

Providence Hall Schools Student Handbook 21-22



*Think Critically,
Communicate Effectively,
and Act Responsibly
in an Ever-Changing Global Community*



Providence Hall Charter School

Herriman, UT 84096

Phone: 801.727.8260

providencehall.com

CONTACT INFORMATION

Providence Hall Elementary School

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Providence Hall LEA Administrative Team

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Contact Information

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School Year Calendar - See the Full 21-22 LEA Calendar here <https://providencehall.com/about-us/calendar/>

New Teacher Orientation	August 9-10, 2021
First Day: 6 th Grade	August 17, 2021
First Day	August 18, 2021
First Day: Kindergarten	August 25, 2021
Last Day: Kindergarten	May 25, 2022
Last Day	June 3, 2022

School Closures and Extra (Non-Friday) Early Out Days

Labor Day-No School	September 6, 2021
Kindergarten No School	September 15 & 16, 2021
Thursday Early Out Day	September 16, 2021
Compensatory Recess-No School	September 17, 2021
Teacher Professional Development-No School	October 18, 2021
Fall Break-No School	October 19-22, 2021
Tuesday Early Out Day	November 23, 2021
Thanksgiving Recess-No School	November 24-26, 2021
Winter Recess-No School	December 20, 2021 - January 3, 2022
Martin Luther King Day-No School	January 17, 2022
Kindergarten No School	February 16, 2022
Thursday Early Out Day	February 17, 2022
Compensatory Recess-No School	February 18, 2022
Presidents' Day-No School	February 21, 2022
Teacher Professional Development-No School	March 21, 2022
Spring Recess-No School	April 18-22, 2022
Teacher Professional Development-No School	April 25, 2022
High School Graduation-No School	May 27, 2022
Memorial Day-No School	May 30, 2022
Last Day-Friday Extra Early Out Day	June 3, 2022

Parent-Teacher Conferences

Semester 1 Elementary: September 13-16, 2021	Semester 2 Elementary: February 14-17, 2022
Semester 1 Secondary: September 15-16, 2021	Semester 2 Secondary: February 16-17, 2022

Focus Fridays (Personalized Learning Day for Students)

1 st Quarter: September 3 & October 8, 2021	3 rd Quarter: February 4 & March 4, 2022
2 nd Quarter: November 5 & December 10, 2021	4 th Quarter: April 1 & May 6, 2022

End of Term Dates

1 st Quarter: October 15, 2021	3 rd Quarter: March 18, 2022
2 nd Quarter: January 7, 2022	4 th Quarter: June 3, 2022



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/guardians 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

Please refer to the *Bullying, Hazing, and Harassment Policy* on our website here <https://providencehall.com/about-us/policies/>.

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

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

PROVIDENCE HALL'S BOARD OF TRUSTEES

The Providence Hall Board of Trustees (Board) meetings are held once per month. You can go to our website to find out more about the Board, its members, and meetings (<https://providencehall.com/about-us/board/>). All stakeholders are encouraged to attend and are welcome to email the Board at board@providencehall.com. Please note that in order to address the Board at a meeting, you must provide written notice prior to the board meeting by sending an email to the above address at least one hour prior to the meeting.

SHARED GOVERNANCE

Providence Hall was founded by those who wanted to create an educational environment to inspire young minds. The Board governs the school to ensure state, federal, and charter guidelines are maintained. However, the Board realizes the input from parents/guardians, teachers, students, and community members is vital to the ongoing success of Providence Hall. Therefore, the Board invites parents/guardians 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. <https://providencehall.com/about-us/board/>

SCHOOL HOURS

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



ENROLLMENT INFORMATION

Please refer to the *Enrollment Policy, Foreign Exchange Student Policy, IB Admissions Policy, Acceptance and Reciprocity of Credits Earned Policy, Student Accelerations and Retention Policy, Home School Students, Dual Enrollment & UPass Policy* on our website here <https://providencehall.com/about-us/policies/>.

Enrollment information can be found on the Providence Hall website here <https://providencehall.com/contact-us/enrollment/>. Please share this information with friends and the community as we strive to help Providence Hall grow!

CLASS ASSIGNMENTS & SCHEDULES

Students receive class assignments a couple of weeks prior to the start of school, usually the beginning of August. Secondary students make class requests in the spring of each school year for the following school year's schedule, with schedules being worked on over the summer by administration and counselors prior to them being finalized and released a couple of weeks prior to the start of a new school year.

ANNUAL ONLINE REGISTRATION & INFORMATION UPDATE

The Annual Online Registration & Information Update needs to be completed for each student using the Skyward system (<https://providencehall.com/students/skyward/>) before the student's first day of school attendance.

It is a very important process that allows the school to have the most up-to-date information on you and your student, as well as has you and your student complete required annual agreements and complete/submit needed forms.

The following must be completed as part of the process:

- Verify Student Information & Family Information
- Update/Add Emergency Contacts & Skylert Information
- Health Information & Survey
- Home Language Survey
- Electronic Agreements to Certain Policies, Agreements, and this Handbook
- Fee Payments
- Food Service Options

THINGS NEEDED AT THE START OF THE SCHOOL YEAR

Check with the school front office and the school Registrar to be sure you have everything your student needs to start the school year, but some common things needed often are:

- Proof of updated immunizations (booster shots)
- Transcripts of credits earned at other schools (only needed at the high school)
- Medication and the completed "Authority to Administer Medication at School" form signed by a parent/guardian and a physician (<https://providencehall.com/parents/health/>). See the Health section in this Handbook for more information.
- Optional forms such as the Parking Permit, etc.

CUSTODIAN AND GUARDIANSHIP

The school Registrar must be notified of any custody or guardianship changes and a copy of the most current divorce/guardianship court document needs to be on file as part of your student's confidential file. 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, the Registrar must have a copy of that on file in your student's confidential file. 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/guardians are responsible for providing the school with the correct address and phone number for their student. **Any changes must be updated in Skyward** (<https://providencehall.com/students/skyward/>) **immediately, or you can contact the school Registrar for assistance with this.** Phone numbers for working parents/guardians must be updated also. These are essential in case of emergencies.



WITHDRAWING STUDENTS

Please contact the school registrar (see page 2 for Registrar names & email addresses) 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.

As part of the withdrawal process, students/parents must complete check-out steps with the school, such as clearing out from the library, etc., along with completing a withdrawal form.

VISITORS ON CAMPUS

Elementary School

Any person entering the school will disclose their reason for entering and be “buzzed” into the building. IDs will be required for entry. Once inside, parents/guardians, volunteers, or visitors will sign in to receive a visitor’s badge. If you would like to meet with the principal, please call ahead to schedule a convenient time to meet. If you would like to meet with a teacher then email the teacher to set up an appointment (<https://providencehall.com/elementary/faculty-staff/>). Parents/guardians need to respect teachers’ time prior to school each day as they are preparing for the student’s 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 the principal, please call ahead to schedule a convenient time to meet. If you would like to meet with a teacher then email the teacher to set up an appointment (JH-<https://providencehall.com/juniorhigh/faculty-staff/>, HS-<https://providencehall.com/highschool/faculty-staff/>). Parents/guardians 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/guardians 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 **Providence Hall’s Skyward login** page is found on our website here <https://providencehall.com/students/skyward/>.

A login 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/guardian login and passwords. The login 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 LOGINS. YOU SHOULD BE CHECKING YOUR STUDENT’S ACCOUNT REGULARLY FOR ATTENDANCE AND GRADES.**

EMERGENCY PLAN

Emergency Preparedness Plan

Please refer to the **Emergency Preparedness Plan** on our website here: <https://providencehall.com/about-us/policies/> or ask at each school’s front office.

Full emergency procedures are described in the school’s Emergency Preparedness Plan (see link above). Below are brief overviews.

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/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 Providence Hall will close. The Principals of the three campuses may also make a determination that Providence Hall will close (independent of



any other district or school) and that decision will affect all campuses. Parents/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 students can follow should it be necessary for the school to be dismissed early for emergency reasons.

ATTENDANCE AND TARDY

Please refer to the **Attendance Policy** and the **Learner Validated Policy** on our website here

<https://providencehall.com/about-us/policies/>.

At Providence Hall 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.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) require that every school-age child (6-18) be enrolled in school and attend regularly. Parents/guardians 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 for each day your student misses school. Parents/guardians must report to the school within two (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 as outlined in the *Attendance Policy* (<https://providencehall.com/about-us/policies/>).

Students with excessive absences will be subject to any or all of the following sanctions or disciplinary actions as outlined in the *Attendance Policy* (<https://providencehall.com/about-us/policies/>).

Students who go on an extended vacation must receive prior approval from the administration at least forty-eight (48) hours in advance using the appropriate school form found here: <https://providencehall.com/parents/attendance/>. If prior approval is granted using the appropriate form, then the approved absence will not count towards excessive absenteeism. These forms (<https://providencehall.com/parents/attendance/>) should also be used any time a student knows in advance of an upcoming absence to help the school and teachers know about it, as well as assist the student in knowing what might be missed or could be done during the absence to stay caught up.

Unexcused/Truancies

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

Appeals Procedure

Any student who has received a truancy citation or an unexcused absence has the right to appeal the truancy as outlined in the *Attendance Policy* (<https://providencehall.com/about-us/policies/>).

Release from Compulsory Education

The 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 truancies.

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 at class after the start time without authorized permission from the school. Excessive unexcused tardies may result in detention.



Excused Tardies are when a parent/guardian contacts the school about the student's tardiness. A student may still need to check in with the front office before going to class. Each school has their own procedure, so check with each school on the procedure for this.

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 one (1) school day to make up missed work for every excused absence.
- Students will have one (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 (0) 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 three (3) tardies in a quarter
- More than one (1) unexcused absence in a quarter
- More than seven (7) excused absences in a quarter

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

- A student may pay for/come to scheduled attendance school.
- A student may request a special NG assignment project from the school administration.
- A student may use PBIS points to clear an NG.

The total number of violations for a student is set to zero (0) 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.

STUDENT HEALTH

Providence Hall Charter School does not provide health insurance or medical insurance coverage for students. The responsibility for ensuring students have medical insurance rests with students' parents/guardians. Insurance policies may be purchased by parents/guardians for students in the private insurance marketplace.

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 a parent/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/guardian 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 a parent/guardian and a physician. The form can be found on our website here (<https://providencehall.com/parents/health/>).
- 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 a parent/guardian and the health care provider have completed and submitted the Student Medication Form, available here (<https://providencehall.com/parents/health/>).



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. You can access an Asthma Care Plan form or Allergy Action Care Plan form to complete and return to the school nurse on our website here <https://providencehall.com/parents/school-forms/>.

Parents/guardians are responsible for providing allergy/health-appropriate food or snacks for their child during class parties or other events at school.

Accidents and Injuries

When you complete the Annual Online Registration & Information Update in the Skyward system it is absolutely imperative that you add/update the names, phone numbers, and addresses of individuals who should be contacted in case of an emergency. These names and their contact info are part of your student's Skyward profile. These are also the people who are authorized to check-out/check-in your student from school. **Any changes must be updated in Skyward** (<https://providencehall.com/students/skyward/>) **immediately, or you can contact the school front office for assistance with this.**

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 a parent/guardian and receiving proper administrative authorization. Schools cannot release any student unless a parent/guardian is contacted. If a student becomes ill, (s)he should report to the office for assistance.

Students and parents/guardians 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, a parent/guardian 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/guardian request. A parent/guardian at any time may request that their child be exempt from the screenings (<https://providencehall.com/parents/school-forms/>).

SCHOOL MEAL PROGRAM

Please see the Nutrition page of our website here <https://providencehall.com/parents/nutrition/>, which has Menus (Nutrislice), times meals are served at each school, pricing, payment information, and Free & Reduced Lunch information and applications.

Please refer to the *Meal Account Balance Policy* on our website here <https://providencehall.com/about-us/policies/>.

Schools participate in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals or reduced-price meals. An Application for Free & Reduced Priced Meals is included in the Annual Online Registration & Information Update, can be picked up in the school office or cafeteria office, or can be found on our website here <https://providencehall.com/parents/nutrition/>. All information provided in your application will be kept confidential. A new application must be submitted each school year.

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.(Please refer to the Meal Account Balance Policy on our website here <https://providencehall.com/about-us/policies/>.)
- 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 the check payable to "Providence Hall."
- You may use a credit card to schedule automatic payments for school meals through Efund here <https://payments.efundsforschools.com/v3/districts/55901>.
- 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.
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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 (Charter LEAs) 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 Providence Hall

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 (6) 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 Executive Director or 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 (3) business days after his/her receipt of the complaint. All complaints shall be appropriately investigated in a timely manner. Within ten (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, Providence Hall shall issue a written decision based on the evidence within sixty (60) calendar days from receipt of the complaint.

Any complainant who is dissatisfied with the final written decision may file an appeal in writing with the Board within fifteen (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

Please refer to the *Discipline Policy* on our website here <https://providencehall.com/about-us/policies/>.

Line of Authority

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 Board; 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 objects which are 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/guardians, 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/guardians.

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 @ the 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 @ the 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 @ the 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 @ the 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.

- | | | |
|---------------------------------------------------------|-------------------------------|----------------------------------------------|
| ★ Create an atmosphere conducive to productive learning | ★ Promote unity | ★ Positive representation of Providence Hall |
| ★ Appealing, comfortable & easy to obtain | ★ Minimize Distractions | |
| | ★ 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 two (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 two (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 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.

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

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

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

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

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

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

ELECTRONIC DEVICE & INTERNET ACCEPTABLE USE

Please refer to the *Electronic Device & Acceptable Use Policy* on our website here <https://providencehall.com/about-us/policies/>.

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 are limited to a maximum of TWO (2) devices brought from home that access the school's wifi. If students bring more than two (2) devices they may be removed from the network, and subject to possible disciplinary measures.

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 (2) school days and parent/guardian contact.
- 3rd Offense: Electronic device is returned to students after three (3) school days and a parent/guardian/student conference with administration



- **4th Offense:** Electronic device is returned to students after four (4) school days and loss of school activities/privileges for thirty (30) days. Students may also serve detention.
- **5th Offense and Beyond:** Electronic device is only returned to a parent/guardian after five (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 devices. 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 (5) days. Parents/Guardians will be notified.

Internet Use

Providence Hall recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Providence Hall encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Providence Hall and its schools. The Internet is an unregulated and a worldwide vehicle for communication; making information, available to Providence employees and students, impossible to control. Therefore, the Board adopted the *Electronic Device & Acceptable Use Policy* found here <https://providencehall.com/about-us/policies/> to govern 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 or through Providence Hall-affiliated organizations.

Acceptable Use is found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Unacceptable Use is found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Providence Hall Rights and Responsibilities are found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Disclaimer is found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Electronic Mail Guidelines are found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Password Guidelines are found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Enforcement is found in the *Electronic Device & Acceptable Use Policy* (<https://providencehall.com/about-us/policies/>).

Violations of the *Electronic Device & Internet Acceptable Use Policy* will be subject to consequences under the *Discipline Policy*, both found on our website here <https://providencehall.com/about-us/policies/>.

ACADEMICS

Please refer to all our *Instruction* policies found on our website here <https://providencehall.com/about-us/policies/>.

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 (IB) school and follows the IB 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 here <https://providencehall.com/about-us/ib/> 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.



Providence Hall Charter School

Herriman, UT 84096

Phone: 801.727.8260

providencehall.com

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.

Junior High Grading Scale	
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.

Please refer to the *Course Information* resources found on our website here

<https://providencehall.com/highschool/course-information/>.

Students are required to earn 27 credits in the following content areas:

- Language Arts: 4.0 credits
- Science: 3.0 credits
- Math: 3.0 credits
- Social Studies: 3.0 credits
- CTE: 1.0 credit
- Computer Studies: 0.5 credits
- Health & PE: 2.0 credits
- General Financial Literacy: 0.5 credits
- Arts: 2.0 credits
- Foreign Language: 2.0 credits (beginning in 8th grade)
- Senior Capstone: 0.25 credits
- Elective Courses: 5.75 credits

The International IB Diploma (DP) is offered in grades 11th-12th. 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 on our website here <https://providencehall.com/highschool/course-information/>.



High School Grading Scale

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: 3.8 or higher GPA (weighted)
2. Honor Roll: 3.5 to 3.79 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. At the beginning of each school year and/or semester, you will receive a disclosure document from your child’s teacher, which the student and a parent/guardian may need to sign/acknowledge and return as a course requirement.

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/guardian 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 Administration

if you would like more information on testing or refer to information on our website here

<https://providencehall.com/elementary/state-assessments/> and <https://providencehall.com/juniorhigh/jh-assessments/> , as well as our Assessment Policy found on our website here <https://providencehall.com/about-us/policies/>.

Homework

Please refer to our *Homework Policy* on our website here <https://providencehall.com/about-us/policies/>.

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

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/guardians 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 (s)he 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 class disclosure document or syllabus for the class for individual class procedures regarding late work.

Classwork & Homework Make-Up

Teachers will allow one(1) 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

Please refer to our *Academic Honesty Policy* on our website here <https://providencehall.com/about-us/policies/>.

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.

Definitions

- **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/guardians, 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 a parent/guardian ● discipline record in Skyward
2nd Incident:	<ul style="list-style-type: none"> ● zero received on assignment/test ● meeting with parent/guardian, teacher, and administration ● discipline record in Skyward ● detention
3rd Incident:	<ul style="list-style-type: none"> ● zero on the assignment/ test ● meeting with parent/guardian, teacher, and administration ● discipline record in Skyward ● suspension
4th Incident:	<ul style="list-style-type: none"> ● zero on the assignment/ test ● meeting with parent/guardian, 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.

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/guardians know of students' progress. Parents/guardians and students can access student's assignments and grades through Skyward Student Access or Family Access. It is recommended that students and parents/guardians 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. Access [Providence Hall's Skyward's login](https://providencehall.com/students/skyward/) here <https://providencehall.com/students/skyward/>.

Progress Reports/Checks

A regular progress report/check by parents/guardians might be helpful for some students. Students and parents/guardians 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. Access Providence Hall's Skyward's login here <https://providencehall.com/students/skyward/>.

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/guardian signature

A written medical excuse from a physician is required if a student misses more than three (3) 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 CLUBS, ACTIVITIES & SPORTS

<https://providencehall.com/highschool/sports/> and <https://goprovhall.com/>

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/guardians 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

Please refer to the *School Club Policy* on our website here <https://providencehall.com/about-us/policies/>.

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's citizenship, attendance, and attitude.
4. Students must maintain good citizenship and attendance standing. Student body officers who have excessive absences, grades lower than 3s consistently, or behavior/discipline referrals will be removed from office until they are made up.
5. Students whose behavior results in-school suspension for violating school rules or using drugs, alcohol, or tobacco, or who break the laws of our community will not be eligible to run for or hold office.

Junior High School

Elections for Study Body Officers and Class Officers are held yearly. 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..



LOCKERS (Secondary Schools)

Lockers are only assigned to students that request them 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.

Please refer to our *Search and Seizure* on our website here <https://providencehall.com/about-us/policies/>.

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/guardians 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

Please refer to our *ELL (English Language Learner) Policy* on our website here <https://providencehall.com/about-us/policies/>.

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/guardians in the parents'/guardians' primary language. Parents/guardians 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/guardian 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 the *Special Education Policy and Procedure Manual*, *Procedural Safeguards Notice*, contacts, and other information (<https://providencehall.com/parents/special-education/>). Also please refer to the IB Special Needs and Inclusion Policy found on our website here <https://providencehall.com/about-us/policies/>.



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 post-secondary 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, or visit the school website where you will find the *504 Notice of Nondiscrimination* (<https://providencehall.com/academics/504-notice/>) .

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 student needs, 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/guardians concerning potential counseling needs for students. <https://providencehall.com/elementary/counseling-center/>

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/guardians to review their CCRP during the school year.

Junior High <https://providencehall.com/juniorhigh/jh-counseling-center/>

High School <https://providencehall.com/highschool/counseling-center/>

Please refer to the *Notification of Threat or Incident Policy* and the *Suicide Prevention & Response Policy* on our website here <https://providencehall.com/about-us/policies/>.

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 and parents/guardians 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/guardians 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/guardians and 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/guardians 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/guardians are not allowed to drive their students, drop off or pick up their students early, even if they are attending as a chaperone.



ARRIVAL TO/DEPARTURE FROM SCHOOL

For safety reasons, students should not arrive at school more than thirty (30) minutes before the bell rings unless attending a supervised activity, such as teacher tutorials. Students should leave campus no later than thirty (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 fifteen (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.

TRANSPORTATION TO AND FROM SCHOOL

Please refer to the *Carpool and Traffic Plan* found on our website here <https://providencehall.com/parents/carpool/>.

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.

Riding to School

Non-motorized transportation to school is welcomed; however, students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, rollerblades, 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

Providence Hall does *not* coordinate carpools, nor are they responsible for them. Parents/guardians/ may organize carpools. If you are looking to carpool with other families in your area, contact the PTO representative to find out a Parent Organized Carpool to Providence Hall Spreadsheet.

In order to ensure student safety, parents/guardians 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

Please refer to our *Fee Policy and Collection of Delinquent Student Fees Policy* on our website here <https://providencehall.com/about-us/policies/>.

Please refer to our *Fees & Payments* page on our website here <https://providencehall.com/parents/fees-payments/> for *Fee Waivers, Free and Reduced Lunch Applications*, and instructions for both.

Please access *Providence Hall's Efunds* here <https://payments.efundsforschools.com/v3/districts/55901>.

School Fees

Providence Hall has a Basic Enrollment Fee that is paid through Efunds (<https://payments.efundsforschools.com/v3/districts/55901>) at the time of the Annual Online Registration & Information Update using the Skyward system (<https://providencehall.com/students/skyward/>) before the student's first day of school attendance. This fee can also be paid by calling the school front office and paying over the phone or paying in person in the school front office.

Junior High Fee Schedule <https://providencehall.com/juniorhigh/student-fees/>

High School Fee Schedule <https://providencehall.com/highschool/student-fees/>

Secondary Schools

Individual classes, clubs, activities, sports, or programs may also charge a fee and must be paid prior to participation.

Junior High Fee Schedule <https://providencehall.com/juniorhigh/student-fees/>

High School Fee Schedule <https://providencehall.com/highschool/student-fees/>



Meal Payments

Please see the Nutrition page of our website here <https://providencehall.com/parents/nutrition/>, which has, pricing, payment information, and Free & Reduced Lunch information and applications.

Please refer to the *Meal Account Balance Policy* on our website here <https://providencehall.com/about-us/policies/>.

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 student's 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 by accessing *Providence Hall's Efund*s here <https://payments.efundsforschools.com/v3/districts/55901>.

PARENT/GUARDIAN INVOLVEMENT AND VOLUNTEERS

It is crucial that both home and school focus on helping children be the very best they can be. Parents/guardians are members of our educational team. Parents/guardians can increase the effectiveness of the educational process in the following ways:

- Ensure your child arrives at 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 the PTO (Parent/guardian 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/guardians, 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 (<https://providencehall.com/about-us/policies/>), which is reviewed regularly by the School Improvement Committee.

Please refer to the *Title 1 Parent Engagement Policy* on our website here <https://providencehall.com/about-us/policies/>.

VOLUNTEERING

Providence Hall parents/guardians are expected to volunteer at least four(4) 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.

Please find the **Volunteer Log In** on our website here <https://providencehall.com/about-us/log-volunteer-hours/>.

Parents/guardians 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/Guardian
- 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

Please refer to the *Volunteer Background Check FAQs* found on our website here <https://providencehall.com/about-us/log-volunteer-hours/>.



Providence Hall Charter School

Herriman, UT 84096

Phone: 801.727.8260

providencehall.com

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/guardian, 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 Providence Hall PTO website for more information and opportunities (<http://www.providencehallpto.com/>).

POLICIES

Please access all our policies on our website found here <https://providencehall.com/about-us/policies/>.
