



**Providence Hall Elementary  
Student Handbook**



# School Contact Information

## Providence Hall Elementary

4795 West Patriot Ridge Dr.  
Herriman, UT 84096  
Phone (801) 727-8260 Fax: (801) 727-8282

Principal: Earleen Huff	<a href="mailto:ehuff@providencehall.com">ehuff@providencehall.com</a>	(801)727-8260 ext. 2001
Academic Director: Kim Andersen	<a href="mailto:kandersen@providencehall.com">kandersen@providencehall.com</a>	(801)727-8260 ext.2002
Counselor: Amanda Jenson	<a href="mailto:ajenson@providencehall.com">ajenson@providencehall.com</a>	(801)727-8260 ext.2005
Nurse: Staci Brown	<a href="mailto:sbrown@providencehall.com">sbrown@providencehall.com</a>	(801) 727-8260 ext. 2037

## Providence Hall Junior Hall

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Principal: Brian Fauver	<a href="mailto:bfauver@providencehall.com">bfauver@providencehall.com</a>	(801) 727-8260 ext. 3000
Academic Director: Mary Wilde	<a href="mailto:mwilde@providencehall.com">mwilde@providencehall.com</a>	(801) 727-8260 ext. 3001
Counselor: Allison Shaw	<a href="mailto:ashaw@providencehall.com">ashaw@providencehall.com</a>	(801) 727-8260 ext. 3205
Counselor: Alison Jacobsen	<a href="mailto:ajacobsen@providencehall.com">ajacobsen@providencehall.com</a>	(801) 727-8260 ext. 3204
Nurse: Bree Ponce	<a href="mailto:bponce@providencehall.com">bponce@providencehall.com</a>	(801) 727-8260 ext. 3002

## Providence Hall High School

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Drive Herriman, UT 84096  
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Principal: Nathan Marshall	<a href="mailto:nmarshall@providencehall.com">nmarshall@providencehall.com</a>	(801)727-8260 ext.4000
Academic Director: Melissa McPhail	<a href="mailto:mmcphail@providencehall.com">mmcphail@providencehall.com</a>	(801)727-8260 ext.4001
Counselor: Adam Erickson	<a href="mailto:aerickson@providencehall.com">aerickson@providencehall.com</a>	(801)727-8260 ext. 4004
Counselor: Kari Marti	<a href="mailto:kmarti@providencehall.com">kmarti@providencehall.com</a>	(801)727-8260 ext.4005
Nurse: Bree Ponce	<a href="mailto:bponce@providencehall.com">bponce@providencehall.com</a>	(801)727-8260ext.3002

***Providence Hall teaches students to think critically,  
communicate effectively and act responsibly in an***

# 2018-2019 Elementary School Year Calendar

New Teacher Orientation	August 6-7, 2018
All-Teacher Professional Development Days	August 8-10, 2018
Back To School Night: Elementary	August 9, 2018
First Day of School for Grades 1-5	August 15, 2018
First Day of School for Kindergarten	August 22, 2018
Last Day of School for Kindergarten	May 15, 2019
Last Day of School for Grades 1-5 *Dismissal at 12:00 p.m.	May 24, 2019

## Elementary School Closures and Early Out Days

\*Providence Hall Elementary School releases for early out days EVERY FRIDAY at 1:35 p.m.

Labor Day – No School	September 3, 2018
Fall Parent Teacher Conferences	September 24-27, 2018
Early Out Day (PTCs)	September 27, 2018
Compensation Day (PTCs)	September 28, 2018
Early Out for Fall Recess	October 17, 2018
Fall Recess	October 18-19, 2018
Professional Development Day – No School for Students	October 22, 2018
Early Out Day for Thanksgiving Recess	November 20, 2018
Thanksgiving Recess	November 21-23, 2018
Early Out for Winter Recess	December 19, 2018
Winter Recess	December 20, 2018 – January 1, 2019
Martin Luther King Jr. Day – No School	January 21, 2019
President’s Day – No School	February 18, 2019
Sprint Parent Teacher Conferences	February 25-28, 2019
Early Out Day (PTCs)	February 28, 2019
Compensation Day (PTCs)	March 1, 2019
Professional Development Day – No School for Students	March 18, 2019
Spring Recess	April 15-19, 2019

### Parent Teacher Conference Dates

Fall	
Elementary PTC	September 24-27, 2018
Spring	
Elementary PTC	February 25-28, 2019
<b>End of Quarters</b>	
First Quarter	October 17, 2018
Second Quarter	January 11, 2019
Third Quarter	March 15, 2019

## **Providence Hall Mission Statement**

Think critically, communicate effectively and act responsibly in an ever-changing global community.

At Providence Hall we expect all staff, students and parents to embrace and make every effort towards each component of the mission statement: Think critically, communicate effectively and act responsibly in an ever-changing global community. As a Board and Administration we have outlined each component into value and belief statements that Providence Hall holds for all stakeholders.

- The Providence Hall community will **Think Critically** by being open-minded, purposeful and solution driven, encompassing the IB Learner Profiles of Inquirer, Reflective and Knowledgeable.
- The Providence Hall community will **Communicate Effectively** by being clear, timely, collaborative and respectful.
- The Providence Hall community will **Act Responsibly** by being principled, caring, accountable and a contributor, encompassing the IB Learner Profiles of Balanced and Courageous.

## **Discrimination Prohibited Statement**

No Providence Hall employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. Providence Hall is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters.

For inquiries or complaints regarding unlawful discrimination, harassment, and retaliation you may contact the school Principal or the Human Resource Department. You may also contact the Office of Civil Rights, Denver, CO, (303) 844-5695.

## **Providence Hall Board of Trustee Meetings**

Providence Hall Board of Trustees meetings are held once per month and posted on the website with times and locations. You are encouraged to attend and welcome to speak at these meetings. In order to address the Board, you must provide written notice prior to the board meeting. Please see the Providence Hall website for further information.

## **Shared Governance**

Providence Hall was founded by a group of highly motivated, passionate parents who wanted to create an educational environment to inspire young minds. The Providence Hall Board of Trustees governs the school to ensure state, federal and charter guidelines are maintained. However, the board realizes the input from parents, teachers, students and community members is vital to the ongoing success of Providence Hall. Therefore, a School Improvement Committee and a Building Support Committee were formed to ensure all stakeholders have an active role assessing as well as making recommendations for the school.

## **School Hours**

- High School 7:30am-2:30pm; Early Release Days 7:30am-1:10pm
- Junior High 7:45am-2:45pm; Early Release Days 7:45am-1:25pm
- Elementary School 8:00am-2:55pm; Early Release Days 8:00am-1:35pm
- Elementary School Kindergarten: All Day same as regular schedule
- Kindergarten: Half -Day AM 8:00 - 11:00 M-TH, 8:00 - 10:30 AM Fridays  
Half-Day PM 12:00 - 2:55 M-TH and 11:00 - 1:35 PM Fridays

## **Enrollment Information**

Enrollment information can be found on the Providence Hall website by clicking on “Contact Us – Enrollment Tab”

### **Elementary Registration**

Students will receive class assignments in August prior to the start of school. Online registration should be completed for each student using the Skyward system.

## **Custodian/Guardian**

The school is to be notified of any custody or guardianship changes. In most divorce cases, divorced parents continue to have equal rights, such as access to information where their student is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights and access to both natural parents.

## **Change of Address or Telephone Numbers**

Parents are responsible for providing the school with the correct address and phone number for their student. **Any changes must be updated in Skyward.** Phone numbers for working parents must be updated also. These are essential in case of emergencies.

## **Withdrawing Students**

If you are moving or withdrawing your child from school, come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

## **Arrival/Departure From School**

For safety reasons, students should not arrive at school more than 30 minutes before the bell rings unless attending a supervised activity, such as teacher tutorials. Students should leave campus no later than 30 minutes after the bell rings unless in a supervised activity such as extracurricular activities or academic support programs, in which case, students should exit campus 15 minutes after the end of these activities. Students waiting in the building after school hours should remain in the lobby or commons area of the school unless they have specific permission and supervision from a faculty member. Students unsupervised in the building after 3:15pm will be asked to leave. If it becomes habitual, appropriate disciplinary action may be necessary.

## **Visitors on Campus**

Parents are welcome anytime. However, it is expected that any person entering the school will disclose their reason for entering and be buzzed into the building. ID's will be required for entry. Once inside, parents, volunteers or visitors will sign-in to receive a visitor's badge. If you would like to meet with a teacher or the principal, please call or email ahead to schedule a convenient time to meet. Parents need to respect teachers' time prior to school each day as teachers are preparing for students' arrival. All other individuals (brothers, sisters, relatives or ex-students) are asked not to visit in the classrooms.

## **Accessing Skyward**

Parents and students may access the online Student Information System – Skyward – at any time to receive up to date information on grades, attendance, discipline, and other school related information.

A link to Skyward may be found on the Providence Hall website ([www.providencehall.com](http://www.providencehall.com))

A log-in and password will be provided for you at the start of school and can also be picked up in the front office of the appropriate campus. You will receive both student and parent log-in and passwords. The log-in and password will be the same for all students at Providence Hall, but will not work for students at other schools who also use Skyward. **PLEASE KEEP A COPY OF PASSWORDS AND LOG-INS. YOU SHOULD BE CHECKING YOUR STUDENTS ACCOUNT REGULARLY.**

## **Emergency Plan**

### **Drills**

Fire, earthquake, and other emergency drills are held at regular intervals as required by law and to ensure student safety. Instruction in safety procedures is given by the teachers in all classrooms at the beginning of the school year and reviewed periodically. It is essential that, when the signal is given, everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible.

## School Closures

Providence Hall will remain open, if at all possible, on all scheduled school days. On occasion, severe weather or road conditions may force school closures or delays in opening. Sometimes localized weather and road conditions differ substantially across the Wasatch Front. Should parents or guardians feel that their localized conditions are unsafe, they should exercise their discretion in keeping their children home, even if Providence Hall is not closing for the day. Such a decision will be supported by the school.

In the event that Jordan School District closes all of their schools for the day (or announces a late start) because of weather/road conditions Providence Hall will also close. The closure of any other school or district **will not** automatically mean that PH will close. The Principals of the three campuses may also make a determination that Providence Hall will close (independent of any other district) and that decision will affect all campuses.

Parents and guardians will be notified of any school closure or late start by Skylert no later than 6:30am.

## Family Plan

It is advisable for each family to have a predetermined plan, which children can follow should it be necessary for school to be dismissed early for emergency reasons.

## Emergency Procedures

Emergency procedures are described in the school's Emergency Plan. A copy of the complete Emergency Plan is available at the school.

## Attendance

At Providence Hall Charter School, we have a strong commitment to a quality education; therefore, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and instructional process.

## Attendance and Tardy Policy

Utah Compulsory Attendance Laws (Code 53A-11-101-105) requires that every school age child (6-18) be enrolled in school and attend regularly. Parents and students are responsible for regular and punctual attendance of all their classes.

A note or phone call explaining your student's absence is required of each day your student misses school.

### Excused Absences:

Individual school administration may excuse a student from school for a reason identified by the school such as:

- medical appointments
- family emergencies
- death of a family member or close friend
- family activity or travel, consistent with school policy
- personal illness
- any other legitimate school approved reason

Students with excessive absences will be subject to any or all of the following sanctions or disciplinary actions

- meetings between school officials and parents
- interventions
- withheld credit
- dismissal from school
- inability to participate in extracurricular activities.
- Inability to attend extracurricular activities.
- Inability to participate in the graduation ceremony.

### Unexcused/Truant absences:

Along with the school make-up requirements for absences, trancies maintain their own specific consequences following HB 207 guidelines.

- More than 3 tardies in a quarter
- More than 1 Unexcused absences in a quarter
- More than 7 Excused absences in a quarter

Students who arrive more than 30 minutes late to a class will be given an unexcused absence.

Students who go on an extended vacation must receive prior approval from the administration at least 48 hours in advance. If prior approval is granted and the appropriate forms filled out, this will not count towards an excessive absenteeism.

NG's do not affect the underlying grade, but are put in place until the attendance issue has been resolved. Because of this NG credit does not count towards graduation requirements and must be resolved in order to receive credit for the course.

Students may remove NG's from a class in one of the following ways:

1. A student may attend attendance school.
2. A student may request an assignment from the school administration.

#### **Appeals Procedure:**

- Any student who has received a tardy or an unexcused absence has the right to appeal the tardy or unexcused absence to a Performance Review Committee appointed by the school administration. Such appeal must be filed with the administration, in writing, signed by both the parent and student, within 10 days of receiving the tardy or unexcused absence.
- The Performance Review Committee will consist of at least one Administrator, one counselor, and a teacher.
- At the hearing before the Review Committee the student may be represented by a person of his/her choosing and shall be entitled to produce witnesses, ask questions, and present any relevant information on cited student's behalf.
- The Performance Review Committee should render its decision after the hearing or may take the matter under advisement. The Performance Review Committee's decision will be written down and sent to the parents/guardian within 5 days of the hearing. The Performance Review Committee's decision will be final.

**Release from Compulsory Education:** The school Board, after following the outlined due process and acting within state and legal guidelines, may release a student from school for unresolved excessive absences and tardies.

## **Student Health**

### **Health Needs**

The School Nurse has a room in the main office for students who are feeling ill. A student must advise his/her teacher prior to checking in at the health office. The office staff will call the parent or guardian if necessary.

### **Medication**

Medication can be administered at school under the following conditions:

- All medication/pills, whether they are prescription or over-the-counter preparations, must be kept and administered by the main office. No medications, including aspirin, ibuprofen, or acetaminophen will be given to a student, except from the school nurse with the permission of a parent via telephone.
- Prescription medications must be brought to the main office in their original prescription bottle and accompanied by the completed "Authority to Administer Medication at School" form signed by the parent and a physician.
- If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
- Students may carry a daily dose of necessary medication or a multi-dose medication for diseases such as asthma or diabetes if the parent or guardian and the health care provider have completed and submitted the Student Medication Form (available in the office) to the school office.

### **Individual Health Plans**

If your student has individual health concerns or allergy needs please contact the school nurse to discuss an Individual Health Plan (IHP) for your student. Diabetes, epilepsy, asthma, and similar conditions, which could require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. This information is important for the safety of your child. Parents are responsible for providing allergy/health appropriate food or snacks for their child during class parties or other events at school.



## Accidents and Injuries

At the beginning of each school year please ensure you have the names, phone numbers and addresses of individuals who should be contacted in an emergency are listed correctly on your child's profile in Skyward. **Update this information promptly if it changes.** All accidents on campus are to be reported to the office where immediate care can be arranged. Students injured at school are not to leave school without contacting parents and receiving proper administrative authorization. Schools cannot release any student unless a parent is contacted. If a student becomes ill, s/he should report to the office for assistance.

Students and parents may expect these procedures to be followed in the event of an accident at school:

- The student should report to the teacher her/his injury and what happened.
- If minor medical attention is needed, the teacher will bring the student to the office.
- In a more serious situation, the parents will be called immediately.
- School personnel cannot take a child to a health care provider unless it is an absolute emergency. School personnel will call 911 if immediate emergency medical attention is needed.
- We do not diagnose ailments or administer any medications in connection with an accident.

## Vision and Hearing Screenings

The State of Utah mandates periodic vision screenings. Providence Hall routinely conducts vision and hearing screenings. Notification is sent home prior to any screenings. Screenings are also conducted for special education students and upon teacher or parent request. A parent at any time may request that their child be exempt from the screenings.

## School Meal Program

A copy of the Providence Hall Student Lunch Policy is included in Appendix B of this handbook. Copies of all policies are available in the office of each school as well as on the school's website at [www.providencehall.com](http://www.providencehall.com).

Schools participate in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals free or at a reduced price. Applications for these benefits are provided with each student registration packet. Applications are also available in the school office and cafeteria, and can be downloaded from the Providence Hall website under Parents and School Forms at [www.providencehall.com](http://www.providencehall.com). All information provided in your application will be kept confidential. Please note the following details about meals eaten at school:

- If your child is not allowed to eat certain foods, please contact the school cafeteria manager for information and assistance.
- Meal money may be paid yearly, quarterly, monthly, or weekly. Students are not allowed to carry a negative balance. Milk may be purchased separately.
- You may write one check for all students in one family. Please include students' names and student identification numbers. If paying by check, please make payable to Providence Hall.
- You may use a credit card to schedule automatic payments for school meals. For more information and instructions, visit the school website under Fees and Payments
- Accounting is done on a computer with a terminal located in each school cafeteria. Lunch money is "deposited" into a unique account assigned to each individual student. Each student is also assigned an identification number. S/he enters the number on a keypad each time a meal is obtained. The appropriate amount is then deducted from his/her individual account.
- Students not buying school lunch are expected to bring a lunch from home. No glass containers should be sent in home-packed lunches.

## Discipline

A copy of the Providence Hall Student Discipline Policy is included in Appendix A of this handbook. Copies of all policies are available in the office of each school as well as on the school's website at [www.providencehall.com](http://www.providencehall.com).

## Line of Authority – Civility Policy

When problems arise, students and/or their families are expected to discuss their questions or concerns with the appropriate staff

If needed, either one or both of the parties may bring the matter to the Principal for review/consideration. If the Principal cannot resolve the question or concern to the approval of one or both parties, either or both parties may bring the matter to the Providence Hall Board of Trustees; however, if the line of authority has not been followed, concerns will be redirected appropriately.

## **Elementary Student Discipline Procedures and Guidelines**

All students and staff have a right to learn and teach in a safe, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

- A. You have the right to personal respect and a safe environment in this school and on its grounds.
- B. You have the right to be protected from offensive or demeaning comments or behavior.
- C. You have the right to report any type of harassment or bullying immediately to school authorities.
- D. You have the right to learn in a cooperative place where you can work and think.
- E. You have the responsibility to treat others in a kind, understanding and caring way.
- F. You have the responsibility to conduct yourself in a way that will enable others to learn.

## **Love and Logic**

Providence Hall uses the Love and Logic approach as a guide to discipline. The Love and Logic process includes sharing control and decision-making, using empathy with consequences, and enhancing the self-concept of children.

The Love and Logic philosophy states the importance of adults providing limits in a caring way. It involves building students up so they feel more capable, even after being disciplined. When interacting with students, educators need to stay calm and avoid provoking, threatening, moralizing or lecturing. Educators are urged to use polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles. Discipline is maintained with compassion and understanding.

Love and Logic also describes childhood misbehavior as an opportunity for helping children grow through their mistakes. Their methods help children learn to be responsible and gain self-confidence.

Note: Providence Hall realizes each student is different; consequently a variety of management techniques will be utilized to meet the needs of all students (contracts, incentives, coupons, rewards etc.).

## **Core Beliefs**

Providence Hall Elementary staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures, help students see reasonable connections between their behaviors and acknowledge the resulting consequences. The following are our core beliefs:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their own problems, or the ones they create, without creating problems for anyone else.
3. If a student cannot solve a problem, or they choose not to, staff members will impose upon them an appropriate consequence.
4. Students will be given opportunities to make decisions and carry out the consequences, be they good or bad.
5. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
6. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world and not as a personal attack on a student or staff member.
7. Students are encouraged to request a due process hearing whenever consequences appear to be unfair.
8. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

## **Immediate Office Referral**

The following violations will result in immediate referral of a student to school administration and may result in suspension and/or expulsion.

- A. Weapons-possession (intent to cause injury, or intimidation with any type of weapon, firearm, knife, or other object which is capable of causing bodily harm)
- B. Defiance of school authority (willful, open or continued disobedience/use of profanity, vulgarity, insults, or obscenities toward school employees)
- C. Inappropriate behavior at school sponsored extra-curricular events whether they be on or off campus
- D. Assault of either a student or an adult
- E. Harassment/bullying (name calling, threats, intimidation etc.)
- F. Gang Activity-wearing clothing with gang affiliation, making gestures or signs that symbolize gang membership or engaging in

- H. Throwing objects that have the potential to cause bodily harm or cause damage to property
- I. Stealing or vandalism of private or school property
- J. Severely disruptive behavior that infringes upon the educational rights of other students.
- K. Possession, use or sale of drugs

## **Rights and Responsibilities**

All students and staff have a right to learn and teach in a safe, caring, and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures or bring inappropriate print/pictures to school.

Personal Responsibility and respect for self and others is central to good citizenship.

- You have the right to personal respect and a safe environment in this school and on its grounds.
- You have the right to be protected from offensive or demeaning comments or behavior.
- You have the right to report any type of harassment or bullying immediately to school authorities.
- You have the right to learn in a quiet, cooperative place where you can work and think.
- You have the responsibility to treat others in a kind, understanding, and caring way.
- You have the responsibility to conduct yourself in a way that will enable others to learn.

## **School Expectations**

### **Classroom Expectations**

Each teacher develops and shares classroom expectations with students, parents, team and the administration. These expectations will follow the school wide plan. The classroom expectations will be discussed, displayed, and/or distributed to students.

### **School Wide Plan**

- Respect school property.
- Come to class prepared and ready to learn.
- Use school materials and equipment appropriately.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use acceptable language.
- Follow dress code.
- Attend classes, be on time, and follow classroom rules.
- Follow the laws of the land.

### **Cafeteria and Commons Expectations**

- When students finish eating, they are responsible to clean up their table. Remember to recycle.
- Students will be orderly passing to and from the cafeteria. Use appropriate inside voices.
- Please keep all food and drinks in the cafeteria or in the commons area.

### **Hall Expectations**

- No yelling, running, or pushing in the hallways.
- Avoid loitering in groups during the passing periods. Large groups of students inhibit the free flow of traffic, which creates an unsafe hallway environment.
- We expect students to walk with purpose and direction to class. There is no reason for a student to have unexcused tardies.
- Use stairs and handrails accordingly.
- Teachers must always give permission for a student to use a hall pass. Students who have permission to be out of class will carry an approved hall pass.

### **Assembly Expectations**

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines:

- Leave personal belongings in class or locker, including jacket, backpacks and any electronic devices.
- Walk to the assembly with your teacher and sit quietly in your designated area. Remain with your teacher throughout the assembly.
- Behave in a respectful manner during the assembly, extending proper courtesy to those people conducting the presentation. Inappropriate or disruptive behavior, such as whistling, booing, catcalling, etc., will result in a student's loss of assembly privileges.
- At the conclusion, remain seated until specifically dismissed.

### **Restroom Expectations**

- Use quiet voices.
- Use supplies wisely.
- When finished, flush, wash, and leave

#### **Outside Expectations**

- Act in a safe, courteous manner while on school grounds.
- Follow all traffic routes and rules, crossing guards, and other adult supervision when travelling to and from school and between school campuses.
- Respect the property of other students and community members. Students may be held responsible for any property they damage or deface while traveling to or from school.

## **Dress Code**

Our dress code has been designed with the following objectives:

- Promote unity
- Minimize distractions
- Create an atmosphere conducive to productive learning
- Implemented and enforced simply
- Appealing, comfortable and easy to obtain
- To be a positive representation of Providence Hall

#### **Tops**

- Solid navy blue, classic red, white, black or heather gray long or short sleeved polos
- Sweaters, sweatshirts, hoodies, or other zip up jackets must be in the approved top colors and have the Providence Hall logo on them
- Clothing items may not have visible brand names, logos (except school logo) or words of any kids. A small graphic or adornment (less than 1" square) is acceptable.
- All shirts must be long enough to tuck in, although they do not need to be worn tucked in.
- No sheer or see-through fabrics.
- Clothing should not be too tight, revealing, or excessively baggy.
- No lace, sequins, or decorative embroidery.

#### **Bottoms**

- Solid tan, navy or black.
- Pants, shorts, skorts, skirts, capris, jumpers, or polo dresses.
- No jeans, leggings, jeggings, tights (unless under the appropriate length bottom) sweats or nylon material allowed.
- Shorts, skirts, jumpers or skorts must be no shorter than 2 inches above the knees.
- All bottoms must fit the child. No excessive bagginess, or anything too tight or revealing. Bottoms must sit no lower than the hipbone with no underwear showing.
- Bottoms must be free from tears, frays or holes.

#### **Shoes and Socks**

- No flip-flops, slippers, or shoes with wheels.
- Otherwise, students may wear any shoes within dress code with a back or back strap that allows for the daily activity of school.
- Tennis shoes should be worn on gym days.
- Any socks may be worn.
- **Accessories**
- Jewelry, makeup, and hair accessories should be appropriate for wear at school and should not be a distraction.
- No hats or sunglasses may be worn in the building except for special events.
- **Outerwear**
- Heavy outerwear that is worn for warmth to and from school and at lunch is not considered a dress code item. However, outerwear must be taken off while in the classroom.

## **Dress Down Days**

Students are expected to dress in a manner that demonstrates they respect themselves and the learning environment. Clothing should be neat, clean and appropriate for learning and weather conditions, and at no time should it cause a disruption to the learning environment. The following would be considered inappropriate for the school environment.

- Clothing that is low enough or tight enough to reveal a student's underwear

- Clothing with offensive and/or vulgar language or designs
- Clothing which calls attention to the body, including leggings, bike pants, spandex, unitard body suits, or sheer clothing
- Hats, caps, hoods and sunglasses worn in the building
- Clothing with intentional cuts, slashes, fraying or holes
- Short shorts, running shorts, or miniskirts
- Crop tops showing the midriffs
- Tube or tank tops or halters
- Costumes

## **Academics**

International Baccalaureate Primary Years Programme (PYP)

Providence Hall Offers the International Baccalaureate Primary Years Programme (PYP) in grades K-5.

Providence Hall received authorization from the **International Baccalaureate to offer the Primary Years Programme in 2012**. The primary goal of the PYP is to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through their actions.

The PYP provides a framework for organizing curriculum and delivering instruction. It is not a curriculum the school has purchased to implement, rather it is a framework into which we fit our curriculum and the Utah State Standards. All grade levels focus their curriculum around six transdisciplinary themes. These themes are intended to help students engage with their world and the world around them. In this program, students inquire, make connections, develop conceptual understanding, think critically, work collaboratively, consider multiple perspectives, construct meaning, reflect, and take action.

For more information about the PYP program please visit the school website or the International Baccalaureate website at [www.ibo.org](http://www.ibo.org).

### **Honor Roll Awards**

Honor Roll recipients are honored based on quarterly report card grades. Each quarter the recipients of honor roll and high honor roll are posted and celebrated in the school. Awards are also given at the end of the school year during the school awards assembly. Students in grades 3-5 qualify to receive awards on school honor roll when they meet the following requirements:

Honor Roll: Students with 3s and 4s in all subject areas on the report card, including citizenship.

High Honor Roll: Students with 4s in all subject areas on the report card, including citizenship.

Principal's Honor Roll: Students with 4s in all subject areas for all 4 quarters for the school year on the final report card, including citizenship.

### **Curriculum**

Providence Hall follows the Utah State Core Curriculum. All textbooks used are from the state textbook adoption list.

### **Disclosure Document**

Providence Hall requires that each teacher send home a document disclosing the curriculum, expectations, homework policy and grading expectations for his/her class. In the beginning of each school year and/or semester, you will receive a disclosure document from your child's teacher.

### **Testing**

Tests are required of Utah students. State tests are given near the end of the academic year and include testing in various Language Arts, Math and Science classes. State tests measure student progress and are used to comply with Federal requirements, primarily the Elementary and Secondary School ACT of legislation. Other various tests are also offered during the school year. Contact school administrator if you would like more information on testing.

### **Homework Policy**

Homework is essential to reinforce teaching and learning in several core classes. Teachers understand that students will have homework in multiple classes and are committed to ensuring personal and academic balance.

Students should expect to have some homework every night, this is particularly true in the core classes – math, science, language arts and social studies. The amount of homework will vary depending on the level of the course (Regular, Honors, AP, IB) and the grade level of the student.

## Late Work Policy

Unless prior agreement is reached with a student to accommodate a known and justified delay, teachers may assess a late work penalty on any of these major projects and tests up to:

**5% reduction in grade per school day up to 100% total reduction in grade.**

Teachers currently strive to have major projects and tests graded and input into Skyward in one week or less. Because late work can be problematic for a teacher to grade as quickly h/she will have the option to grade a late project later as well. The teacher will still be required to have that project graded by the end of the term. Please check the syllabus for the class for individual class procedures regarding late work.

## Homework Make-Up Policy

Teachers will allow one day for make-up work for each day of an excused absence. It is the student's responsibility to request make-up work, ask for appropriate help in completing the assignment, and turn it in by the due date.

Assignments can be collected for students who are absent due to illness. Please contact your student's teachers to request homework and please allow 24 hours for collection of assignments.

## Academic Honesty Policy

At Providence Hall we believe it is critical that students acknowledge the contributions of others in the completion of work and that they do not misrepresent work as their own when it is not. Teachers in each grade and subject area will reinforce the importance of academic honesty through lessons, assignments, class discussion, and other formal and informal means. Students will be taught note taking, citing, and bibliography skills with escalating degrees of sophistication for each grade. Students are responsible for ensuring their work is their own.

The following terms and definitions are included in this policy:

**Malpractice:** Providence Hall defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes the following

**Plagiarism:** Plagiarism is defined as a form of cheating when a student takes another person's work and tries to present it as his or her own. Examples of this include copying from a textbook or the Internet without using quotations or the correct citation or turning in work done or heavily edited by tutors, parents, friends or siblings as your own.

**Collusion:** Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

**Duplication of work:** The presentation of the same work for different classes, teachers, or grade levels.

**Other:** Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate. Including, but not limited to, taking unauthorized material into an examination room, misconduct during an examination, falsifying a service record, disclosure of information to and receipt of information from candidates about the content of an examination without permission from the teacher.

### Consequences:

Progressive Discipline for Academic Dishonesty:

- 1) 1<sup>st</sup> Incident
  - a. Zero received on assignment/test
  - b. Phone call to parents
  - c. May serve detention
- 2) 2<sup>nd</sup> Incident
  - a. Zero on the assignment/test
  - b. Meeting with parents and administration
  - c. May serve detention or possible suspension
- 3) 3<sup>rd</sup> Incident
  - a. Zero on the assignment or test
  - b. Meeting with administration and parents
  - c. Suspension or expulsion hearing

It is the responsibility of all students who observe or know about any academic dishonesty taking place to take appropriate action and report this behavior to the teacher or an administrator.

## Report Cards

Grades are computed each quarter and report cards are sent home with the student as well as made available on Skyward Family Access. In addition, progress reports are completed regularly to let students and parents know of students' progress. Parents and students can access student's assignments and grades through Skyward Student Access or Family Access. It is recommended that

students and parents regularly check Skyward. Teachers will outline their grading practices in their class syllabus and will review the same with students during the first week of school. Back to School Night will afford parents the opportunity to understand expectations and grading in all of their classes.

### **Progress Checks**

A regular progress check by parents might be helpful for some students. Students and parents may sign up for notifications from Skyward, our Student Information System, regarding their progress in class. These notifications may be given daily, weekly, monthly, or quarterly. Your Skyward login can be obtained from the front office if needed.

### **PE Excuses**

Students must have a written note from home if they cannot participate in PE. The note must be submitted to the student's PE teacher and specify the following:

- Date(s) to be excused (no more than three without a doctors note)
- Reason for being excused
- Directions to dress down or not
- Parent signature

A written medical excuse from a physician is required if a student misses more than three days of PE. A written assignment will be given in place of active participation. The office cannot take verbal PE excuses over the phone.

### **Eligibility for Student Government**

Elections for Student Body Officers and Class Officers are held in the spring of each year.

The following conditions must be met in order for students to run for and participate in student government:

- 1) Application for office must be turned in before the deadline
- 2) Students must maintain a minimum of 3s and 4s in all subject areas, including citizenship
- 3) As part of the eligibility process, teachers will be asked to confidentially evaluate the student's citizenship, attendance, and attitude.
- 4) Students must maintain good citizenship and attendance standing. Student body officers who have excessive absences, grades lower than 3s consistently, or behavior/discipline referrals will be removed from office until they are made up.
- 5) Students whose behavior results in school suspension for violating school rules or using drugs, alcohol, or tobacco, or who break the laws of our community will not be eligible to run for or hold office.

## **School Activities and Services**

Providence Hall offers a variety of after-school and evening activities for students. Attending these activities is a privilege and students may be excluded from any school activity due to poor academic performance, or behavior problems. Students and parents attending these activities are expected to maintain Providence Hall code of conduct.

### **Sports**

Providence Hall does not offer sports at the Elementary level, however we encourage participation in city and county recreation groups.

### **Clubs**

All are welcome to participate. Students may also start clubs as long as they have a faculty sponsor and obtain official approval. All clubs are subject to approval by the school administration. The school offers a variety of clubs that differ from year to year.

### **Lost and Found/Forgotten Items**

Lost and found articles will be kept in the gym and unclaimed items will be donated to charity at the end of every quarter.

Any forgotten items, such as homework, lunches, PE clothes, may be brought to school by parents and left in the office. Students will receive the items in a timely and appropriate manner.

### **School Phone Use**

A phone has been provided for student use in the front office. Students must ask permission from the front office staff to use the phone.

### **Library/Book Checkout**

During class periods, a student is admitted to the Library by written permission only, which is obtained from the teacher. When in the

library students are expected to be quiet, courteous and to use the materials responsibly. Fines will be levied for overdue, damaged, or lost books.

### **Alternative Language Services**

Providence Hall identifies potential English Language Learners through the registration process. If a language other than English is listed as the primary language or the language spoken in the home, the student will be screened for English language proficiency using the state assessment (WIDA). If a student's test results indicate that s/he is a non- or limited-English speaker, reader or writer, s/he qualifies for Alternative Language Services. Providence Hall offers services including English language development instruction. If a student qualifies for Alternative Language Services, the school will notify parents in the parents' preferred language. Parents have the right to decline Alternative Language Services for their student.

### **Special Education**

Students whose school performance is inadequate and may require special accommodations or modifications to be successful in accessing the general curriculum, may benefit from working with a resource teacher. If a teacher, other educator, or parent suspects that a student may need special education services as a result of a disability, a referral for an evaluation can be made through the Multi-Tier Systems of Support Diagnostic Team or the principal. Potential students must be evaluated to see if they qualify under federal and state guidelines. An Individualized Education Plan (IEP) is developed for each student found eligible. Providence Hall offers accommodations and/or resource services for identified students. Least Restrictive Environment (LRE) per federal rules and regulations is considered and a variety of classes and services are available based on student needs, determined by the student's IEP team. For more information about special education policies and procedures, please contact the school administration or visit the school website where you will find a copy of the Providence Hall Special Education Policy and Procedures Manual.

### **504 Plans**

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary and postsecondary schooling. Disability, in this context refers to a physical or mental impairment that substantially limits one or more major life activities. This can include physical impairments; illnesses or injuries; communicable diseases; chronic conditions like asthma, allergies and diabetes. A 504 plan spells out the modifications and accommodations that will be needed for these students to have an opportunity to perform at the same level as their peers. If you would like more information, or you feel your student may qualify for a 504 plan, please contact the school principal or counselor.

### **Speech and Language Services**

As determined by a student's IEP, a speech and language specialist is available to meet the needs of hearing-impaired or speech-delayed students. Speech services assist students with articulation, language, fluency and voice disorders. If you have concerns about your child, please contact the principal or counselor.

### **Counselors**

Counseling services are available for students in the elementary. Our counselor helps students with a variety of needs students have, including mental health supports, conflict management, school-wide programming for anti-bullying, Internet safety, social skills, etc. The school counselor will schedule conferences with parents as appropriate and necessary for a student's success if the school identifies needs. The counselor is available to discuss concerns from parents concerning potential counseling needs for students.

## **General Information**

### **Birthdays**

Birthdays are recognized in classrooms and each student is honored through a teacher system in the individual classrooms. Please do not bring or send birthday invitations to school unless every child in the class is invited to the party. Parents/friends/family members should NOT bring birthday treats to school to share with the class. Providence Hall has chosen not to allow birthday treats due to various health needs of our students, disruption to instructional time, and respect for families that may not be able to send treats.

### **Books**

Students are responsible for books taken home from the school. When students damage or lose books or other school property, parents or students will be expected to pay to replace the item.



### **Care of the Facility and Equipment**

Students should take pride in and care for the school facility and equipment. There is to be absolutely no food, gum, candy, or liquids around any school computers or other electronic devices. Students/parents are financially responsible for damage done to school property, whether the damage was intentional or not.

### **Check In/Check Out Procedures**

Students in the elementary school must be released into the custody of a custodial parent/guardian or an approved contact as provided to the school through parent/guardian consent. These authorized persons must be listed in Skyward. The school CANNOT release minor students, under the age of 18, to other minors during school hours. An approved parent/guardian or release contact must sign a student in or out of school at the front office. Students will not be released without verifying the adult's identification.

### **Concerns**

The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of the school personnel, beginning with your child's teacher.

### **Language**

Students should use appropriate language when communicating with others. Speech, gestures, or writing that is profane, vulgar, harassing, threatening, or that encourage or facilitate criminal activity are not allowed.

### **Snowballing**

Throwing snowballs and other objects is prohibited. A hard snowball or object may seriously injure someone and windows may be broken. Throwing snowballs at cars could cause a serious accident. Students will be disciplined for throwing snowballs or other objects that may cause harm or damage.

### **Specials Classes**

All students in grades K-5 participate in specials classes including Art, PE, Music, Library, Typing, Spanish, and Social Skills. Any questions or concerns that arise over these classes can be addressed with the specials teachers or the school administration.

### **Student Supervision**

Adult supervision will be provided when students are:

- In school
- Traveling with the school (field trips)
- At school for necessary intervals before and after school
- Engaging in school sponsored activities

During school hours, or while engaging in school sponsored activities, students will be released only pursuant to directions of custodial parents/guardians or other authorized persons.

### **Technology**

Providence Hall Elementary provides student access to computers and tablet devices for the participation in school related work. Students use devices at the discretion and planning of the classroom teacher.

### **Public Displays of Affection**

Students are expected to show good taste and conduct themselves respectfully at all times. Being overly affectionate at school creates an environment that is not conducive to concentration and learning. Therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them; therefore good taste and respect for others is the guideline for appropriate behavior. The limit for affection shown on campus or at school related events and activities is that of holding hands. Inappropriate displays of affection including, but not limited to kissing, touching, etc. will not be tolerated and may be subject to criminal, civil or administrative penalties.

## **Non-School Related Materials**

Only materials needed for learning or school activities are to be brought to school. Personal items should be appropriately stored upon arrive on campus. These materials will be confiscated if used inappropriately. The school will not be responsible for lost, stolen, or confiscated items.

- Bicycles, skateboards, scooters, etc. must be operated in a safe manner. They are not to be ridden on campus. Any wheeled equipment must be walked/carried while on school grounds and properly stored.
- Skateboards, manual scooters, or other large items must be stored outside on the school grounds, or if possible, in the classroom.

## **Items Not Allowed At School**

The school is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, may be confiscated. (\*\*Parents will be notified in advance, after the principal has approved the activity, if students are allowed to bring any of these items and how they are to be removed from school property.) The following should not be brought to school:

- Sports equipment such as hard balls, bats, etc.
- Electronic equipment such as cellphones, radios, recorders, CD's, CD players, iPods, and other mp3 players, iPads and other tablet devices. Please see the Electronic Use Policy for further explanation and consequences.
- Pets – Animal control will have to be called if pets follow students to school and remain at the school.
- Weapons such as knives, firearms, lighters, matches, guns, darts, bullets, arrows, caps, firecrackers, stars, etc.
- Inappropriate reading material.

## **Field Trips**

Field trips provide an excellent opportunity for students to learn through experience.

Field trips are considered a privilege for students. Therefore, behavioral or academic requirements may be established for students before field trip attendance is permitted. While attending any field trip all students are expected to follow established school rules and policies. Failure to do so may result in the student being dismissed from the field trip.

Students may only use transportation provided by Providence Hall to participate in field trips. Parents are not allowed to drive their students, drop off or pick up their students early, even if they are attending as a chaperone.

## **Transportation To and From School**

### **Walking to School**

Students will be held responsible for their conduct going to and from school, especially if that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are to show respect for school and community property. Students may be held responsible for any property they damage or deface traveling to or from school. If continuous problems arise while a student is traveling to and from school, the parent/guardian will be required to pick up and drop off. Students need to follow the walking routes approved by the city and school which can be found at the Providence Hall website under "Carpool – SNAP plan".

### **Riding to School**

Non-motorized transportation to school is welcomed; however, students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. Providence Hall is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school.

### **Carpool/Dismissal**

In order to ensure student safety parents are expected to follow each campus' student drop off and pick up plan as outlined by school personnel on the individual campus. School personnel will be visible in their bright orange and yellow vests to assist drivers in the safe drop off and pick up of their students.

Students that are walking/riding to school must follow the same posted traffic rules and regulations and adhere to any directions given by school personnel. Students not following the traffic plan will be subject to administrative actions.

Providence Hall recognizes many of our students ride in carpools with students at the other two campuses (JH and HS). Since these campuses dismiss prior to the elementary dismissal, the JH and HS students will be allowed to wait on the elementary campus at the west end of the building on the grass strip. The students will not be allowed in the building even in inclement weather. Elementary students will be expected to dismiss from the building and meet their older sibling or carpool outside. If there is a special circumstance, please contact the elementary principal for special consideration.

## **Student Fees and Payments**

### **School Fees**

Providence Hall has a general school fee for Grades 6-12 that is paid when students pick up their schedules in August. A listing of what this school fee covers is found on our school website ([www.providencehall.com](http://www.providencehall.com)).

Individual classes may also charge a school fee for consumables used in their class. These fees are also posted on our website.

### **Lunch Payments**

Payments to your student's lunch account can be made in the front office of the school or through your Skyward account. Payments must be made 24 hours in advance to appear on your student's lunch account.

### **Acceptable Forms of Payment**

Payments may be received in the front office using cash, check or credit card. Payments may also be made online using a credit card.

## **Parent Involvement and Volunteers**

The greatest influence in the lives of children is their family. A school and child's teacher is also a great influence on their lives. Children spend a minimum of 990 hours with teachers during a current school year. It is crucial that both home and school focus on helping children be the very best they can be. As parents, you are members of your child's educational team. You can increase the effectiveness of the educational process in the following ways:

- Ensure your child arrives to school on time and has eaten breakfast
- Attend all scheduled meetings or conferences
- Let the school/teacher know immediately if you must cancel a meeting
- Ask questions and share your ideas
- Share information with that would be helpful to the teacher as they work with your child during the day.
- Call if you have concerns
- Practice and review school work at home with your child
- Read with your child
- Show support for the school in word and action
- Support PTO (Parent Teacher Organization)
- Read ALL communication from the school. Remember to check backpacks for important messages and schoolwork.
- Replace lost or damaged textbooks, library books and musical instruments.
- Check in at the office each time you visit

Schools, parents and teachers must all work together to ensure students are successful at school. Responsibilities are shared and explained through our Title I Compact and Parent Involvement Agreement (both located in the appendix), which is reviewed annually by the School Improvement Committee.

### **Volunteering**

Providence Hall parents are expected to volunteer at least four hours a month (per family not student). The volunteer hours can be completed at the school, during school activities or finishing special projects at home. Volunteer opportunities are available in all areas of school activity, to help teachers and students. Teachers will provide a calendar of activities/events in which volunteers are needed in the classroom. Parents and community members can help in a variety of ways. Here are just a few ideas:

- Volunteering in the classroom
- Volunteering as a Room Parent
- Helping with special programs
- Helping in special classes (art, PE, music, Spanish, library)
- Photocopying
- Assisting on the playground or in the lunchroom

- Working on at-home projects
- Serving on a PTO committee

## **Background Checks**

Background checks are required for any school volunteers that will be in direct supervision of a student or group of students without a school employee present (often occurs on field trips). Once you have a background check turned into the office, it is good for five years. If you are not sure if you have one on file, please call the front office. If you are volunteering in a classroom and will not be left alone with a student or group of students, you do not have to have a background check. It is encouraged that all parents (whether supervising a group of students or not) receive a background check to have on file with the school.

## **PTO**

PTO is our parent, teacher, and student organization. This organization is a vital part of the school and provides a level of support for the school, teachers and administration. PTO assists the school with special projects, activities, events and friendly supportive smiles. There are many different opportunities to be involved and you can control the amount of time you commit to. Please visit the PHAST section on our school website for more information and opportunities.

## **Electronic Device and Internet Use Policy**

Electronic devices include but are not limited to cell phones, iPods, iPhones, digital music players, iPads, digital readers, laptops, and electronic gaming devices. Students may use electronic devices on campus before or after school hours as well as in the hall between classes. Students are also permitted to use electronic devices during lunchtime as long as they do not cause a distraction or disruption, or cause the student to be tardy to their next class period.

Students should not use any electronic devices in the classroom except under the direction of the teacher and for educational purposes. Teachers will include in their class syllabus any additional and specific guidelines governing the use of electronics in their specific classrooms. Providence Hall administration will support any pre-approved specific classroom electronic device usage policy. The following consequences apply to all students who choose not to follow Providence Hall's electronic device use policies.

- 1<sup>st</sup> Offense: Electronic Device is confiscated from student, placed in the office, and returned to the student at the end of the school day with a warning.
- 2<sup>nd</sup> Offense: Electronic device is returned to student after two school days and parent contact.
- 3<sup>rd</sup> Offense: Electronic device is returned to student after three school days and a parent/student conference with administration
- 4<sup>th</sup> Offense: Electronic device is returned to students after four school days and loss of school activities/privileges for 30 days. Student may also serve detention.
- 5<sup>th</sup> Offense and Beyond: Electronic device is only returned to a parent after 5 school days and may result in possible suspension from school.

Per Utah Code A§ 76-10-1206 it is illegal to produce and/or distribute any material that inappropriately portrays a minor. This includes taking or distributing inappropriate pictures or videos of other students regardless of whether it is consensual. Providence Hall will follow the State of Utah's designated protocol when dealing with matters of illegal production or distribution of material through phone, computer, or other electronic device. Students in violation of this policy will be subject to administrative actions.

Students refusing to surrender their personal electronic devices to any faculty or staff member, when asked, will be subject to school discipline and will lose the privilege of having electronic devices at school for a period of not less than five days. Parents/Guardians will be notified.

[\[NM1\]](#)

### **Internet Use**

Providence Hall recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Providence encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Providence and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Providence Hall Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Providence Hall-owned equipment.

### **Acceptable Use:**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Providence Hall.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
- Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, the Providence Hall Administration will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

#### **Unacceptable Use**

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Providence Hall's computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Providence Hall's network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Providence Hall for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Providence Hall.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
- Violations of the Electronic Use Policy will be subject to consequences under the Discipline Policy found in Appendix A.

# **Appendix A: Discipline Policy**

## **Discipline Policy**

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, and social skills.

- A. At the school, plans and policies shall be developed for classroom and student management, which will include:
  - 1. Written standards for student behavior expectations, including school and classroom management
  - 2. Effective instructional practices for teaching student expectations, including self-discipline, citizenship, civic skills, and social skills
  - 3. Systematic methods for reinforcement of expected behaviors
  - 4. Uniform methods for correction of student behaviors
  - 5. Uniform methods for at least annual school-level data-base evaluations of efficiency and effectiveness
- B. On-going staff development shall be provided for all staff regarding:
  - 1. Effective instructional practices for teaching and reinforcing behavior expectations
  - 2. Effective intervention strategies
  - 3. Effective strategies for evaluation of the efficiency and effectiveness of interventions
- C. School personnel shall determine the range of student behaviors and establish a continuum of administrative procedures that may be used by school personnel to address student behavior, including:
  - 1. Classroom level strategies
  - 2. Building level strategies

## **Range of Behaviors and Continuum of Procedures**

School building personnel shall determine by consensus student behavior infractions that should be dealt with at the classroom level and building level.

A. Minor infractions are defined as infraction of school rules that are usually handled by teachers in the classroom. Chronic or excessive minor infractions can become major infractions and result in office discipline referral to school administration. Minor infractions can result in a loss of privileges, phone calls home, detention, and in-school suspension. The following are minor infractions:

- 1. Dress code violations (see dress code section)
- 2. Disrespect, including put downs, talking back, and defiance
- 3. Public displays of affection
- 4. Inappropriate language and actions
- 5. Tardies
- 6. Disruptive behavior including talk-outs, chronic talking, and out of seat
- 7. Horseplay
- 8. Bus misconduct
- 9. Electronics Policy/Acceptable Use Policy
- 10. Non-compliance

B. Major infractions are defined as severe infractions of school rules that result in immediate office discipline referrals to school administration and usually lead to out of school suspension. Major infractions include:

- 1. Safe school violations, including assault, threats to kill/harm, discrimination
- 2. Drug, alcohol, and tobacco violations
- 3. Physical aggression including fighting and throwing objects at a person
- 4. Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
- 5. Chronic or excessive abusive language, truancy, tardies, or non-compliance
- 6. Bullying and harassment
- 7. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon (i.e. mace, pepper spray), martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
- 8. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
- 9. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.

C. The following school personnel shall be authorized to issue notices of disruptive behavior. These personnel shall provide documentation of habitually disruptive student behavior prior to court referral.

1. Building administrators
2. School resource officers

### **Prohibited Conduct and Related Discipline**

Prohibited conduct is forbidden at school, on school property, including school vehicles, and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school, or property associated with a person connected with school is forbidden regardless of where it occurs.

A. A student **WILL** be removed from school **for at least 1 year** for a serious violation involving the following:

1. A real weapon or
2. Explosive or flammable material or
3. Actual or threatened use of a look alike weapon with intent to intimidate or cause disruption.

Exceptions may be made on a case by case basis through the Providence Hall School Board.

B. A student **WILL** be removed from school for the following:

1. Possession, control, actual or threatened use of a real weapon, explosive, noxious, or flammable material; explosive device, noxious or flammable material, firework, chemical weapon (i.e. mace, pepper spray), martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Actual or threatened use of a look alike weapon with intent to intimidate or cause disruption;
3. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
4. Using or threatening to use serious force;
5. 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; or
6. A serious violation of Section II.C affecting a student or staff member.

C. A student **MAY** be removed from school for the following:

1. Willful and/or frequent disobedience or violating a school rule;
2. Defying authority;
3. Disruptive behavior;
4. Foul, profane, vulgar, or abusive language;
5. Defacing or destroying school property;
6. Truancy;
7. Theft;
8. Posing a significant threat to the welfare, safety or morals of a student, school personnel, or the operation of the school;
9. Fighting;
10. Bullying (including, but not limited to, behavior intended to cause harm or distress in a relationship with an imbalance of power, especially if repeated over time);
11. Possessing, using, controlling, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia, or misusing any substance;
12. Possessing or using tobacco;
13. Hazing, demeaning, or assaulting someone, or forcing someone to ingest a substance;
14. Inappropriate exposure of body parts;
15. Sexual or other harassment; or
16. Gang-related attire or activity.

The decision to remove or to discipline in some other way is made by the administrator based on all the circumstances.

D. The type and length of discipline is based on factors such as previous violations, severity of conduct, and other relevant educational concerns.

E. When appropriate, students will be placed on remedial discipline plans.

F. School personnel may use reasonable physical restraint, if necessary, to protect a person or property from physical injury or to remove a violent or disruptive student.

G. If damage or loss of school property occurs, official report cards, diploma, and transcripts may be withheld until payment for the

damage is received or the lost property is recovered.

### **Searches**

- A. School personnel may search students, lockers, personal property, and vehicles parked on school property based on reasonable suspicion.
- B. School personnel may also conduct random searches that might include all lockers and other school property.

### **Suspension and Expulsion Defined**

- A. Suspension is disciplinary removal from school with an offer of educational services.
- B. Expulsion is a disciplinary removal from school by the School Board for more than 10 school days without an offer of alternative educational service.

### **Readmission and Admission**

- A. If a student is removed from school readmission depends upon satisfactory evidence that the student will not be a danger to self, others, or school property.
- B. If a student is removed from school the student may be readmitted after the parent/guardian meets with school officials to make a plan to correct the behavior(s) and after the student completes both the days of suspension and any conditions imposed.
- C. The school may deny admission to a student who has been expelled from any school in the last twelve months.

### **Due Process**

- A. If a student is removed from school or otherwise disciplined under this policy, the student has the right to meet with the site administrator to tell his/her side of the story.
- B. If the site administrator recommends removal for more than 10 school days, a member of the Providence Hall school board will hear the case at the school with the student, the parent or guardian, the site administrator, and others as necessary. This hearing will be held within 10 school days of removal from school.
- C. If a student is removed from school for more than 10 school days, an appeal of the decision may be made in writing to School Board within 10 school days of the decision. The parent or guardian is responsible to plan and to pay for any educational services not provided by the school during the suspension.

### **Students with Disabilities**

If a student has a qualified disability, the site administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

### **Bullying and Hazing Policy**

For the complete Bullying and Hazing Policy, please refer to the Providence Hall website, [www.providencehall.com](http://www.providencehall.com).

According to Rule R277-613 of State Administrative Rule for Public and Charter schools, bullying and hazing are considered criminal offenses and will be treated as such. **Bullying** is defined as any act that intentionally or knowingly:

- 1) Endangers the physical health or safety of a school employee or student
- 2) Is done for the purpose of placing a school employee or student in fear of physical harm or harm of property.
- 3) This includes **cyber bullying** which means using the internet, a cell phone, or other device to send or post a text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Students who are guilty of **hazing** intentionally or knowingly:

- 1) Endanger the physical health or safety of a school employee or student
- 2) Are involved in any brutality of a physical nature such as whipping, beating, branding, bruising, electric shaving, placing a harmful substance on the body, or exposing another student to the elements.
- 3) Participate in any activity where a student would be subjected to extreme sleep deprivation, isolation from social contact or extreme initiations for admission to or as a condition of continued membership in a group or organization.

Verified incidents of bullying may result in the following consequences or penalties. The consequences or penalties may include, but are not limited to:

- 1) Student suspension from school sponsored activities including school-sponsored transportation.
- 2) Student suspension or expulsion from school or lesser disciplinary action
- 3) Employee suspension or termination for cause or lesser disciplinary action
- 4) Other action against student or employee as appropriate.



## **Appendix B: School Lunch Policies and Procedures**

### **Purpose:**

The purpose of the following policy is: (1), to permit the orderly establishment of consistent practices regarding charges and collection of charges. (2), to provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3), to establish fair practices that can be used throughout the school district. (4), to ensure that all students have a healthy meal and that no child goes hungry. (5), to treat all students with dignity and confidentiality in serving line regarding meal accounts. (6), to encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

### **Definitions:**

*Fees* mean any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Providence Hall. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver. *Student Supplies* means items that are the personal property of a student that, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than Providence Hall-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student that would require only school-supplied materials. *Textbooks* mean books, workbooks, and materials similar in function that are required for participation in a course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### **Standards:**

1. Skyward will automatically send out low or negative account balance email notices starting at the amount of \$5.00. Parent may opt out of this email through Skyward Family Access.
2. [Elementary] Clerk will send out hard copy low balances at least once per week (more often if parent does not have an email address).
3. Clerk will call parent when student account balance is in the negative.
4. Administrator will call or send a letter (or both) to parent with account balance on or before a deficit of -\$25.00.
5. Site Administrators will address further collection efforts with their respective administrator of schools.
6. Any uncollectable deficit lunch account balance will become the responsibility of the school and paid by the principal at the time of student transfers within the district or at the end of each school year for closed student accounts and student accounts who are graduating or moving up to another school (i.e. 5th to 6th, 8th to 9th, and seniors.) Providence Hall may choose any collection agency of their choosing.
7. Students who have a deficit in their lunch account of more than -\$25 will receive an emergency meal.
8. No ala-carte items will be debited (cashiers will offer students who try to debit ala-carte items a reimbursable lunch.)
9. Students will not be asked to call home regarding negative lunch balances, the calls will be made by clerks or by the principal.