

Providence Hall Schools **STUDENT HANDBOOK**



Providence Hall teaches students to think critically, communicate effectively, and act responsibly in an ever-changing global community.

SCHOOL CONTACT INFORMATION

Providence Hall Elementary School

Principal

Earleen Sutton
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Assistant Principal

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Assistant Principal

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Counselor

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Nurse

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Secretary/ Registrar

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Secretary

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School Information

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Providence Hall Junior High School

Principal

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Assistant Principal

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Registrar

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Secretary

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Secretary

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Providence Hall High School

Principal

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Assistant Principal

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Secretary

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Co-Athletic Director

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Co-Athletic Director

Cal Williams
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School Information

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Providence Hall District Personnel

Executive Director

Nathan Marshall
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Director of Operations

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Human Resources

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Business Manager

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Purchasing & Payroll

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Special Education Director

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Resource Officer

IT Director
Matt Turnbaugh
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School Year Calendar

New Teacher Orientation	August 10 - 11, 2020
All Teacher Professional Development Days	August 12 - 25, 2020
First Day: High School DP Students	August 24, 2020
First Day: 6th Grade	August 25, 2020
First Day	August 26, 2020
First Day: Kindergarten	September 2, 2020
Last Day: Kindergarten	May 26, 2021
Last Day	June 4, 2021

School Closures and Extra Early Out Days

Labor Day	September 7, 2020
Elementary PTC	September 21 - 24, 2020
Secondary PTC	September 23 - 24, 2020
Compensatory Recess: No School	September 25, 2020
Teacher Professional Development	October 19, 2020
Fall Break	October 20 - 23, 2020
Early Out Day	November 24, 2020
Thanksgiving Recess	November 25 - 27, 2020
Winter Recess	December 21 - January 4th, 2021
Martin Luther King Day	January 18, 2021
Teacher Professional Development	January 19, 2021
President's Day	February 15, 2021
Elementary PTC	February 22 - 25, 2021
Secondary PTC	February 24 - 25, 2021
Compensatory Recess: No School	February 26, 2021
Spring Recess	March 29 - April 2, 2021
Teacher Professional Development	April 5, 2021
Last Day: Kindergarten	May 26, 2021
Memorial Day	May 31, 2021
Last Day	June 4, 2021

End of Term Dates

1st Quarter: October 16, 2020
2nd Quarter: January 15, 2021
3rd Quarter: March 26, 2021
4th Quarter: June 4, 2021

MISSION STATEMENT

Providence Hall students will think critically, communicate effectively, and act responsibly in an ever-changing global community.

The Providence Hall Board and Administration have outlined the value and belief statements for all stakeholders. The expectation is that all staff, students and parents embrace and make every effort to embody each component of the mission statement.

Think

- Develop skills for life-long learning
- Pursue excellence
- Reflect on growth

Communicate

- Understand the school's purpose and direction
- Develop and demonstrate effective communication
- Collaborate effectively

Act

- Meet and exceed established expectations
- Be principled, balanced, caring, and resilient

DISCRIMINATION 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.

BOARD OF TRUSTEE MEETINGS

The Providence Hall Board of Trustees meetings are held once per month and posted on the website with times and locations. All stakeholders are encouraged to attend, and are 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 those 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, the board invites parents and teachers to join board committees where all stakeholders have an active role in assessing current practices and making recommendations to ensure continued success. Please contact the board members for ways to become involved in these committees.

SCHOOL HOURS

- High School 7:30 am - 2:30 pm, Early Release Days 7:30 am - 1:10 pm
- Junior High 7:45 am - 2:50 pm, Early Release Days 7:45 am - 1:30 pm
- Elementary School 8:00 am - 2:55 pm, Early Release Days 8:00 am - 1:35 pm
 - AM Kindergarten: 8:00 am - 11:00, Early Release Days 8:00 am - 10:30 am
 - PM Kindergarten: 12:00 pm - 2:55, Early Release Days 11:00 - 1:35 pm
 - All Day Kindergarten: 8:00 am - 2:55, Early Release Days 8:00 am - 1:35 pm

ENROLLMENT INFORMATION

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

Secondary students make class requests in the spring prior to final schedules being released in August. The following items are needed in August:

- Payment of school fees.
- Proof of immunization with the appropriate booster shots needed (if not already on file at the school).
- Unofficial transcript copy (if not currently attending Providence Hall).
- Other required and optional forms such as the Internet Acceptable Use Agreement, Parking Permit, etc.

CUSTODIAN AND GUARDIANSHIP

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

Please contact the school registrar for the necessary paperwork required to withdraw your student from school. A student must be withdrawn from their previous school before enrolling in a Providence Hall school. A student must also be withdrawn from a Providence Hall school before enrolling in another school.

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 common area of the school unless they have specific permission and supervision from a faculty member. Unsupervised Students remaining in the building after the allotted time will be asked to leave. If this behavior becomes habitual, appropriate disciplinary action may be necessary.

VISITORS ON CAMPUS

Elementary School: 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 they are preparing for the students’ arrival. All other individuals (brothers, sisters, relatives, or ex-students) are asked not to visit the classrooms.

Secondary Schools: Anyone entering the school must check in at the office and receive a visitor’s badge. If you would like to meet with a teacher or the principal, please call 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 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 at the top of the Providence Hall website (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 may 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 Preparedness Plan

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

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, and can result in poor student learning and achievement.

Elementary School: Students with no absences for a quarter will be recognized with a certificate and hall display. Students with perfect attendance for the school year will receive recognition at the end of year school assembly.

Secondary Schools: Students will be recognized for good attendance periodically through each school's PBIS reward system.

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. Parents must report to the school within 2 days of an absence the reason for not attending.

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, truanties maintain their own specific consequences following HB 207 guidelines.

Tardies: It is very important that students be in their classroom no later than the start time at each campus. It is equally important that students be at school for the entire day so they do not miss instruction. Unexcused Tardies are when a student arrives to class after the start time without authorized permission from the school. Excused Tardies are when a parent contacts the school about the students tardy. A student must still check-in with the front office before going to class.

Elementary School: Students without any tardies will be occasionally recognized through the school's PBIS rewards program.

Consequences for Excused, Unexcused Absences and Tardies:

- Students will have 1 school day to make-up missed work for every excused absence.
- Students will have 1 school day to make-up missed work for unexcused absences, but will only receive the minimum grade of passing.
- Students will receive a zero for work not made-up within the time period specified.
- If your child receives subsequent tardies, is picked up before the end of the school day without a valid reason or repeatedly, the following consequences will occur:
 - Teacher/School will make phone call home
 - Office referral and Administration contact to assist with solutions.

Junior High and High School: Students without any tardies will be occasionally recognized through the school's PBIS rewards program. The consequences for excessive tardies and absences result in grades and course credits being withheld from the student.

A student will receive a No Grade (NG) in any class with:

- More than 3 tardies in a quarter
- More than 1 unexcused absence in a quarter
- More than 7 excused absences in a quarter.

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

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

The total number of violations for a student is set to zero at the start of each quarter. 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 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.

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 Meal 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.

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. 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 lunch from home. No glass containers should be sent in home-packed lunches.

TITLE IX

Student Rights under Title IX

Federal Title IX of the Education Amendments of 1972 ("Title IX"), provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives federal financial assistance. Relevant here, Title IX requires school districts to take immediate and appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation.

Title IX Coordinator

Neal Porter, Providence Hall High School Assistant Principal of Student Services, is the Title IX Coordinator for Providence Hall Charter School and can be reached by telephone at (801) 727-8260 or by email at nporter@providencehall.com

Filing a Title IX Complaint with the District

Student complaints shall be submitted in written form in accordance with Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.

Complaints must be filed within six months from the date when the alleged unlawful discrimination occurred, or from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying that is based on sex. The time for filing may be extended up to 90 days by the Superintendent or the Superintendent's designee, for good cause, upon written request by the complainant setting forth the reasons for the request for an extension of time to file a written complaint.

The compliance officer may informally discuss with all the parties the possibility of using mediation within three business days after his or her receipt of the complaint. All complaints shall be appropriately investigated in a timely manner. Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Unless

extended by a written agreement with the complainant, the District shall issue a written decision based on the evidence within 60 calendar days from receipt of the complaint by the District.

Any complainant who is dissatisfied with the final written decision may file an appeal in writing with the Providence Hall Board of Trustees within 15 calendar days of receiving the decision.

Complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

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.

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 member directly related to the issue. Likewise, staff members are to discuss any questions or concerns regarding student behavior with the student's parents/guardians. If a student breaks a school rule, staff members may also speak to the principal or assistant principals.

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.

Rights & 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.

Elementary School & Love and Logic: Providence Hall Elementary 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 (apology process, restitutions, contracts, incentives, coupons, rewards, etc).

Providence Hall Elementary staff dedicates itself to following a set of core beliefs that provide a guide for dealing with students' 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. If a student cannot solve a problem, or they choose not to, staff members will impose upon them an appropriate consequence.

2. Students will be given opportunities to make decisions and carry out the consequences, either good or bad.
3. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
4. 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.
5. Students are encouraged to request a due process hearing whenever consequences appear to be unfair.
6. 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.

- 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)
- Defiance of school authority (willful, open or continued disobedience/use of profanity, vulgarity, insults, or obscenities toward school employees)
- Inappropriate behavior at school sponsored extracurricular events whether they be on or off campus
- Assault of either a student or an adult
- Harassment/bullying (name calling, threats, intimidation, etc.)
- Gang Activity-wearing clothing with gang affiliations, making gestures or signs that symbolize gang membership or engaging in any type of behavior that condones or suggests support of gang activity
- Failure to adhere to the terms of the acceptable computer use agreement
- Throwing objects that have the potential to cause bodily harm or cause damage to property
- Stealing or vandalism of private or school property
- Severely disruptive behavior that infringes upon the educational rights of other students
- Possession, use or sale of drugs

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 Expectations

Each Providence Hall campus will create a Positive Behavior Intervention Strategy Program (PBIS). Students are expected to follow the established PBIS program guidelines displayed in the school. This plan will also be communicated to parents.

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 Elementary School

- Enter quietly with hands to self
- Find a seat and make room for others
- Talk with soft voices
- Empty all trash on table and floor (even if not yours)
- Return to seat and wait for dismissal
- Walk when entering or exiting
- Food cannot be thrown in the cafeteria, doing so will result in consequences
- Please keep all food and drinks in the cafeteria. Food or drink cannot be taken outside for recess.

Cafeteria and Commons Expectations Secondary Schools

- 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 Elementary School

- No yelling, running, or pushing in the hallways.
- We expect students to walk with purpose and direction to and from classes.
- Students should go directly to and from locations without stopping and where not directed.
- Use stairs and handrails accordingly.
- Teachers must always give permission for a student to exit the classroom and issue a pass informing others of the intent for being out of class. Students who have permission to be out of class will carry an approved hall, library, office or bathroom pass.

Hall Expectations Secondary Schools

- 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 jackets, backpacks and any electronic devices.
- Walk to the assembly with your teacher or as directed and sit quietly in your designated area. Remain with your teacher throughout the assembly or as directed.
- 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

- Keep walls and floors clean.
- Use quiet voices.
- Use supplies wisely.
- When finished, flush, wash, and return immediately to class.
- Take care of business quickly, playing on equipment or destruction of the environment will result in consequences.

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

Purpose of the Dress Code

We have carefully designed the dress code with the following objectives in mind.

- | | | |
|-------------------------------|--|--|
| ★ Promote unity | ★ Create atmosphere conducive to productive learning | ★ Positive representation of Providence Hall |
| ★ Minimize Distractions | ★ Appealing, comfortable & easy to obtain | |
| ★ Easy to implement & enforce | | |

Dress Code Standards for Every School Day (Even Dress Down Days)

- Students are expected to dress in a manner that demonstrates they respect themselves & the learning environment.
- Clothing should be neat, clean, in good condition & appropriate for the weather conditions.
- Your clothing or appearance should never cause a disruption to the learning environment for you or others.
- No hats, head coverings, or sunglasses are to be worn in the building, except for school-approved special events.
- While not a complete list, the things you wear to school **should NEVER** . . .
 - reveal, show, or expose undergarments.
 - call undue or excessive attention to the body through fit or style.
 - reveal midriff skin, so tops should be long enough to tuck in & stay tucked in (doesn't have to be worn tucked in though).
 - expose any skin that is 2 inches above the top of the kneecap--including through sheer material, rips, or tears.
 - be sleeveless (this includes tank tops, halter tops, etc.), or have deep or plunging necklines.
 - be shorter than 2 inches above the top of your kneecap when standing naturally (shorts, skorts, skirts, dresses, etc.)
 - be bottoms that sit lower than the top of the hipbone.
 - advertise drugs, alcohol, tobacco, acts of violence, or lawlessness.
 - be associated with gangs, illicit drugs, or illegal substances.
 - have offensive or vulgar language, designs, or images or has inflammatory political statements, messages, or images.

<p style="text-align: center;">Logos</p> <ul style="list-style-type: none"> ● One small graphic or adornment per clothing item that is no larger than 1" square is acceptable. ● Approved Providence Hall logos, Providence Hall graphics, or Providence Hall wording are acceptable in any size and on any clothing item. 	
<p style="text-align: center;">Dress Code Tops</p> <ul style="list-style-type: none"> ● Approved top colors are SOLID navy blue, classic red, white, black, or gray. This applies to any top item being worn at school. ● Top fabric can be of your choice and tops do not need a collar but must have sleeves (layering to get a sleeve is okay). ● One-piece outfits (jumpers, jumpsuits, dresses, etc.) can be in approved top colors or approved bottom colors. 	
<p style="text-align: center;">Dress Code Bottoms</p> <ul style="list-style-type: none"> ● Approved bottom colors are SOLID tan, navy blue, gray, or black. This applies to any bottom item being worn at school. ● Bottom fabric can be of your choice, BUT NO traditional blue jeans are allowed. ● Bottoms can have cargo pockets or be jogger style. 	<p style="text-align: center;">Shoes, Socks & Accessories</p> <ul style="list-style-type: none"> ● Shoes, socks, purses, backpacks & accessories can be of your choice as long as they follow the Dress Down Days guidelines. ● No flip-flops, slippers, or shoes with wheels are allowed. ● Jewelry, makeup & hair accessories should be appropriate for school.

Face Coverings Due to COVID-19

- ❖ In connection with the COVID-19 pandemic, Providence Hall will require students to wear face coverings while in attendance in-person at school to the extent required by applicable federal, state, or local laws, regulations, ordinances, emergency orders, or state/local board directives.
- ❖ Face coverings are subject to the Dress Code Standards for Every School Day, as outlined above.
- ❖ Consequences will be enforced as outlined in the Discipline section (Appendix A) and/or the Dress Code Consequences below.

Dress Down Days

- ❖ Dress down days are special days that are approved and announced by the school.
- ❖ You can wear clothes of your choice on dress down days, however, you are expected to adhere to the "Dress Code Standards for Every School Day" as outlined above.
- ❖ Costumes, sleepwear, swimwear should not be worn on dress down days.

Junior High & High School Consequences for Violating Dress Code

All violations will be noted and tracked in Skyward.

1st & 2nd Violations - Warning

3rd & 4th Violations - Parent/Guardian Notified & Detention

5th & 6th Violations - Detention & Parent/Guardian Meet
wAdministration

7th Violation - 1 Day In-School Suspension & Parent/Guardian Notified

8th & 9th Violations - Suspension & Parent/Guardian Notified

10th Violation - Suspension/Possible Expulsion & Parent/Guardian Notified

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.

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

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, 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 newsgroups, 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 file server 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.

ACADEMICS

All Providence Hall schools follow the requirements established by the Utah State Board of Education and the Utah Core Curriculum. All textbooks used are from the state textbook adoption list. In addition to the State curriculum Providence Hall is an International Baccalaureate school and follows the PYP, MYP, and DP framework.

The IB 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. For more information about the IB programs please visit the school website or the International Baccalaureate website at www.ibo.org.

Elementary School: Providence Hall offers the International Baccalaureate Primary Years Programme (PYP) in grades K-5. PYP provides a framework for organizing curriculum and delivering instruction. 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.

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 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.

Junior High School: Providence Hall offers the International Baccalaureate Middle Years Program (MYP) in grades 6-8. Providence Hall received authorization from the International Baccalaureate Organization to offer this program in 2014. The primary goal of MYP is to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through their actions. The MYP provides a framework for organizing curriculum and delivering instruction. All grade levels focus their curriculum around six global contexts. These contexts are intended to help connections, develop conceptual understanding, think critically, work collaboratively, consider multiple perspectives, construct meaning, reflect, and take action.

Letter Grade	Percentage Grade
A	94-100
A-	90-93.9
B+	87-89.9
B	84-86.9
B-	80-83.9
C+	77-79.9
C	74-76.9
C-	70-73.9
D+	67-69.9
D	64-66.9
D-	60-63.9
F	0-59.9

High School: Providence Hall provides courses required to earn a Utah High School Diploma. Students are required to earn 27 credits in the following content areas:

- Language Arts: 4 credits
- Science: 3 credits
- Math: 3 credits
- Social Studies: 3 credits
- CTE: 1 credit
- Computer Studies: .5 credits
- Health & PE: 2 credits
- General Financial Literacy: .5 credits
- Arts: 2 credits
- Foreign Language: 2 credits (beginning in 8th grade)
- Senior Capstone: .25 credits
- Elective Courses: 5.75 credits

The International IB Diploma (DP) is offered in grades 11-12. This is designed as an academically challenging and balanced education with final examinations that prepares students for success at university and life beyond (ibo.org). Students can choose to take IB courses or pursue a traditional course of study.

All course information including International Baccalaureate (IB), Advanced Placement (AP), and Concurrent Enrollment (CE) courses can be found in the high school course catalog, providencehall.com.

Letter Grade	Percentage Grade
A	93-100
A-	90-92.9
B+	87-89.9
B	84-86.9
B-	80-83.9
C+	77-79.9
C	74-76.9
C-	70-73.9
D+	67-69.9
D	64-66.9
D-	60-63.9
F	0-59.9

Secondary Schools Honor Roll: An Honor Roll will be released each term listing qualified full-time students. To be included on the honor roll, the student must meet the following criteria:

1. High Honor Roll: 3.7 GPA (weighted)
2. Honor Roll: 3.50 GPA (weighted)

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.

Secondary Schools College and Career Readiness Plan (CCRP)

Comprehensive guidance and counseling services are available to all students. These services include assistance with educational planning, interpretation of test scores, career and occupational information, evaluation of credits and grades, information on scholarships and financial aid, assistance with personal problems, or any questions a student would like to discuss with the counselor or social worker. Counselors will schedule individual appointments with each student and parent to review their CCRP during the school year.

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 legislation. Other various tests are also offered during the school year. Contact the school's Assistant Principal of Academics if you would like more information on testing.

Homework Policy

Elementary School: Homework is determined per teacher based on student needs. Students are encouraged to complete requirements for Patriot Pride as homework throughout the year.

Secondary Schools: 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, CE) and the grade level of the student. Class specific workloads will be addressed in the syllabus for each class.

Late Work Policy

Elementary and Junior High Schools: 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.

High School: 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:

- 10% reduction in grade per school day up to 100% total reduction in grade (up to 20-25% per day for Honors, CE, AP, and IB courses).
- 1st Deadline (Quarterly): Any missing or late work due before midterm is not accepted after this deadline (mid quarter).
- 2nd Deadline (Quarterly): Final due date for all missing and late term assignments (given after midterm).
 - ★ 1st & 2nd deadlines will be posted on the HS Calendar (online).
 - ★ Teachers will communicate deadlines, and inform students & parents of missing and late assignments at least one week prior to the deadline. .
 - ★ Teachers will follow attendance procedures outlined in this handbook for absent students.

All Providence Hall Campuses: 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. 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. Individual students are responsible for ensuring all work presented 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.
- **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.

Progressive Discipline for Academic Dishonesty
1st Incident: <ul style="list-style-type: none">● zero received on assignment/test● phone call to parents● discipline record in Skyward
2nd Incident: <ul style="list-style-type: none">● zero received on assignment/test● meeting with parents, teacher, and administration● discipline record in Skyward● detention
3rd Incident: <ul style="list-style-type: none">● zero on the assignment/ test● meeting with parents, teacher, and administration● discipline record in Skyward● suspension
4th Incident: <ul style="list-style-type: none">● zero on the assignment/ test● meeting with parents, teacher, and administration● discipline record in Skyward● possible 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.

IB Diploma Candidates must adhere to additional Academic Honesty policies found in the High School Course Catalog, providenchall.com.

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, mid-term reports are completed each term 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.

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.

SCHOOL ACTIVITIES AND SPORTS

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

Elementary School: There are no sports offered at the Elementary level, however we encourage participation in city and county recreation groups.

Junior High and High School: There are a variety of sports throughout the year. Students must maintain at least a 2.0 GPA and no Fs and/or NG in a quarter to participate in these activities. However, it is up to the individual coaches' discretion to set the academic standard higher for their sport and communicate this to all stakeholders. Active team members must demonstrate good citizenship and sportsmanship.

Clubs

Becoming involved in at least one club greatly enhances your school experience. Every club has its own requirements as well as a social program which affords an opportunity to get acquainted with students who have interests similar to yours. All are welcome to participate. Students may also start clubs as long as they have a faculty sponsor and obtain official approval. Club Application and Guidelines Packets may be picked up in the front office. Clubs should be an extension of normal school activities.

All clubs are subject to approval by the school administration.

Secondary Schools Dances and Socials

Dances are for students. Student ID will be required at the door and all non-PHHS guests must have a signed guest pass and an ID to be admitted. All individuals in attendance are expected to comply with the school rules and policies. School dress code is required for all activities. Students will not be readmitted to the dance after leaving the activity.

Student Government

Elementary School: Elections for Study 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' 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.

Junior High School: Elections for Study 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 GPA of 3.0 or higher.
3. Students must maintain good citizenship and attendance standing. Students whose behavior results in school suspension for violating school rules of using drugs, alcohol, or tobacco, or who break the laws of our community will not be eligible to run for or hold office.
4. Any student may be placed on probation for violation of the above rules at the discretion of the Student Government Advisor. If a student continues to violate the rules, then that student may be revoked from Student Government.

High School: Elections for Study Body Officers and Class Officers are held in the spring of each year. Students must comply with all the rules found in the Providence Hall High School Student Council Constitution, providencehall.com.

LOCKERS (Secondary Schools)

Lockers are assigned to each student as a convenient place to store books and appropriate personal possessions during the school day. **Lockers unfortunately have only limited security.** Please close and lock properly for best assurance against theft. Providence Hall is **NOT** responsible for locker theft. Lockers issued to students are the property of Providence Hall and may be searched by administrators at any time, with or without a student's knowledge or consent, if there is reasonable suspicion that such a search would find items that are illegal or dangerous. Lockers may also be inspected once between each term for cleanliness and to locate PH property (textbooks). Lockers are for students' convenience and are not to be shared, switched, or altered with stickers, permanent fixtures, etc without prior written permission from the administration. Damage to the lockers may result in fines being issued for repair or replacement.

LOST AND FOUND

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.

Secondary Schools: Students may be issued textbooks. The books become the responsibility of the student to whom they are assigned. Students should not loan their textbooks or put them in other students' lockers. At the end of the semester/year, fines will be assessed for damaged or stolen books. Protecting books with book covers is a good idea.

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 assessed 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' primary language. Parents have the right to decline Alternative Language Services for their student.

SPECIAL EDUCATION

Students whose academic performance is below grade level and may need small group instruction in English, mathematics, and reading 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 Student Support Committee or the principal. Potential students must be tested 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. When a student needs more extensive special education support, self-contained classes are available. For more information about special education policies and procedures, please contact the school principal 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 SERVICES

During specified hours 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

Elementary School: Counseling services are available for students in the elementary. The school counselor(s) help 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(s) are available to discuss concerns from parents concerning potential counseling needs for students.

Secondary Schools: Guidance and counseling services are provided to help students make a successful transition from elementary to middle school and middle school to high school. These services include assistance with educational planning, interpretation of test scores, career and occupational information, evaluation of credits and grades, information on scholarships and financial aid, assistance with personal problems, or any questions a student would like to discuss with the counselor. Counselors will schedule individual appointments with each student and parent to review their CCRP during the school year.

GENERAL INFORMATION

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.

Snowballs

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.

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.

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. This policy applies to all Providence Hall campuses including after school when waiting for elementary or junior high children.

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 arrival 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.
- Bicycles and scooters must be locked to the bike racks outside.
- Skateboards or other large items must be stored in school provided lockers (secondary only), in classrooms (with teacher approval), or outside locked to the bicycle rack.

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
- Toys, stuffed animals, cards and/or games unless requested or approved by the classroom teacher
- Electronic equipment such as 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, matches, guns, darts, bullets, arrows, caps, firecrackers, stars, etc
- Inappropriate reading material

Birthdays & Food Delivery

Elementary School: Birthday treats of any type are not allowed to be delivered or brought to school (e.g. cupcakes, cookies, candy, etc.). Please do not send gifts, including flowers and balloons, as they will be held at the office until the end of the day and not delivered to classrooms.

Do not send invitations to school to be passed out for birthday parties. The school and school staff cannot provide contact information for other parents/students with regard to birthday invitations. Birthdays are celebrated in the classrooms as a school.

Secondary Schools: Gift and food deliveries may be dropped off in the office. Students must be able to store gifts in their lockers. Students will NOT be called out of class to pick up orders from parents or food delivery services.

All Providence Hall Campuses: Any school treats or food items for classrooms cannot be homemade and must be packaged with ingredients listed.

Field Trips

Field trips provide an excellent opportunity for students to learn through experience. All field trips and school sponsored activities are considered school approved and are recorded as excused absences. It is the responsibility of the student to complete any work or assignments missed due to a field trip. Students should meet with any teachers, either prior to or directly after a field trip to collect missed work.

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 providencehall.com, 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

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 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.

STUDENT FEES AND PAYMENTS

School Fees

Providence Hall has a general school fee 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).

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

Meal Payments

Payments to your student's meal 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 students meal 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

It is crucial that both home and school focus on helping children be the very best they can be. Parents are members of our educational team. Parents 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
- Sharing 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
- Chaperoning events and field trips
- 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). Please see the front office for information regarding this process.

PTO

PTO is the 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 PTO section on our school website for more information and opportunities.

APPENDIX A: 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.

- At the school, plans and policies shall be developed for classroom and student management, which will include:
 - Written standards for student behavior expectations, including school and classroom management
 - Effective instructional practices for teaching student expectations, including self-discipline, citizenship, civic skills, and
 - social skills
 - Systematic methods for reinforcement of expected behaviors
 - Uniform methods for correction of student behaviors
 - Uniform methods for at least annual school-level data-base evaluations of efficiency and effectiveness
- On-going staff development shall be provided for all staff regarding:
 - Effective instructional practices for teaching and reinforcing behavior expectations
 - Effective intervention strategies
 - Effective strategies for evaluation of the efficiency and effectiveness of interventions
- 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:
 - Classroom level strategies
 - 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 an 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, fireworks, 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;
 2. explosive device, noxious or flammable material, fireworks, chemical weapon (i.e. mace, pepper spray), martial arts weapon or
 3. other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above,
 4. whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
 5. Actual or threatened use of a look alike weapon with intent to intimidate or cause disruption;
 6. The sale, control or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
 7. Using or threatening to use serious force;
 8. 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
 9. 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 type and length of discipline is based on factors such as previous violations, severity of conduct, and other relevant educational concerns.)
- D) When appropriate, students will be placed on remedial discipline plans.
- E) 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.
- F) If damage or loss of school property occurs, official report cards, diplomas, and transcripts may be withheld until payment for the damage is received or the lost property is recovered.
(The decision to remove or to discipline in some other way is made by the administrator based on all the circumstances.)

Searches

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

Suspension and Expulsion Defined

1. Suspension is disciplinary removal from school with an offer of educational services.
2. 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

1. 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.
2. 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.
3. The school may deny admission to a student who has been expelled from any school in the last twelve months.

Due Process

1. 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.
2. 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.
3. If a student is removed from school for more than 10 school days, an appeal of the decision may be made in writing to the 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.

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 devices 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 actions against students or employees as appropriate.

APPENDIX B: SCHOOL MEAL ACCOUNT POLICIES & PROCEDURES

The purpose of the Providence Hall Charter School (PHCS) meal account balance policy is

- A. to permit the orderly establishment of consistent practices regarding meal account charges and collection of charges.
- B. to provide adequate and consistent communication among staff, administrators, teachers, students and parents/guardians.
- C. to establish fair practices to be used throughout at all PHCS schools.
- D. to treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- E. to encourage parents/guardians to assume the responsibility of meal account payments.
- F. to promote self-responsibility of the student.

Standards

- A. Skyward will automatically send out low or negative account balance email notices starting at the amount of \$5.00. A parent/guardian may opt out of this email through Skyward Family Access.
- B. The designated school clerk will send out hard copy low balances at least once per week (more often if parent/guardian does not have an email address).
- C. The designated school clerk will call the parent/guardian when the student account balance is negative.
- D. The school administrator will call or send a letter (or both) to the parent/guardian with account balance on or before a deficit of \$25.00.
- E. The school administrator will address further collection efforts with the assistance of designated personnel at each school.
- F. Any uncollectable deficit meal account balance will become the responsibility of the school and paid by the school administrator at the time a student transfers between schools 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.)
- G. The school administrator may use any collection agency or their choosing.
- H. No student will be denied a meal. Cafeteria cashiers will document and inform the designated school clerk when a student charges a meal. The designated school clerk will call the parent/guardian when a student account balance is in the negative.
- I. No a la carte items will be debited. Cafeteria cashiers will offer a student who tries to debit a la carte items a reimbursable meal.
- J. A student will not be asked to call home regarding negative meal balances. Calls regarding meal account balances will be made by the designated school clerk or by the school administrator.
- K. If a student withdraws or transfers to another school during the school year, the parent/guardian can request a refund for any positive balance remaining in the student's meal account up until June 15th of that same school year. Any positive meal balances for such students remaining after June 15th will be added to the lunch program donation fund.