

# **Independence High School After School Handbook**

Independence High School  
636 Independence Ave.  
Provo, UT 84601  
(801)374-4920- Main Office  
After School Coordinator, Ang Johnson Ext:3711

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## Mission Statement

Our mission is to empower students to discover their innate ability to succeed. We hope to foster the social and academic success of Independence High School Students through quality programming in an environment that is safe and supportive.

## Vision Statement

The After School Program strives to provide a safe, comfortable, and relaxing environment where students are given opportunities to progress academically, physically, and socially. We do this by making available courses that foster creativity, opportunity, community partnerships, and positive mentoring.

## Program Overview

The After School Program is designed to provide positive after school activities for high school participants within a safe, secure and enriching environment. A trained and caring staff will supervise or teach the program. Educational and recreational activities geared to the interest of the participants are provided and will include but are not limited to: homework help, art, sports, games, cooking, music, bike shop and other group activities.

## Program Goals

1. Provide a healthy, safe, and enriching afterschool environment for students from IHS
2. Help to improve academic performance for participating students
3. Help students cultivate essential life skills
4. Raise students' commitment to learning and the school environment

## Non-Discrimination Clause

No otherwise qualified individual with a disability in the U.S. shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be

subjected to discrimination. No person shall on the grounds of race, color, sexuality, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

## Eligibility

Any and ALL students are welcome to participate in after school programs and sports, following the rules and guidelines for each program. Independence offers a variety of enrichment activities each semester as well as academic support for all students. Programs run approximately 36 weeks. Teachers and administration can recommend specific students for academic support programs, however the After School Program Tutoring is available to all students that need additional help and support.

## Expectations for Students

L- Learn from mistakes

E- Evaluate work based on success criteria

A- Ask questions and accept challenges

R- Receive and respond to feedback

N- Never give up

E- Effort matters

R- Reach goals

S- State what I am learning

P- Perseverance

R- Respect

I- Integrity

D- Decision-making skills

E- Excellence

Lions Do NOT

- Fight or make malicious physical contact
- Harass, bully or torment others
- Wear clothing that is obscene, vulgar or offensive
- Use inappropriate / foul language
- Refuse to comply with school staff

## Dress Code

We will follow Independence High School's dress code policy as well as Provo School Districts policy. Which includes:

- No gang related clothing or paraphernalia
- No inappropriate logos or images on clothing (i.e. gang related, violent, vulgarity, nudity, etc).
- No profanity
- Respect self, others and school.

## Daily Routine

**Program Schedule**  
**Monday-Thursday (some Fridays)**  
**3:00 PM to 5:00 PM**

\*\* After School Programs will not be held on early out days, school holidays / breaks, etc. The students, parents, and volunteers will be informed of these changes in advance.

\*\*In the event of Online Learning Days, After School Programs will be offered online. See the schools website for more information on those occasions.

- All After School Programs will begin at or near 3:00pm where attendance will be taken
- Snacks will be served from 3:30pm to 4:00pm, dependent on the teacher
- The after school late bus is available for students around 4:30pm in front of the school. All students will be dismissed to ride the bus, be picked up by a Parent / Guardian or released to walk home at 4:25pm. Parents can come in at any time to pick up a student through the main office.

\*\* Classes are subject to change during the term. A copy of the latest schedule will be posted in the main office and on or schools website online.

## Academic

Attendance will be taken each day. For those students that administration or teachers have required, student's attendance will be reported to the proper person.

## Enrichment

Attendance will also be taken for enrichment classes. All students are welcome to attend any enrichment activity if they have not been required to attend Homework Help or Twilight.

## Snacks

A snack will be provided to every student who is enrolled in any After School program. There is no additional charge for these snacks. It is up to the parent to notify the After School Coordinator if a child needs special accommodations for snacks. Students must abide by the same rules during the administration of the snack as they would during lunch.

## Sports

Independence High School believes that interscholastic athletics provides educational value for our students. Interscholastic athletics promotes character traits of high value which will lead to success later in life. Independence High School athletics program inspires students to be responsible, embrace learning, and become productive citizens and participation in school activities outside of the classroom gives students a sense of camaraderie, teamwork, leadership, and provides a vehicle for self – discovery.

Independence High School participates in three different seasonal sports: Volleyball, Basketball, and Soccer. Each sport offers a boys league and a girls league. To participate in a sport you will need to talk with the coach or athletic director. There will be an information meeting before each sport begins where you will be given a player contract and details regarding expectations and requirements to participate.

## Personal Belongings

Due to health and safety concerns, students must keep personal, unrelated class belongings in their own backpacks or on themselves at all times. The After School Program is not responsible for lost, broken or stolen items brought to an after school activity.

## Pick Up Policy

All afterschool programs end at 4:30pm and 5:00pm. Pick up of students will be at the front entrance of the school. Students will be put on the bus / van or can walk / ride home with a Parent or Guardian or on their own.

(801) 374-4920 - Main Office

(801) 374-4920 ext. 3711 - After School Office

If you need to pick up your student before the release time, please go to the school and have your student paged.

\*\* Please do not go looking for your student in the classrooms - this is disruptive to the class and makes it difficult to maintain security and safety for all students and staff.

## Health and Safety

That main office personnel will dispense all prescription medications that are logged by the school nurse. Tylenol or Ibuprofen can be dispensed through the front office only if school personnel gains permission from Parent / Guardian.

A student may not attend the After School Program with any of the following symptoms:

- Fever over 100
- Discolored Nasal Discharge
- Sore Throat
- Undiagnosed Rash
- Severe cold
- Diarrhea

- Inflamed or Watery Eyes
- Vomiting
- Contagious Illness

Parents and / or emergency contacts will be called to pick up their students or give permission for the student to walk home, if they come with, or develop, any of these symptoms during the day. Students may attend the program again when they are free of symptoms for a 24-hour period. All parents in the program will be notified in writing if their child has been exposed to a contagious illness. Please be certain that the emergency numbers listed in PowerSchool are correct and working.

## COVID-19

Independence High School follows all health precautions given by Provo School District, State Board of Education and the Health Department. If you have questions on how this affects your student and the after school program at IHS please contact the After School Coordinator, Ang Johnson at: (801)374-4920 ext. 3711

## Discipline and Procedures

All students are expected to follow school guidelines:

- Follow all school rules
- Show respect for other students, teachers and staff
- Stay in your group (No loitering in halls)

If a student does not abide by the previous guidelines, they will be given 2 warnings. If behavior is not improved they will be asked to leave. If a student is a bus student that cannot be released to walk home, they will have to sit in the office until the bus arrives. If misbehavior continues to be an issue, a conference with Administration and Parent / Guardian and Program Coordinator will be held. Continued behavior problems or lack to follow the above mentioned guidelines may result in removal from After School Programs.

## Grievance Process

Parents / Guardians who have questions or concerns about guidelines and procedures may set an appointment with the Program Coordinator at (801) 374-4920 ext. 3711. If you still have questions or concerns after meeting with the Program Coordinator, the school principal will be available to help. If your concerns have still not been addressed, you may contact Provo City School District Student Services.