

Important Contact Information

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School Hours

7:30 AM - 4:00 PM

These hours are subject to change due to holidays, in-service or other campus events that might arise during the year.

(P) 210 224-6651

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New Parent Survival Guide



School Day:

Each Day the Call Bell (Tardy Bell) rings at 8:00 AM. All students regularly report to an advisory class, assigned according to the student's grade level. Advisory time is for students to get critical information regarding class activities, campus events, and academic advising. During this time our broadcast students produce, *ProvetTV*. This is a closed broadcast of community news and announcements.

Students attend class on an A/B day alternating schedule (Block Schedule). A and B days are noted in a student planner. Special Bell schedules are used for Mass and Assemblies, which allot time for these special events.

Each day the dismissal bell rings at 3:05 PM. At 3:00 PM student council officers lead the community with end of day prayer followed by campus announcements over the PA system. These announcements and each *ProvetTV* broadcast are also posted on the Online Parent Portal.

Attendance:

A parent/guardian MUST call the Attendance Clerk at 224-6651, ext. 201, by 9:00 AM when a student is going to be absent.

Following an Absence, the student will report to the Attendance Office before the next regularly scheduled advisory and present the signed/dated note from parent/guardian or doctor explaining the reason for absence.

Absences due to Teen ACTS Retreats or any other officially sponsored parish religious retreats may be excused. Written verification from the sponsoring organization/parents is required at least 2 weeks in advance to grant an excused absence.

Students are tardy to school if they are not in advisory when the bell rings.

Online PlusPortal:

Parent login codes are sent via email at the beginning of the school year. It is important that an updated Parent email is on file in the school office. Students receive code from advisory teacher. Check all of the following by signing in through the Providence website:

Daily Reports	School announcements	Grades
Assignments	Service Hours	Email Teacher

Leader: Let Us Remember:

All: That we are in the Holy Presence of God

In the Name of the Father, of the Son, and the Holy Spirit

Providence Prayers

Adapted from the Act of Abandonment

Blessed John Martin Moye

Founder of the Sisters of the Congregation of Divine Providence

Holy, wise, generous, and loving Providence!

We thank you for the many blessings you have given to us up to this moment, and we place our trust in your continued care for us and in your unconditional love. We ask that you guide us in your ways, govern us at every moment of our lives, and bring us to the fullness of being that you have destined for us from all eternity.

May we please you and give you glory forever.

Amen.

Leader: Praised and Blessed be Divine Providence:

All: Now and Forever

In the Name of the Father, of the Son, and the Holy Spirit

This prayer is recited by the entire Providence Community at the close of every school day.

Congregation of Divine Providence

Sr. Pearl Cesar, CDP

CDP Superior General

Board of Directors

Chair Carmen Hinojosa-Laborde '76

Vice Chair Liz Melson '75

Treasurer Sr. Patricia Regan, CDP

Secretary Mary Botello '70

Providence Community Association

The PCA is an organization we wish all parents, teachers, and alumnae to be a member. No membership fee required. The PCA is called upon for service hours, donations, fundraising and support of the many events and activities our students participate in. Major events that we seek parent involvement are shared at the Parent Info Night in August. Parents can sign up to volunteer at each of these event and serve on various committees.

Each grade level is represented by a Parent Rep. Information on activities, fundraisers and community needs are sent via email through our PCA.

The Athletic Booster Club also provides quarterly reports and updates to the PCA about athletic teams and fundraising projects.

Quarterly Meetings are held at 6:00 pm in the Cafeteria or Gym.

More information can be found in the student-parent handbook that is distributed on the first day school each year..

For the most current school information visit our website at www.providencecatholicsschool.net

Uniforms:

1. Students are required to wear the school uniform each day, unless a day is designated as a non-uniform dress day.
2. The skirt and short length must be no more than 3 inches above the bend at the back of the knee.
3. No hooded sweatshirts of any type are to be worn on any school day.
4. Athletic team warm-ups of any type may not be worn during the school day.
5. Polo's and approved sweatshirts and outerwear sold in the Spirit Shop are permitted to be worn during the school day, exceptions when Mass attire or formal occasion is requested.
6. Gently Used Uniforms are sold during the summer, and as available.

Library:

Library Hours: Monday through Friday 7:00AM to 5:00PM

These hours are subject to change due to holidays, in-service or other campus events that might arise during the year.

Middle School students in the library between 4:00PM and 5:00PM must be signed out by their parent/guardian.

Service Hours:

Service hours are required for all students.

MS 10 hours per year (all 10 hours can be completed at PCS)

HS 25 Hours per year (only 10 hours can be completed at PCS)

Students must turn in their service hour forms to the service hour coordinator each quarter when they are completed. These hours are then posted on their Report Card. Forms can be found on the Campus Life page on the website.

Lunch

Lunch cards can be purchased in the school cafeteria before school and during lunch for \$20. (5 lunches) The student tray is \$4.00 and a la carte items are available daily at various prices. Lunch cards can be purchased via cash or check made out to Fuentes Enterprises. The monthly lunch menu is posted under News on the school website.

SchoolWay:

SchoolWay is the school's official FREE mobile app. Users receive updates & information via the mobile app or text message. **Code: 6ioj46**

Safety/Supervision:

Providence is a closed campus. Once on the school premises students may not leave campus and return to campus without administrative and parent/guardian approval. An officer is present on campus after school from 3:00 PM—5:30 PM, and at community events hosted on campus.

The school cafeteria and library are open at 7:00 AM for students who arrive early. The front doors are open at 6:00 AM.

At 4:00 PM, all students must clear the hallways if they are not with an assigned sponsor/coach for extra-curricular activity or teacher for tutoring.

- Middle School students must go to the library from 4:00-5:00 PM where a parent/guardian must sign them out.
- High School students may wait on the front porch or in the school lobby. HS students do not have to be signed out by a parent/guardian.
- Middle school students not picked up by 5:00 PM from the library will be assigned to an administrator and must be picked up and signed out by 6:00 PM. A \$10.00 fee per day will be assessed. Parent/Guardian may pre-pay \$100 in the first week of the month for each month after-school supervision is needed.

Traffic Flow/Parking:

There are two entrances to the Providence Campus from St. Mary's Street.

- The Sr. Antoinette Gate is closed during the day from 8:30 AM—2:00PM for security.
- Everyone must exit on the side of the Gym to Brooklyn Ave.
- During peak hours (e.g. before and after school or during campus wide functions) you must exit to the right on Brooklyn Ave.

Visitors may park along the Friendship Circle and on the right side on Sr. Antoinette Drive for events on campus during school hours. After school, numbered parking spaces are available to any visitor.

ATHLETICS

High School sports teams compete as a member of Texas Association of Private and Parochial Schools (TAPPS) in class 5A.

Volleyball Cross Country Basketball Swimming
Track & Field Softball Bowling

Middle School sports teams compete as a member of the Archdiocesan Independent Athletic League (AIAL) in class 2A.

Volleyball Cross Country Basketball Track & Field Softball

Both leagues have minimum eligibility requirements that student-athletes must meet, along with sportsmanship and scheduling guidelines. This information is presented annually at an Athletics Info Night in early August. Each sport also conducts a pre-season meeting prior to or in the first week of the season.



Campus Life Clubs/Organizations

MIDDLE SCHOOL

Student Council*

NJHS*

Fitness Council*

Math & Science Club

Art Club

Page Turners Book Club

Strings Club

French Club

Drama Club

Liturgical Choir

Moye Prayer Group

HIGH SCHOOL

Student Council*

NHS*

Natl. Spanish Honor
Society*

Natl. Art Honor Society*

Mu Alpha Theta*

Progressions Dance
Troupe*

Show Choir*

Fitness Council*

Rotary Interact

Global Justice Com-
mittee

Liturgical Choir

Moye Prayer Group

Page Turners Book Club

Drama Club

French Club

Ecology Club

*denotes club/
organizations that con-
duct elections/auditions
or students must meet
academic /application
requirements to join.