



Providence Hall Charter Schools 23-24 Student Handbook



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



CONTACT INFORMATION

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23-24 School Year Calendar

New Teacher Orientation	August 7-8, 2023
First Day: 6 th Grade	August 15, 2023
First Day	August 16, 2023
First Day: Kindergarten	August 23, 2023
Last Day: Kindergarten	May 22, 2024
Last Day	May 31, 2024

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

Labor Day-No School	September 4, 2023
Kindergarten No School	September 27 & 27, 2023
Thursday Early Out Day	September 28, 2023
Due to Late Night Parent Teacher Conferences-No School	September 29, 2023
Fall Break-No School	October 26-30, 2023
Tuesday Early Out Day	November 21, 2023
Thanksgiving Break-No School	November 22-24, 2023
Thursday Early Out Day	December 21, 2023
Professional Development-No School	December 22, 2023
Winter Recess-No School	December 25, 2023 - January 5, 2024
Martin Luther King Jr. Day-No School	January 15, 2024
Kindergarten No School	February 14 & 15, 2024
Thursday Early Out Day	February 15, 2024
Due to Late Night Parent Teacher Conferences-No School	February 16, 2024
Presidents' Day-No School	February 19, 2024
Professional Development-No School	March 18, 2024
Spring Recess-No School	April 1-5, 2024
High School Graduation-No School	May 24, 2024
Memorial Day-No School	May 27, 2024
Last Day-Friday Extra Early Out Day	May 31, 2024

Parent-Teacher Conferences

Semester 1 Elementary: September 25-28, 2023	Semester 2 Elementary: February 12-15, 2024
Semester 1 Secondary: September 27-28, 2023	Semester 2 Secondary: February 12-13, 2024

Focus Fridays (Personalized Learning Day for Students No In-Person School)

1 st Quarter: October 6, 2023	3 rd Quarter: February 2 & March 1, 2024
2 nd Quarter: November 3, 2023	4 th Quarter: May 3, 2024

End of Term Dates

1 st Quarter: October 13, 2023	3 rd Quarter: March 15, 2024
2 nd Quarter: December 21, 2023	4 th Quarter: May 31, 2024



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 *PHCS Civil Rights Disclosure*, the *Student Discrimination and Harassment Policy*, *Title IX*, and the *Bullying, Cyberbullying, Hazing, and Retaliation Policy* on the [Policies](#) page of our website.

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, Title IX, and retaliation you may contact the school Principal or the Human Resource Department, or fill out a grievance form found on the [website](#).. 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 the [Board of Trustees](#) page of our website to find out more about the Board, its members, and meetings. All stakeholders are encouraged to attend. Please note that in order to address the Board at a meeting, you must follow the public comment procedure found on the [Board Meetings](#) page of our website.

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 (board@providencehall.com).

IMPORTANT DOCUMENTS ON WEBSITE

Please refer to the [Policies](#) page of our website for the important documents below.

- | | | |
|--|-----------------------------------|-------------------------------------|
| *Teacher & Student Success Act Framework | *Title 1 Parent Engagement Policy | *School LAND Trust Plan |
| *Teacher & Student Success Act Plan | *Early Learning Plan | *Teacher & Student Success Act Plan |

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
 - o AM Kindergarten: 8:00am-11:00am, Early Release Days 8:00am 10:30am
 - o PM Kindergarten: 12:00pm-2:55pm, Early Release Days 11:00am-1:35pm
 - o All Day Kindergarten: 8:00am-2:55pm, Early Release Days 8:00am-1:35pm



ENROLLMENT INFORMATION

Please refer to applicable policies under the 6000-Instruction section of the [Policies](#) page of our website and the [Enrollment](#) page of our website.

Enrollment information can be found on the [Enrollment](#) page of our website. Please share enrollment 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 (6th-12th) 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 [PHCS Skyward](#) system before the student's first day of school attendance.

It is a very important process that allows Providence Hall to have the most up-to-date information on parents/guardians and their students, as well as providing them with required annual notices along with any opt-out information.

The following must be completed as part of the process:

- Verify Student & Family Info
- Update/Add Emergency Info
- Communicate Student Health Info
- FERPA Annual Notice & Opt-Out Info
- Policy Notice
- Student Handbook Notice
- Student Gmail & Google Workspace for Education Account Notice
- Sweatshirt Size (JH & HS)
- Walking Permission Slip Notice
- Fees & Payment Information
- Free & Reduced Priced Meals Eligibility Information
- Food Service Payment Info

THINGS NEEDED AT THE START OF THE SCHOOL YEAR

Check with the Enrollment Coordinator (Kristin Adams, kadams@providencehall.com) 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 (go to [School Forms](#) on our website). See the Health section in this Handbook for more information.
- Optional forms such as the Parking Permit (high school), etc.

CUSTODIAN AND GUARDIANSHIP

The Enrollment Coordinator (Kristin Adams, kadams@providencehall.com) 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. Skyward family records also need to reflect current divorce/guardianship family situations so parents/guardians in Skyward are in the proper family unit/address. In most divorce cases, both parents continue to have equal rights, such as access to information where their student is concerned and both continue to have parental rights of the minor children in some capacity (e.g., visitation rights). If you have a court order that limits the rights of one parent in matters relating to access to school records, school decisions, or physical access to the student, the Enrollment Coordinator (Kristin Adams, kadams@providencehall.com) must have a copy of that on file in your student's confidential file, otherwise we must provide equal rights and access to both 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 the [PHCS Skyward](#) system immediately by the parent/guardian, or you can contact the Enrollment Coordinator (Kristin Adams, kadams@providencehall.com) 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 Enrollment Coordinator (Kristin Adams, kadams@providencehall.com) 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, a parent/guardian must complete the school withdrawal form and the student must complete check-out steps with the school, such as clearing out from the library, etc.



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. Teachers can be emailed directly through the [PHCS Skyward](#) system. 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 (Junior High & High School)

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. Teachers can be emailed directly through the [PHCS Skyward](#) system. 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, [PHCS Skyward](#), at any time to receive up-to-date information on grades, attendance, discipline, and other school-related information.

A link to the [PHCS Skyward](#) login page is found at the top of our website here.

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* under the 2000-Operations section of the [Policies](#) page of our website or ask at each school’s front office.

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. Please refer to the 23-24 LEA Calendar on the [Calendar](#) page of our website. 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** or through the [ProvidenceHallApp Alert](#) 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* found in the 5000-Students section of the [Policies](#) page of our website. The purpose of this policy is to provide directives to assist Providence Hall in complying with Utah Compulsory Attendance Laws, which requires every school age child (6-18) be enrolled in school and attend regularly. Additionally, this policy is to help students identify and resolve



problems with being present and on time since parents/guardians and students are responsible for regular and punctual attendance of all their classes.

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

A note or phone call explaining a student's absence is required for each day a student misses school to excuse the student's absences. All students, regardless of age, are required to have a parent/guardian excuse absences and/or tardies from late check-ins to school (tardies during the school day are not eligible to be excused).

A parent/guardian has ten (10) school days after the date of an absence and/or tardy from a late check-in to school to excuse the absence and/or tardy from a late check-in to school.

The *Attendance Policy* found in the 5000-Students section of the [Policies](#) page of our website includes policy on the following:

- Excused Absences:
- Unexcused/Truant Absences
- Tardies
- Administrative Penalties
- Appeals Procedure
- Release from Compulsory Education

STUDENT HEALTH

Please refer to the [Health Services](#) page of our website.

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 (go to "School Forms" on our website).
- 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 (go to "School Forms" on our website).

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. There is an Asthma Care Plan form or Allergy Action Care Plan form to complete and return to the school nurse (go to the [Health Services](#) page on our website).

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 [PHCS 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 [PHCS 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 the [PHCS Skyward](#) system 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 (go to the [Health Services](#) page on our website).

SCHOOL MEAL PROGRAM

Please see the [Food Services](#) page of our website, which has Menus ([Mealviewer](#)), 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* under the 3000-Finance section of the [Policies](#) page of our website.

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 (go to the [Food Services](#) page of our website). 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.)
- 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 [Efundz](#).
- 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 (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, 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. Complainants can submit a grievance online through the school [website](#) or in writing. If the complainant is unable to prepare the complaint in writing, administrative staff shall help the complainant 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 ninety (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 one hundred and twenty (120) 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.

STUDENT CODE OF CONDUCT

Please refer to the *Discipline Policy* in the 5000-Students section of the [Policies](#) page on our website.

Students are responsible to know, understand and adhere to content in this handbook and all Providence Hall policies applicable to students.

Safe, civil, responsible, and respectful conduct is expected of all students at school or school sponsored activity. Significant or repeated disruptions may be disciplined according to the procedures established in Providence Hall policy.

Behavior at School

Students are expected to contribute to a productive learning environment in a safe, civil, responsible, and respectful manner.

Behavior at School Sponsored Activities

As spectators or participants, students are expected to demonstrate appropriate behavior, citizenship, and sportsmanship at all activities and to conduct themselves in a safe, civil, responsible, and respectful manner.

Protection and Care of School Property

Students are expected to use school devices, resources, equipment, and facilities in a safe, civil, responsible, and respectful manner so that school property is preserved and protected.

Digital Citizenship

Students are expected to use, possess, or care for Providence Hall owned electronic devices or resources used for digital access, commerce, or communication in a safe, positive, courteous, and responsible manner in accordance with the standards established in Providence Hall Policy.

DISCIPLINE

Please refer to the *Discipline Policy* in the 5000-Students section of the [Policies](#) page on our website.

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.



Immediate Office Referral

The *Discipline Policy* in the 5000-Students section of the [Policies](#) page on our website lists types of infractions. Included in this policy is a list of Major Infractions that result in an immediate office discipline referral to building Administration and usually lead to out of school suspension. Also included in this policy is a list of Prohibited Conduct and Related Discipline that usually lead to school suspension and/or expulsion.

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.

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

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

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 at the Elementary School

- Enter quietly with your hands to yourself.
- Find a seat and make room for others.
- Talk with soft voices.
- Empty all trash on the table and floor (even if not yours).
- Return to your 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 at the Secondary Schools (Junior High & High School)

- 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 at 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 at the Secondary Schools (Junior High & High School)

- 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 traveling 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

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
- ★ Easy to implement & enforce
- ★ Minimize Distractions
- ★ Appealing, comfortable & easy to obtain

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.
- Clothing or appearance should never cause a disruption to the learning environment.
- 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.
 - NEVER call undue or excessive attention to the body through fit or style.
 - NEVER reveal midriff skin, so tops should be long enough to tuck in & stay tucked in (doesn't have to be worn tucked in though).
 - NEVER be sleeveless (this includes tank tops, halter tops, etc.), or have deep or plunging necklines.
 - NEVER be short or expose skin higher than mid-thigh when standing naturally (ripped pants, shorts, skorts, skirts, dresses, etc.)
 - NEVER be bottoms that sit lower than the top of the hipbone.
 - NEVER advertise drugs, alcohol, tobacco, acts of violence, or lawlessness, be associated with gangs, illicit drugs, illegal substances, or have offensive or vulgar language, designs, or images or inflammatory political statements, messages, or images.

Logos

- 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.

Dress Code Colors

- Approved colors (for tops & bottoms) are SOLID navy blue, classic red, white, black, tan, or gray. 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).
- Bottoms can have cargo pockets or be jogger style and be in fabric of your choice, but no traditional blue jeans are allowed.
- Color blocking (JH and HS) of approved dress code colors (the combination of relatively large areas of two to three solid colors) is allowed for junior high or high school. Plaids, stripes, prints, and other such patterns are NOT color blocking.
- One-piece outfits (jumpers, jumpsuits, dresses, etc.) in approved colors are fine.
- Providence Hall spirit wear from the school, PTO, or school-sponsored sport/club can be worn.

Shoes, Socks & Accessories

- Shoes, socks, purses, backpacks & accessories can be of your choice as long as they follow the dress code guidelines.
- No flip-flops, slippers, or shoes with wheels are allowed.
- Jewelry, makeup & hair accessories should be appropriate for school.

DRESS CODE COLOR EXAMPLES



COLOR BLOCKING EXAMPLES JUNIOR HIGH AND HIGH SCHOOL ONLY



PROVIDENCE HALL LOGOS & GRAPHICS EXAMPLES





Dress Down Days

- ❖ Dress-down days are special days that are approved and announced by the school.
- ❖ Every Friday is a dress down day.
- ❖ 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.

Junior High & High School Consequences for Violating Dress Code

All violations will be noted and tracked in the [PHCS Skyward](#) system.

1st Violation - Warning with change of clothes provided.

2nd Violation - Parent communication via email & parent brings clothes.

3rd Violation - Meeting with parent, 30 minutes after school detention (HS)/Turn Around Time /(JH) & parent brings change of clothes.

4th Violation - 60 minutes after school detention(HS)/Turn Around Time (JH) & parent brings change of clothes.

5th Violations - 1 day out of school suspension & parent notified that further violations will result in suspensions and possible expulsion hearing.

Elementary School Consequences for Violating Dress Code

1st Violation - Parent communication by teacher.

2nd Violation - Parent communication by teacher, administration notified, & violation noted and tracked in [PHCS Skyward](#) system.

3rd and Subsequent Violations - Parent contacted by administration & violation noted and tracked in [PHCS Skyward](#) system.

ELECTRONIC DEVICE & INTERNET ACCEPTABLE USE

Since Electronic Devices and Internet Use tends to be a commonly occurring issue with students, we’ve decided to insert some of the portions of the 5000-Students section of the [Policies](#) below in this handbook, but remember that what is in this handbook below is just a portion of the *Electronic Device & Acceptable Use Policy*.

The entire policy can be found in the 5000-Students section of the [Policies](#) page on our website.

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 ONE (1) device brought from home that accesses the school’s wifi. If students bring more than one (1) device 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: Parent/guardian is contacted and required to come in and get the electronic device
- 3rd Offense: Parent/guardian meeting and parent must come in and pick up the device.
- 4th Offense and Beyond: Parent/guardian meeting and device turned into the front office at the beginning of the day until an agreed upon time.

Per Utah Code 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 employee 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.

Students may wear smartwatches but the teacher has the right to ask students to take them off and stow them in their backpack while they are in class. Students may not use their watches as a communication device, video game device, or calculator during instructional time. Students who violate these rules are subject to the above consequences.

All of the following is found in the *Electronic Device & Acceptable Use Policy*:

- Acceptable Use
- Unacceptable Use
- Providence Hall Rights and Responsibilities
- Disclaimer
- Agreements & Signatures



- Student Liability
- Electronic Mail Guidelines
- Password Guidelines
- Enforcement

Violations of the *Electronic Device & Internet Acceptable Use Policy* will be subject to consequences under the *Discipline Policy*.

ACADEMICS

Please refer to the 6000-Instruction section of the [Policies](#) page on our website.

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.

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

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.

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
- Elective Courses: 8.0 credits
- Senior Capstone 0.0 credits



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 please see the [Assessments](#) page of our website and refer to applicable policies on the [Policies](#) page of our website.

Homework

Please refer to the *Homework Policy* in the 5000-Students section on the [Policies](#) page of our website.

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 (Junior High & High School)

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



Late Work/Grade Locks

Elementary

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.

Junior High School

Unless prior agreement is reached with a student to accommodate a known and justified delay, there are monthly grade locks for all classes. These grade locks are meant to help students prioritize their time and prepare for high school and post-high school programs.

- **Monthly Deadlines**: The last day of each month within its respective term is the deadline for any late or missing work to be submitted without penalty for all classes.
- **Communication**: Teachers will communicate deadlines, and inform students & parents/guardians of missing and late assignments on a weekly basis via [PHCS Skyward](#).
- **Reminders**: Reminders about monthly grade locks will be sent out via [PHCS Skyward](#) as well as in the school newsletters.
- **PHCS Skyward Alerts**: Weekly grade reports will be sent out to parents/guardians through the [PHCS Skyward](#). It is **essential** that parents/guardians have updated emails and contact information in [PHCS Skyward](#).
- **Absences**: Teachers will follow attendance procedures outlined in this handbook for absent students.

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 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 on our website.
 - ★ 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 [PHCS Skyward](#) in one week or less. Because late work can be problematic for teachers to grade as quickly, teachers will have the option to grade a late project later as well. Teachers are still 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

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 academic honesty policy is designed to promote integrity, ethical behavior, and responsible use of information and technology. This policy applies to all students and employees within our community.



Definitions

- **Academic Honesty:** Academic honesty encompasses the principles of trust, integrity, and fairness in all academic pursuits. It includes the originality of ideas, proper citation and acknowledgement of sources.
- **Malpractice:** Providence Hall defines malpractice as behavior that results in, or may result in, an individual or any other individual gaining an unfair advantage in one or more assessment components.
- **Plagiarism:** Plagiarism is defined as a form of cheating when an individual takes another person's work and tries to present it as their 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:** Collusion is defined as supporting malpractice by another individual, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of Work:** Duplication of work is presentation of the same work for different classes, teachers, or grade levels.
- **Other:** Any other behavior that gains an unfair advantage for an individual or that affects the results of another individual. Including, but not limited to, taking unauthorized material into an examination room, misconduct during an examination, falsifying a record, disclosure of information to and receipt of information from individuals about the content of an examination without permission from the teacher.

Academic Integrity Expectations

- **Assignments and Assessments:** All assignments, projects, and assessments must be completed individually, unless explicitly stated as a collaborative effort by the instructor. Students should avoid unauthorized sharing of work or answers.
- **Citations and References:** All sources of information must be properly cited and referenced using appropriate citation styles. Students should familiarize themselves with citation guidelines and provide accurate attributions.
- **Collaboration:** Students should respect collaboration guidelines established by instructors. When working in groups, it is important to contribute equally, respect others' ideas, and give proper credit for shared work.
- **Technology Usage:** Students are expected to follow the school's technology policy and guidelines. Any attempt to misuse or manipulate technologies for unfair advantage is strictly prohibited.

Education and Support

Providence Hall will provide ongoing education and support to students and employees to promote awareness of academic honesty principles and proper citation practices. Resources, workshops, and guidance will be made available to foster a culture of integrity and ethical behavior.

By adhering to this academic honesty policy, we commit ourselves to fostering an environment of trust, fairness, and intellectual growth. Together, we can uphold the values of integrity, ensuring a high standard of academic excellence within our public charter school community.



Progressive Discipline for Academic Dishonesty	
1 st Incident:	<ul style="list-style-type: none"> ● zero received on assignment/test with an opportunity to redo the assignment will be provided ● student education on proper academic procedures ● phone call to a parent/guardian ● discipline record in PHCS Skyward
2 nd Incident:	<ul style="list-style-type: none"> ● zero on assignment/test ● meeting with parent/guardian, teacher, and administration ● discipline record in PHCS Skyward ● detention
3 rd Incident:	<ul style="list-style-type: none"> ● zero on the assignment/ test ● meeting with parent/guardian, teacher, and administration ● discipline record in PHCS Skyward ● suspension
4 th Incident:	<ul style="list-style-type: none"> ● zero on the assignment/ test ● meeting with parent/guardian, teacher, and administration ● discipline record in PHCS 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.

Report Cards

Grades are computed each quarter and report cards are sent home with the student as well as made available on [PHCS 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 [PHCS Skyward](#) Student Access or Family Access. It is recommended that students and parents/guardians regularly check [PHCS 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 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 [PHCS Skyward](#), our Student Information System, regarding their progress in class. These notifications may be given daily, weekly, monthly, or quarterly. Your [PHCS 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; and
- 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

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 & 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 individual coach 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** in the 6000-Instruction section on the [Policies](#) page of our website.

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. Students that fall below a 3.0 GPA will be put on academic probation for one quarter. If GPA requirements are not met by the end of the following quarter, student will be removed from the position.
3. Students must maintain good citizenship and attendance standing. Students whose behavior results in suspension for violating the *Discipline Policy*, *Student Discrimination and Harassment Policy*, or the *Bullying, Cyberbullying, Hazing and Retaliation Policy* 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 violating the *Discipline Policy*, *Student Discrimination and Harassment Policy*, or the *Bullying, Cyberbullying, Hazing and Retaliation Policy* 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 (High School)

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 the *Search and Seizure Policy* in the 5000-Students section on the [Policies](#) page of our website.

Junior High

Lockers will be assigned to every 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.

Please refer to the *Search and Seizure Policy* in the 5000-Students section on the [Policies](#) page of our website.

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

During class periods, a student is admitted to the library by written permission only, which is obtained from a teacher or other authorized PHCS staff member. When in the library students are expected to be quiet, courteous, and to use the materials responsibly. Fines will be charged for damaged or lost library materials (e.g., books, technology).

Secondary Schools (Junior High & High School)

Students may be issued library materials (e.g. books, technology). These library materials become the responsibility of the student to whom they are assigned. Students should not loan issued library materials to others or put them in other people's lockers, desks, backpacks, etc. At the end of the semester/year, fines will be assessed for lost or damaged library materials. Protecting library materials appropriately is always a good idea.

ALTERNATIVE LANGUAGE SERVICES

Please refer to our *Language Access Policy* in the 6000-Instruction section on the [Policies](#) page of our website.

Providence Hall identifies potential Multilingual 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 students.



SPECIAL EDUCATION

Please refer to the [Special Education Services](#) page of our website.

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 see the [Special Education Services](#) page of our website where you will find the *Special Education Policy and Procedure Manual*, *Procedural Safeguards Notice*, contacts, and other information.

504 PLANS

Please refer to the [Section 504](#) page of our website.

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 see the [Section 504](#) page of our website where you will find the *504 Notice of Nondiscrimination*.

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.

Secondary Schools (Junior High & High School)

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.

Please refer to applicable policies in the 2000-Operations section of the [Policies](#) page on our website.

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.

Personal Property

Providence Hall understands that employees and/or students may sometimes bring items of personal property to school. Providence Hall is not responsible for any personal property of employees, students and/or visitors. Providence Hall does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property. Providence Hall encourages employees and students to obtain appropriate insurance for such items.

Items Not Allowed At School

PHCS 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 (Junior High & High School)

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.

If your student misplaced a Field Trip Permission Form please contact the school for a replacement or go to the [School Forms](#) page of our website for a blank one only if you are unable to get one pre-filled out for the field trip from the school.

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 an Administrator or Teacher. 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 [Drop Off & Pick Up](#) and [Safe Walk Route Map](#) pages of our website.

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, see the [Parent Organized Carpool Sign-Up](#) section of the [Drop-Off & Pick-Up](#) page of our website.

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 the *Fee Policy* and *Collection of Delinquent Student Fees Policy* in the 3000-Finance section of the [Policies](#) page of our website.

Please refer to the [School Forms](#) page to access *Fee Waivers, Free and Reduced Lunch Applications*, and instructions for both.

Please access Providence Hall's [Efunds](#).

School Fees

Please refer to the [Fee Schedules](#) page on our website.

Providence Hall has a Basic Enrollment Fee that is paid through Providence Hall's [Efunds](#) at the time of the Annual Online Registration & Information Update using the [PHCS Skyward](#) system 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.

Secondary Schools (Junior High & High School)

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

Meal Payments

Please see the [Food Services](#) page of our website, which has pricing, payment information, and Free & Reduced Lunch information and applications.

Please refer to the *Meal Account Balance Policy* in the 3000-Finance section of the [Policies](#) page on our website.

Payments to your student's meal account can be made in the front office of the school or through your [PHCS 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 [Efunds](#).

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 found at the bottom of the "Policies" page of our website, which is reviewed regularly by the School Improvement Committee.

Please refer to the *Title 1 Parent Engagement Policy* in the 6000-Instruction section of the [Policies](#) page on our website.

VOLUNTEERING

There are 3 steps that must be completed to be an approved Providence Hall Volunteer that are found on the [Volunteers](#) page of our website. Providence Hall has established procedures that adhere to Utah state law requiring screening prospective volunteers. Current employees do not need to go through the volunteer process/complete the steps.



Providence Hall Charter School

Herriman, UT 84096

Phone: 801.727.8260

providencehall.com

1. STEP 1 - Annual School Year Volunteer Preferences & Agreements Google Form (found on the [Volunteers](#) page of our website): You must complete the Google form every school year to remain an active Volunteer.
 2. STEP 2 - Annual School Year Code of Conduct Training Video & Acknowledgement Form (found on the [Volunteers](#) page of our website): You must watch the training video and complete/return the acknowledgement form to PH every school year to remain an active Volunteer.
 3. STEP 3 - One-time Background Check (Fingerprinting) - that is monitored through registration with the WIN/FBI Rapback system, which is maintained by the BCI (found on the [Volunteers](#) page of our website): You must successfully clear this check. If you were fingerprinted with Providence Hall previously you may or may not still be on WIN/FBI Rapback with us, so email skirsch@providencehall.com to find out if you need to be re-fingerprinted. It can take 2-12 weeks to complete the background review depending on your background history, so plan ahead of time accordingly of when you want to volunteer for the first time.
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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).

POLICIES

Please access all Providence Hall policies on the [Policies](#) page of our website.
