O.S.S. for suspension up to 45 school days.

1. The principal or designee shall:
 - a. notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
 - b. notify the parents and schedule a conference.

2. The student shall:
 - a. make arrangements to meet with District Student Services;
 - b. explore educational options available during the suspension period; and
 - c. not participate in school- or district-sponsored activities or programs until he/she has been reinstated by the District O.S.S.

3. Reinstatement
If a student desires to return to school after the suspension period, he/she must petition the O.S.S. and show evidence that he/she has done all of the following:
 - a. participated in a formal drug assessment, with the cost of the assessment assumed by the parent
 - b. show evidence of having completed the most appropriate level of intervention program based on the assessment by a licensed individual or agency, with the cost of the intervention program assumed by the parent and
 - c. show evidence that he/she has personally revealed to school administration the source of the alcohol or controlled substance associated with the violation.

THIRD VIOLATION

The student shall be suspended from school for 10 school days during which time the student will be referred to the District O.S.S. for alternative placement or suspension, for up to one school year, or to the Board for expulsion from school.

1. The principal or designee shall:
 - a. notify the appropriate law enforcement agency;
 - b. provide the agency with all confiscated evidence and information; and
 - c. notify the parents and schedule a conference.

DISCIPLINARY ACTION: SALE OR DISTRIBUTION

The student shall be suspended and referred to the district O.S.S. for alternative placement or suspension, for up to one school year, or to the Board for expulsion.

1. The principal or designee shall:
 - a. notify the appropriate law enforcement agency;
 - b. provide the agency with all confiscated evidence and information; and
 - c. notify the parent.

2. If a student desires to return to school, he/she must petition the O.S.S. and the Board in writing and show evidence that he/she has done the following:
 - a. participated in a formal alcohol and/or controlled substance abuse assessment, with the cost of the assessment assumed by the parent;
 - b. successfully completed the most appropriate level of intervention program based on assessment from a licensed individual or agency, with the cost of the intervention program assumed by the parent; and
 - c. personally revealed the source of materials associated with the violation to the school administrator.

STATEMENT ON TOBACCO USE

Provo City School District prohibits any student use, possession, sale or distribution of tobacco/tobacco products.

Disciplinary action, independent of any court action, will be taken by the school district for any violation of the foregoing statement. All contraband will be confiscated.

DISCIPLINARY ACTION

FIRST VIOLATION

The principal or designee shall:

- a. issue a citation; and
- b. notify the parents

The student shall sign the Provo School District Tobacco, Alcohol and Drug Non-Use Contract with the parent and principal or designee.

SECOND AND FOLLOWING VIOLATIONS

1. The principal or designee shall:
 - a. issue a citation;
 - b. notify parents; and
 - c. refer the student and parent to an approved assessment and/or approved intervention program, with the cost of the program assumed by the parent.

2. The student shall:
 - a. participate, with parent, in approved assessment and/or intervention program(s).
 - b. show evidence of having successfully completed the most appropriate level of intervention program based on the initial assessment, with the cost of the program assumed by the parent.

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

STUDENT SELF-REFERRAL

If a student is self-referred concerning a tobacco, alcohol, or controlled substance problem, the school administration will provide a conference with a designated educator and/or the school intervention team staff to discuss

possible resources for assistance.

RECORDS OF POLICY VIOLATIONS

The records of clearly substantiated violations will be kept in the student's confidential record. The records will include dates, types of violations, and disciplinary actions taken. These records will be used in assessments of subsequent disciplinary actions.

The record(s) of violations from previous school(s) concerning behaviors identified in the Policies and Procedures on Attendance, Orderly Conduct, Safe Schools, and Substance Abuse will be reviewed before a student requesting a transfer into Provo City School District is considered for enrollment and is officially enrolled in Provo City School District.

STUDENT RIGHT OF DUE PROCESS

The procedures for due process are designed to protect the rights of students when a disciplinary problem arises. The process is administrative, not judicial. Notification will be given to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. The notice of offenses or charges shall state with reasonable particularity the offense or charge, shall be based upon the information known at the time the notice is issued, and may be subject to amendment upon further investigation or evidence. Due process includes the right to a hearing, the right to counsel, the right to confront and cross-examine witnesses, and the right to appeal.

Procedures for hearings and appeals of disciplinary decisions by a parent/guardian are as follows:

- (1) Discuss the grievance with the teacher or person at the school with whom the disagreement occurred.
- (2) If agreement is not reached, the parent/guardian may meet with the principal.
- (3) If agreement is not reached, the parent/guardian may request an informal hearing through the Office of Student Services. The request shall be in writing and within fifteen (15) calendar days of the school decision and addressed to the Provo City School District, Director of Student Services. The appeal shall be heard within ten (10) school days.
- (4) If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the O.S.S. decision a request for a hearing before the superintendent. The appeal shall be heard within fifteen (15) calendar days and the decision shall be in writing.
- (5) If agreement is not reached, the parent/guardian may submit in writing within fifteen (15) calendar days of the superintendent's decision a request for a hearing before the District Board of Education. If the Board grants a hearing, it shall be in executive session. Following the hearing, the Board shall give its decision in writing.

At each stage of the proceedings, the hearing officer(s) shall conduct a *de novo* review, and shall hear the matter anew the same as if it had not been heard before and as if no decision had been previously rendered. Hearing officer(s) may receive and consider new documents, information, and witness

testimony. However, upon appeal to the Board, the Board shall only consider the documents, information, and witness testimony presented at the hearing conducted by the superintendent.

Failure to appeal to the next step in the appeals process within the time limits specified shall be deemed a withdrawal and final disposition of the matter.

Once the aggrieved party has exhausted all of the administrative remedies herein he or she may appeal to a court of law.

GLOSSARY

aggravated assault - to intentionally cause serious bodily injury to another or use of a dangerous weapon or other force likely to produce death or serious bodily injury.

alcohol - see glossary under "use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances."

alternative placement - placement of a student in a program outside of his/her regular school setting. This may include, but is not limited to, the following: daytime alternative, 4:00-6:00 after-school alternative, and/or home placement.

arson - the act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

assault - an attempt with unlawful force or violence to do bodily injury to another, or a threat accomplished by show of immediate force of violence to do bodily injury to another, or an act committed with unlawful force of violence that causes or creates a substantial risk of bodily injury to another.

Board - the Provo City School District Board of Education.

controlled substance - any drug delivered by a pharmacist to an ultimate user under a lawful prescription; see also definition of "use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances."

criminal activity - any activity that violates applicable criminal codes.

disciplinary reassignment - disciplinary action involving transfer to another room or school or alternative school placement for a specified period of time.

distribution - means to deliver other than by administering or dispensing a controlled substance or a listed chemical (see use, possession/sale).

district - the superintendent and/or designee(s).

drug paraphernalia - see definition of "use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances."

due process - notification to the student and the parent of the time and place for a hearing and a statement of the alleged act(s) of misconduct. Due process includes the right to a hearing, the right to counsel, the right to confront and cross-examine witnesses, and the right to appeal.

expulsion - permanent removal of a student from school by the Board of Education.

extortion - obtaining of money, information or personal property from another by coercion or intimidation.

fighting - physical conflict between two or more individuals.

firearms - a pistol, revolver, shotgun, sawed-off shotgun, rifle, or sawed-off rifle, loaded or unloaded, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.

flagrant - outrageous, notorious, scandalous, glaringly bad.

gang activity/apparel - wearing of bandannas, headgear or any article of

clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership. This includes gang signing.

graffiti - any form of unauthorized printing, writing, spraying, scratching, affixing, or inscribing on the property of another, regardless of the content or nature of the material used in the commission of the act.

indecent exposure - unauthorized exposure of one's genitals, buttocks, anus, pubic area, or breast (if female) [UCA 76-9-702(1)].

imitation controlled substance - see definition of "use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances."

incendiary device - any device designed to cause combustion or fire, including a lighter or matches.

in-school suspension - the student remains in a supervised location in school where work is provided, but regular school freedoms are severely limited. Classes are not attended. The action may be recorded in the student's folder.

insubordination - failure to obey an order by school authority.

interfering device - any device or object which interferes with the educational process, including lasers, laser pens, radios, portable CD players, portable

telephones, pagers, or any electronic equipment or other disruptive objects.

intimidation - engaging in behavior which prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal.

loitering - occupying an unauthorized place on or near the school grounds, property, or activities.

mitigating - to make less severe.

O.S.S. - Office of Student Services

other similar harmful substances - substances such as inhalants and prescription or over-the-counter drugs used inappropriately.

parent(s) - natural parents, foster parents, or legal guardians.

possession - physical control over real or personal property.

school days - one of the regularly scheduled 180 days in a school year and/or a summer school program.

school personnel - any school district employee, including administrators, teachers, coaches, counselors, staff, aides, interns and volunteers.

school property - school buildings and lands owned by the school district, vehicles funded by the Board of Education, any areas rented or leased by the school district, and areas in and around any school- or district-sponsored event.

sexual battery - a criminal, intentional, offensive touching (whether or not through clothing) of another's anus, buttocks, any part of the genitals, or the breast of a female. [UCA 76-9-702(3)]

sexual harassment I - Sexual language, whether verbal or written, including joking; sexual conduct that is visual or silent or through any medium; or allegedly unintentional sexual touching -- all of which create a hostile environment.

sexual harassment II - Physical, intentional, sexual conduct, touching, threat or intimidation that is not criminal.

special education - specially designated instruction, at no cost to the parents or guardians, to meet the unique needs of a student with a disability. This

education includes instruction conducted in the classroom, in the home, in a hospital or an institution, and in other settings and instruction in physical education.

suspension - involuntary temporary removal of a student from school attendance and activities.

theft - to obtain or exercise unauthorized control over the property of another.

tobacco - includes cigarettes, cigars, pipes, smokeless or other tobacco products in any form.

trespassing - to enter or remain unlawfully on property, including being present on school grounds during a period of suspension or expulsion.

use, possession, sale, distribution of alcohol, drugs, controlled substances and imitation controlled substances - shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor

vandalism - intentionally damaging, defacing or destroying the property of others.

weapon - any item that in the manner of its use or intended use is capable of causing death or serious bodily injury, including, but not limited to, BB-guns, acts thereto of the Utah Code.

air guns, pellet guns, blow guns, sling-shots, all knives, explosives, chemical, noxious, or flammable materials, and all items containing gun powder.

ADDENDUM

PROVO CITY SCHOOL DISTRICT POLICIES AND PROCEDURES ON STUDENT USE OF TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES

CHEMICAL DEPENDENT ASSESSMENT/EVALUATIONS

Screening is available through the Utah County Health Department, Division of Human Services (370-8428). A referral is required. Those referred to Youth Treatment Services will be screened/assessed to determine the most appropriate placement for services.

Service Providers may include:

- * The Gathering Place - 226-2255
Utah County Human Services - 370-8427
Heritage Center - 226-4600
Utah County Health Dept. - 370-8426
Provo Canyon School Substance Abuse Services - 227-2000
Other private providers located throughout Utah County

- * Cost will be on a sliding fee schedule based on ability to pay.

IN-PATIENT/RESIDENTIAL TREATMENT

Currently, there are no facilities available where adolescents may receive in-patient treatment without cost.

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Revised: April 11, 2000; June 12, 2001; May 2002; April 2003