

PROVIDENCE CATHOLIC SCHOOL HANDBOOK CONTRACT

THIS CONTRACT IS PART OF THE STUDENT'S FILE. PLEASE SIGN, DATE, AND RETURN THIS CONTRACT TO PROVIDENCE BY THE END OF THE FIRST WEEK OF SCHOOL.

While the Student-Parent/Guardian Handbook is intended to provide guidance to students and parents/guardians, it is not comprehensive and is not intended to be a limitation on the authority of the Administration to deal with students as deemed necessary or appropriate. The Administration retains the right to amend this Student-Parent/Guardian Handbook at any time as deemed necessary or appropriate. In the event that changes are made, students and parents will be notified.

All students and parents/guardians are held responsible for knowing and abiding by the policies and procedures set forth in the Student-Parent/Guardian Handbook.

Student Acknowledgement

I have read the Student-Parent/Guardian Handbook and agree to abide by its policies and procedures. I promise to do my best to fulfill my responsibilities as set forth in the "Statement of Responsibilities," and to work hard to achieve my potential as a student and a young woman of Providence.

Student Signature

Date

Advisory Room # _____

Parent/Guardian Acknowledgement

I have read the Student-Parent/Guardian Handbook and agree to abide by its policies and procedures and to discharge my responsibilities as set forth in the "Statement of Responsibilities."

Parent/Guardian Signature

Date

PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

1215 N. St. Mary's St., San Antonio, TX 78215

Telephone: 224-6651, Fax: 224-6214

www.providencehs.net

Student-Parent/Guardian Handbook 2016-2017

ALICIA GARCIA

Principal

MARCELO EURESTE

Assistant Principal

ELISE DENOUX

Athletic Director/Campus Life Director

**Providence is a smoke-free, drug-free, alcohol-free, weapon-free, harassment-free campus.
Mutual respect is expected among all students, teachers, staff and parents.**

This Handbook belongs to: _____

BELL SCHEDULE 2016-2017

Regular Day	
Call Bell	7:50
Provet TV	8:00
1st Block (A/E)	8:15
2nd Block (B/F)	9:50
3rd Block (C/G)	
1st Lunch	11:25
HS Class	12:00
MS Class 1	11:25
2nd Lunch	12:20
MS Class 2	12:55
HS Class	11:25
3rd Lunch	1:00
4th Block (D/H)	1:35
Announcements	3:00
Dismissal	3:05

Extended Advisory	
Call Bell	7:50
Provet TV/Advisory	8:00
1st Block (A/E)	8:30
2nd Block (B/F)	10:00
3rd Block (C/G)	
1st Lunch	11:30
HS Class	12:05
MS Class 1	11:30
2nd Lunch	12:20
MS Class 2	12:55
HS Class	11:30
3rd Lunch	1:00
4th Block (D/H)	1:35
Announcements	3:00
Dismissal	3:05

Morning Assembly	
Call Bell	7:50
Provet TV	8:00
Assembly	8:15
1st Block (A/E)	9:15
2nd Block (B/F)	10:34
3rd Block (C/G)	
1st Lunch	11:53
HS Class	12:27
MS Class 1	11:53
2nd Lunch	12:42
MS Class 2	1:16
HS Class	11:53
3rd Lunch	1:12
4th Block (D/H)	1:46
Announcements	3:02
Dismissal	3:05

A/B Day - 8 Period Schedule	
Call Bell	7:50
Provet TV	8:00
A Block	8:15
B Block	9:04
C Block	9:53
D Block	10:42
E Block	
1st Lunch	11:31
HS Class	12:00
MS Class 1	11:31
2nd Lunch	11:56
MS Class 2	12:24
HS Class	11:31
3rd Lunch	12:20
F Block	12:49
G Block	1:38
H Block	2:17
Announcements	3:00
Dismissal	3:05

Noon Dismissal	
Call Bell	7:50
Provet TV	8:00
1 st Block (A/E)	8:15
2 nd Block (B/F)	9:10
3 rd Block (C/G)	10:05
4 th Block (D/H)	11:00
Announcements	11:50
Dismissal	12:00

MISSION STATEMENT

Providence Catholic School, a college preparatory institution for young women, which is sponsored by the Congregation of Divine Providence, provides a program of academic excellence grounded in faith and trust in a Provident God. Providence prepares young women of diverse backgrounds for the world of tomorrow and encourages them to develop intellectual curiosity, deepen their faith, practice integrity, and seek justice.

CORE VALUES & BELIEFS

Strive for EXCELLENCE

We believe...

- A Providence education fosters academic excellence through a rigorous program of study tempered by support and love which prepares each student to succeed personally, professionally, and spiritually.
- The curricular and extra-curricular programs encourage the development of leadership potential in all students.
- Excellence requires commitment, dedication and focus.
- Families play a proactive, collaborative role in the successful education of their students.
- The Providence community engages in constant learning.

Nourish FAITH in God

We believe...

- Faith provides a moral and spiritual foundation for achievement and academic success.
- Nurturing the faith of students through prayer, theological studies, retreats, and service fosters a sense of community.
- All students should become self-aware and responsible young women who have pride in their womanhood and choose to be of service to others.
- The Providence Community should model and support Catholic values and morals.

Practice INTEGRITY

We believe...

- Our learning environment promotes self-respect and self-confidence, while supporting the development of each student's talents.
- The learner is at the center of the teaching/learning process.
- Students learn to critically assess their choices and accept responsibility for their actions.
- The Providence Community members should be respected as unique and valuable with God-given talents and potential for success.

Work for JUSTICE

We believe...

- Students should be informed of the needs in the local and global community.
- Students are given the opportunities to be active participants in seeking justice, peace, & freedom.
- Inclusivity and diversity are integral to our community.
- Respectful teaching provides both challenge and praise.
- Learning best happens in a safe environment of mutual trust, fairness, respect and support.

Providence Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED) and the Southern Association for Colleges and Schools (SACS).

CHARACTER STATEMENT

The Providence Community believes that each person is created in the image and goodness of God. As women of faith, each student is expected to conduct herself in a manner that is representative of and uplifting to Providence Catholic School and young women in general. The Administration and faculty of Providence have high expectations of every student.

Providence women:

- Are women of courage and perseverance.
- Are compassionate, honest, and loyal.
- Are responsible and self-disciplined.
- Treat all with dignity and respect, including themselves.
- Grow in relationship with God and are loyal to Christian ideals and values.
- Do their part to make the world a better place.

STATEMENT OF STUDENT AND PARENT/GUARDIAN RESPONSIBILITIES

Student Responsibilities:

- ◆ Know and abide by school and classroom policies and regulations.
- ◆ Be responsible for one's own behavior.
- ◆ Attend school regularly, on time, and be prepared with the necessary learning materials.
- ◆ Be trustworthy and have academic integrity.
- ◆ Respect the personal, civil and property rights of all members of the Providence community.
- ◆ Conduct oneself in a manner that is conducive to learning and does not interfere with the teachers' right to teach or the students' right to learn.
- ◆ Accept the consequences of inappropriate behavior.
- ◆ Adhere to the dress code and be well groomed.
- ◆ Take care of the school by helping to keep it clean, vandalism free, and safe.

Parent/Guardian Responsibilities:

- ◆ Uphold the philosophy and purpose of Providence Catholic School.
- ◆ Cooperate with the school in both educational and disciplinary policies.
- ◆ Help the student learn and comply with the policies and procedures of Providence.
- ◆ Assist the school in maintaining financial integrity by keeping tuition account current.
- ◆ Encourage, support, and assist the student in achieving personal and academic success.
- ◆ Maintain communication with the school and provide updates on address and phone number changes.
- ◆ Participate in Parent-Teacher Conferences, fund-raisers, and other activities in which the student is involved.
- ◆ Keep lines of communication open with the student.
- ◆ Teach the student self-discipline, respect for authority and for the rights of others.
- ◆ Teach the student to assume responsibility for her behavior and accept the consequences of inappropriate behavior.

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ADMISSIONS

Admission to Providence Catholic School (Providence) is open to girls regardless of religion or ethnic background. Because all persons need the means to establish personal value systems, the school admits students with varying abilities if their needs can be met at Providence.

Applicants for the 6th, 7th and 8th grade classes will be asked to submit an application, copies of their current report cards, and copies of their permanent records with all standardized test results from their current schools. Applicants for the 6th and 7th grade must take the Middle School Placement Test. An interview with the Admissions Committee may also be required.

CODE OF CONDUCT

Harassment Free Environment for Students: We believe that learning best happens in a safe environment and all students are to be treated with dignity and respect. Providence does not condone harassment of any kind, which includes, but is not limited to, BULLYING and/or HAZING. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Providence defines harassment to include conduct or communication involving adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. If a person feels uncomfortable, pressured, threatened, or in danger, then it is unwelcome and can constitute harassment.

Physical harassment includes unwelcome and unwarranted physical contact, including, but not limited to: touching, patting, pinching; assault; deliberately impeding or blocking movements; any intimidating interference with normal school work or movement.

Sexual harassment includes behaviors that are unwanted and sexual in nature such as verbal comments; unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or presumed sexual activities or sexual orientation; sexual advances; unwelcome sexual propositions, invitations, solicitations, and flirtations; requests for sexual favors; touching; sexual name-calling; sexual rumors, "sexting" via any form of electronic communications, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- ◆ Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- ◆ Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes, but is not limited to the following: derogatory remarks, jokes, or slurs; name-calling; gossip and/or rumors of a derogatory nature; conversation which is uncomfortable or too personal in nature; unwelcome suggestive or insulting sounds or whistles; belligerent or threatening words spoken to another; obscene phone calls, or use of ANY electronic means as follows:

- Whether occurring within or outside of school, when a student's use of electronic communication and/or cyber means jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.
- This policy applies to communications or depictions through any type of social media, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, bully, or embarrass members of the school community; or (3) cause harm to the school community.

It is the responsibility of the school to:

- ◆ Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.

- ◆ Make all staff members, students, and parents aware of this policy and the commitment of the school toward its strict enforcement
- ◆ Remain watchful for conditions that create or may lead to a hostile or offensive environment.
- ◆ Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

- ◆ Conduct herself in a manner which contributes to a positive school environment.
- ◆ Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- ◆ Consider immediately informing anyone harassing her that the behavior is offensive and unwelcome.
- ◆ Report all incidents of discrimination or harassment to any administrator. If the Principal is not available, report incident to another school personnel.
- ◆ If informed that she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim:

- ◆ The person must tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to an administrator. In the case of sexual harassment allegations, the person is free to raise the issue with another member of the faculty/staff/administration if she/he prefers.
- ◆ If the complaint is against the Principal, the person must report the incident to the Chairperson of the Board of Directors.
- ◆ The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- ◆ The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- ◆ Once the facts of the case have been gathered, the Principal, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including dismissal.
- ◆ If the complaint is against a non-employee such as a parent, fellow student, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Sexuality and Appropriate Behavior: Sexuality is sacred, a gift from God instilled in us at our creation. It is a “fundamental dimension of every human being. It is reflected physiologically, psychologically, and relationally in a person’s gender identity as well as in one’s primary sexual orientation and behavior.” (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning. United States Catholic Conference, 1990)

As Catholic Christians, we are all called to live a life of chastity. For unmarried persons, chastity includes refraining from all sexually arousing activity and abstaining from sexual intercourse prior to marriage. For this reason, Providence instills in its students that “true love waits.”

A healthy self-concept is essential for living a chaste life. It is the foundation for understanding oneself as valuable, one’s sexuality as a gift. We call upon parents/guardians to join us in promoting the development of a healthy self-esteem in our students, your daughters. Self-esteem, coupled with strong guidance in faith, can provide the confidence necessary for living a life of moral virtue and withstanding the temptations facing adolescents today.

Providence does not discriminate against a person’s sexual orientation. We follow the Catholic Church’s teaching that all must be accepted with respect, compassion, and sensitivity (CCC2358). However, we also follow the Church’s teaching that all people, heterosexual and homosexual alike, are to live a life of chastity.

While we encourage healthy social interaction among our students, any inappropriate physical, verbal or written display of affection between individuals, regardless of gender, observed on campus or at school-sponsored events on or off campus will have disciplinary consequences.

Substance Abuse: No student shall possess, use, attempt to possess or use, or be under the influence of any controlled substances on school premises or off school premises at a school-related function. The transmittal, sale, or attempted sale of what is represented to be a controlled substance is also prohibited under this policy. Students involved in such actions will face immediate dismissal from Providence.

NOTE: Students suspected of using or being under the influence of any prohibited substance will be released to her parent(s)/guardian(s) and will not be permitted back in school until the student has been tested by a licensed medical laboratory. ONLY blood analysis or hair drug analysis results will be accepted as proof of testing. No urinalysis results will be accepted.

A Controlled Substance is:

- ◆ any illegal substance or drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- ◆ alcohol or any alcoholic beverage
- ◆ any glue, aerosol paint, or any other volatile chemical substance for inhalation
- ◆ any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug
- ◆ prescription drugs when taken by someone other than the person to whom it was prescribed
- ◆ any tobacco products, cigarettes, cigars or chewing tobacco
- ◆ any vape pen or vaping gel or oil

All drugs/medications, prescribed and over-the-counter, must remain in the school Health Coordinator's office. Students are not allowed to carry any medications on their persons in school or at any school sponsored field trip, events or overnight activity. (See Health and Medical).

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to expulsion.

"Use" means a student has smoked, vaped, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance. A student who uses a drug authorized by a licensed physician, in the manner prescribed, through a prescription specifically for the student's use shall not be considered to have violated this policy.

Discipline: We believe that students should learn to critically assess their choices and accept responsibility for their actions. Teachers, staff, and administration at Providence are committed to helping students develop self-discipline and responsibility for their actions. Students are expected to seek the help of administration, counselors, advisors, and/or teachers before disciplinary measures become necessary.

The Administration, teachers and staff work together in assessing disciplinary incidents and implementing policies. Disciplinary action may include withdrawal of privileges such as removal from office, honorary positions, and participation in extra-curricular activities.

The Administration reserves the right to rule as it deems necessary in any case.

Students who violate school or classroom discipline will be subject to a detention after school. Any student who is assigned a detention must serve that detention on the designated day. Students will report to detention immediately after their last class of the day, **WITHOUT** stopping at their lockers first. Extracurricular activities (including athletic practices or games) or personal obligations do not constitute an excuse or reason to avoid detention. After school detention time is to be spent either in quiet reflection of student choices or in constructive activities determined by the teacher or administration. The detention period is from 3:15 until 4:00 PM. No student will be permitted to enter the detention room after 3:20 PM and her absence from detention will be considered as a failure to report to detention. Failure to follow instructions and/or report to detention will result in further disciplinary action.

A copy of the school year's assigned detention will be kept in the student's disciplinary file in the Assistant Principal's office.

Infractions resulting in detention include, but are not limited to:

- ◆ Unexcused tardy to class.
- ◆ Applying makeup on oneself or another at any time during advisory or classes including, but not limited to, study halls.
- ◆ Using hair straighteners, any other type of hair product, or hairstyling on oneself or another during advisory or classes including, but not limited to, study halls.
- ◆ Eating in any area other than the cafeteria or in an area designated by faculty or administration.
- ◆ Failure to show courtesy or respect to any member of the Providence Community.

- ◆ Use of vulgar or obscene language or gestures
- ◆ Loitering in the restrooms, locker room, parking lot, or other unauthorized areas before, during, or after school
- ◆ Any inappropriate public display of affection (PDA), i.e. kissing, full-body hugs, etc. between any individuals, regardless of gender, observed on campus or at any school-sponsored events on or off campus (Appropriateness is at the discretion of the faculty/staff/administration).
- ◆ Uniform and/or Dress Code violations as stated in this Student-Parent Handbook.
- ◆ Displaying rude, argumentative, or disorderly conduct.

NOTE: Assessment of five (5) detentions will constitute the student to be identified as a Chronic Offender. These students will have parents/guardians contacted and will be placed on Disciplinary Probation by means of a Disciplinary Contract. Please see section titled Disciplinary Probation below.

Infractions resulting in more severe measures include, but are not limited to:

1. Inappropriate, aggressive, disruptive, or unsafe behavior/speech at school and anywhere on or off campus when engaged in a school activity or otherwise representing Providence will not be tolerated. Warrants suspension.
2. Fighting, using physical force or threatening the use of physical force against another person will not be tolerated. Warrants suspension.
3. Any student vandalizing property will be liable for repairs or replacement and a police report may be filed. Warrants suspension or expulsion if deemed appropriate.
4. Any type of harassment to other students or staff is not acceptable (see Harassment). Warrants suspension.
5. Smoking or vaping is never permitted on campus or at any school-sponsored function/event on or off campus. It is illegal for a minor to be in possession of tobacco products. Warrants suspension.
6. Any student caught stealing will be expelled and may be reported to the police. A student who has stolen property in her possession may be considered as an active participant in the theft. Will warrant immediate expulsion.
7. Assault against another person. Warrants immediate expulsion and police involvement.
8. Participation in or affiliation with any gang-related activity is not allowed. Warrants suspension or expulsion and a police report may be filed.
9. The use or possession of any substance, weapon, or item prohibited by Texas law warrants immediate expulsion.
10. The possession, use, sale, or delivery of alcohol or any controlled substance not prescribed by a physician for the possessor, or being under the influence of same, or being in possession of drug paraphernalia. A police report may be filed. Warrants immediate expulsion.
11. Any student having knowledge of someone being in possession of items prohibited by law, and refuses to divulge or conceals said information will be subject to the same consequences as the student(s) directly involved in the illegal act.

Administrators or designees may search lockers, backpacks, and other personal property at any time. Prohibited items will be confiscated, and disciplinary measures will be taken.

Care of School Property

Each student is responsible for the care of school property. If a student accidentally damages school property, she should report it immediately. Depending on the circumstances, repair or replacement costs may be charged to that student. Failure to report will result in disciplinary action and is a negative reflection of the student's character.

Classroom Discipline is the responsibility of the individual teacher. Teachers will issue warnings, assign detention, document incidents, contact the parents, and may, depending on the nature of the offense, send a Disciplinary Referral to the Assistant Principal.

Disciplinary Referrals are a means for teachers/staff to document and inform the Assistant Principal about student conduct. They may be used for "information only," to report infractions, or to refer a matter to the Assistant Principal for handling. Depending on the severity of the infraction, the Disciplinary Referral may warrant immediate suspension, after which the student will be placed on a disciplinary contract.

Parents/guardians will be notified and provided a copy of the Disciplinary Referral in every instance that this instrument is used.

Disciplinary Probation is the student's last opportunity to modify her behavior. The contract will spell out the requirements that the student must meet in order to remain at Providence Catholic School. A single offense after signing the contract may result in Administrative Withdrawal from Providence. Each student on disciplinary probation will be reviewed by the Administration at the end of each semester to determine the student's status.

Suspension may be assigned in-school, or out-of-school.

- ◆ In-school suspension (ISS) may be given for one class period or an entire day; the student will remain on campus.
- ◆ Out-of-school suspension (OSS) requires that the student remain at home and is not allowed on campus during the suspension.
- ◆ Whether on in-school or out-of-school suspension, the student is excluded from classes and all extracurricular activities during the suspension.
- ◆ Students absent as a result of suspension will receive a grade equal to 50% of the grade earned for work missed during the date(s) suspended. Missed work NOT made up WILL receive a grade of zero (0).
- ◆ Following a suspension, the student will be placed on Disciplinary Probation.

Administrative Withdrawal/Dismissal of a student is within Providence's rights when a student's disciplinary record, repeated disruptive behavior, or a single offense warrant such action, or when it is determined that dismissal would be in the best interest of all concerned. This action will be noted on the student's withdrawal form.

Voluntary Withdrawal of a student from Providence may be made at any time prior to a decision being made by the Administrative Team in regard to disciplinary action. The student's withdrawal form would state only that the withdrawal was voluntary, and no adverse disclosures would appear. In the event that the Administration's decision is to dismiss the student from Providence, that fact will be noted on the withdrawal form.

It is the policy of Providence Catholic School not to readmit a student once she has been administratively withdrawn. Discretion is allowed the administration to re-enroll a student after voluntary withdrawal.

Either of these types of discipline-related withdrawals will result in any pre-paid tuition being forfeited.

Disciplinary Chart

*The Administration reserves the right to rule as it deems necessary in any case.

Student Action/Behavior	# of Offenses	Possible Consequences
Classroom Misconduct	1	Warning by Teacher
	2	Detention after school or lunch held by teacher Teacher contacts parents/guardians
	3	Disciplinary Referral to Assistant Principal: Parents/guardians contacted by Assistant Principal -After-School detention assigned by Assistant Principal
	4	Disciplinary Referral to Assistant Principal: Parents/guardians contacted by Asst. Principal In-school Suspension (ISS) and Disciplinary Contract to include parent/guardian signature(s)
	5	Administrative Withdrawal
Out of Uniform-	1	a. Warning by teacher/staff b. Correction to uniform
	2	a. Detention by teacher/staff b. Correction to uniform
	3	a. Disciplinary referral sent to Assistant Principal b. Correction to uniform c. Conference with parents/guardians
	4	Behavior Contract & Possible Suspension
Tardy to School	4	Warning
	5	1 Detention after school or lunch
	6	2 Detentions after school or lunch
	7	a. Parent conference w/ Assistant Principal b. Detention – 1 week after school
	8	Saturday school - a fee will be assessed
	9	a. Parent/guardian conference w/Assistant Principal b. Attendance Contract
Truancy	1	a. Parent/guardian conference b. Academic penalties
	2	a. ISS–1-2 days b. Disciplinary Probation
Academic dishonesty (includes forgery of signatures and plagiarism) Student sent to Assistant Principal	1	a. Grade of zero b. Parent/guardian conference c. Disciplinary Referral to Assistant Principal d. Removal from extracurricular activities for remainder of the quarter.
	2	1 day In-school Suspension followed by Disciplinary Contract
	3	Dismissal from Providence Catholic School.
Stealing	Any	Expulsion Reported to Police
Alcohol & Other Drugs – Possession/ Under Influence Harassment Inappropriate Sexual Conduct Gang Affiliation	Any	Expulsion

Dress Code: We believe that all students should become self-aware and responsible young women who take pride in their womanhood. A student in uniform represents Providence, whether she is at school, at the mall, or on her way home. Although responsibility for appearance rests primarily with the parents/guardians and the student, the school reserves the right to regulate the uniform and non-uniform dress code.

The **Required Uniform** includes:

- ◆ Gray skirt obtained from the school supplier. The skirt must be no more than 3 inches above the bend at the back of the knee. Faculty and administration reserve the right to use their discretion regarding appropriateness of length.
- ◆ Uniforms should be clean and pressed.
- ◆ White middie blouse with collar bearing the Providence Catholic School (PCS) logo.
- ◆ Plaid Tie.
- ◆ All undershirts must be white, not showing at the collar or below the hem of the uniform blouse.
- ◆ Solid white, grey, or navy crew or knee length socks.
- ◆ Black and white or navy blue and white saddle oxfords with soft soles and white or black shoe laces. Shoes should be clean and well kept; writing, stickers, etc. on shoes is not permitted.
- ◆ Navy V-Neck cardigan with Providence logo.

Optional Uniform Items include:

- ◆ Gray or Navy Polo Shirt obtained from the school supplier. Polo shirts may not be worn to Mass or formal assemblies or at any time the occasion warrants the student wearing the required uniform only.
- ◆ Navy slacks or walking shorts obtained from the school supplier. Short length must be no more than 3 inches above the bend at the back of the knee. Faculty and administration reserve the right to use their discretion regarding appropriateness of length.
- ◆ Solid white, gray, or navy blue tights.
- ◆ Providence sweatshirt (obtained from Spirit Shop). Sweatshirts may not be worn to Mass or formal assemblies or at any time the occasion warrants the student wearing the required uniform only.

Students must arrive at school in complete and correct uniform, and remain as such while on campus unless permission to change has been obtained in advance from the Assistant Principal or other designated faculty/staff member. Cold weather outerwear, jackets, sweatshirts, hats, gloves and/or scarves must be removed upon entering the school building and placed in the student's locker, prior to advisory and remain in the locker until the end of the school day.

No hooded sweatshirts or athletic team warm-ups of any type are to be worn on ANY school day.

Exceptions to the full and complete uniform require an explanation in writing, signed/dated by parent/guardian. Should a situation require an extended time out of uniform for medical reasons, a doctor's note should accompany the parent's/guardian's letter.

Non-uniform days will be announced. Students will follow the prescribed dress code when this occurs. Field trips and other off-campus activities may also have prescribed dress codes. When in doubt about appropriate attire, the student is advised to wear her uniform. The school has the right to rule regarding appropriate dress. Students dressed inappropriately on non-uniform days will be sent to the appropriate Administrator for corrective action. Students who are not in compliance with non-uniform day regulation will be excluded from participating in the future events when the non-uniform privilege is being permitted

Makeup, Hairstyles and Jewelry Policy: No makeup may be worn with the Providence middle school uniform, including lip gloss. No nail polish or artificial nails or tips may be worn with the uniform. Hair should be clean and kept out of the eyes. Hair accessories must not be oversized or distracting. Facial jewelry/piercings, earlobe extenders, gauges, visible tattoos or body piercings (other than for earrings), and bright or unnatural hair color are prohibited. The Administrator will determine if a hairstyle and/or hair accessories are excessive. Jewelry with the uniform is limited to one pair of stud earrings (only for girls with pierced earlobes). Pins may be worn on the uniform if that pin has been given to the student at Providence or if the student has earned the pin (awards, etc.). No other pins or decorations may be worn on the tie. Necklaces, except for a simple chain with a religious medal, bracelets and rings are not allowed with the uniform. Girls may wear watches. Refusal to remove prohibited jewelry and/or makeup or correct an unacceptable hairstyle will result in a call to the parent and automatic detention. A student with inappropriate hair color will be given a deadline to correct the color. Failure to abide by the deadline will result in a suspension until the color is corrected.

Providence will not be responsible for any lost or stolen jewelry. Anything that detracts from the desired image or presents a potential safety hazard is not to be worn. Students are not permitted to write on their hands or body. Failure to follow the above rules will result in disciplinary action.

The administration reserves the right to rule on the appropriateness of a student's appearance.

Backpacks: Full-sized backpacks will be allowed in the classroom. Due to the possibility of carrying excessive weight, students are encouraged to carry only what is needed from class to class and/or to request a second locker. Backpacks must not have wheels. Backpacks must not conceal prohibited items. Backpack design must be appropriate. A student may carry only one backpack throughout the school day. If requested by a teacher, backpacks will be centrally stored during class time in the location designated by the teacher. Students should ensure the backpack does not interfere with safe passage in walk areas.

- ◆ Students may go to their lockers during any passing period, but each student is responsible for getting to class on time. She will be counted tardy and issued a detention if she is not present when class is scheduled to begin.
- ◆ Athletic bags must be stored in a gym locker and locked as provided by the Athletic Department.
- ◆ Dance bags must be stored in a student's locker.
- ◆ No athletic or dance bags will be carried to and from classrooms or stored in classrooms at any time.

PE Uniforms: The PE uniform for the Middle School students consists of a gray T-shirt with Providence logo and navy blue shorts. PE uniforms are purchased through the Providence Spirit Shop. Proper athletic footwear and socks are required. The PE uniform may not be worn under the school uniform.

ACADEMICS

A Providence education fosters academic excellence through a rigorous program of study tempered by support and love, which prepares each student to succeed personally, academically and spiritually. In order to be a success in the Providence middle school program and in the future, students are expected to be prepared to learn and to take full advantage of the educational opportunities provided by the school. Therefore, it is necessary that the students come to class with all necessary supplies and textbooks, with all homework and class preparation completed, and with an attitude that is conducive to learning. Students are expected to be active learners, participating in class discussions and class projects. Academic integrity and personal honesty is expected of every member of the Providence Community.

Academic Achievement

Honor Roll: The Honor Roll is published quarterly. Students on First Honors must have a 94 or above average with no grade lower than 90. Students on Second Honors must have an 86 or above average with no grade lower than 80.

National Junior Honor Society: Membership in the Providence Catholic School chapter of the National Junior Honor Society is both an honor and a privilege. Membership is by selection and any 6th, 7th or 8th grade student who has achieved a cumulative grade point average of 90 or above and who has attended Providence for at least one full semester may be considered for membership. According to national rules, students may not apply for membership to NJHS. The faculty selection committee, made up of teachers who have contact with the students, with Administrative approval grants

membership to students exhibiting the following characteristics: scholarship, leadership, character, citizenship and service. In evaluating the candidates, the faculty selection committee works with specific definitions of these criteria. Students selected for membership are expected to continue to be outstanding examples of moral character, Christian values and school pride. Students will be provided with the criteria at the beginning of the school year.

Moye Academic Excellence Scholarship: The Moye Academic Excellence Scholarship is awarded to the eighth grade student with the highest cumulative GPA who attended Providence for 6th, 7th and 8th grades and is registered to attend Providence as a freshman.

Academic Dishonesty: Each student is expected to take responsibility for her own work. Academic dishonesty has a negative impact on a student's moral and academic development. Academic dishonesty includes, but is not limited to, the following: plagiarism – to take another's ideas, writings, homework, etc., and pass them off as one's own, whether published or from a classmate; obtaining prior knowledge of a test; copying or using any unauthorized sources of information during testing. Penalties for academic dishonesty include, but are not limited to, receiving a "0" on graded work, failing the course for the nine-week period, detention, or suspension from school, depending on the severity of the offense. Parents will be notified of any incident of academic dishonesty by the Assistant Principal

Academic Probation: A student may be placed on Academic Probation for a consistent lack of cooperation in the academic area--frequent absenteeism, lack of preparation for class, failure to do the assigned class work, failure to complete homework--that results in low or failing grades will be reasons for placing a student on Academic Probation, which could culminate in withdrawal of the student from Providence.

Community Service: The Providence community unites in helping to prepare young women who are informed and responsive to the needs of the local and global community. Our community service requirement is an outgrowth of our commitment to this goal. Therefore, each student is required to complete 10 hours of community service each year of enrollment. All required, cumulative, service hours must be completed as a requirement for participation in the 8th grade graduation ceremony.

National Junior Honor Society members must complete their service hours in addition to the campus requirement.

Community service may be performed at non-profit, charitable organizations including, but not limited to, churches, schools, civic organizations, museums and nursing homes. Babysitting, working at family businesses or other for-profit businesses, or doing chores at home will NOT be accepted as community service. Opportunities for community service will be provided throughout the school year. If students do not meet their annual service requirement (including a reflection paper turned into the religious studies teacher) by April 30th of the academic year, they must complete the remaining hours during the summer. If this obligation is not met in the summer, then they will be ineligible for participation in extra-curricular activities until their requirement has been fulfilled. Community service will be a course listed on the student's report card with a "complete" or "incomplete" designation. A "complete" designation is based on completion of the required hours and the submission of the reflection paper to the religious studies teacher.

Curriculum: The goal of the Providence middle school program is to provide our students with a rich curriculum that is designed to give them the Catholic Christian environment that will foster their relationship with a loving and Provident God, the knowledge and skills necessary to be successful in high school and beyond, and opportunities to develop leadership skills and explore their talents. To that end, we offer a strong core curriculum – Religious Studies, Language Arts, Math, Social Studies and Science – enhanced by classes in fine arts, foreign languages, technology and physical education.

The Course Description Guide, published in January, includes Academic Policies and Course descriptions. Each student is given a personalized copy. To assist the parents/guardians and students, support materials such as copies of each grades course selection sheet, and the 3-year plan worksheets which are in the Course Description Guide.

Course selection for currently enrolled students occurs annually during spring semester. Students are expected to study the course offerings and consult with parents/guardians and teachers prior to making their course selections.

Failed Courses: For each subject with a grade lower than 70 in a core subject, the student must make up the credit in an approved summer school or summer program. A student who fails three or more core subjects will not be promoted and will be placed on academic review to determine her continuation at Providence.

High School Credit courses: If a student fails the first semester of a full-year course and passes the second semester, the two semester grades are averaged: if the averaged grade is 70 or above, the student will be given credit for the full-year course. However, if a student passes the first semester, and fails the second semester, the student will have to recover only the second semester in summer school. This policy is based on the theory that a second semester course is more academically challenging than the first.

Grading Scale/Numerical Grade System: The quality of academic achievement is reported in a numerical grade system.

94-100	Excellent
85-93	Above Average
75-84	Average
70-74	Below Average
Below 70	Failure to Master Material

Reporting Academic Progress:

Blackboard/EDLINE: Parents/guardians and students are given codes to access student grades through the Internet. Grades are posted at least once a week.

Progress Reports are a means of notifying parents/guardians of their students' progress. Progress reports are posted to Blackboard/EDLINE at the midpoint of each quarter.

Report Cards are issued at the end of each quarter. All financial obligations must be met to receive a report card.

Graduation: 8th graders who have successfully completed their course of studies at Providence will participate in a formal graduation ceremony. Before any student can participate in the graduation ceremony, all financial obligations to the school must be met. Failure of ANY subject may result in the student not participating in the ceremony. Failure of a core subject will result in the diploma being held until summer school in that subject is successfully completed.

Homework: Homework is assigned at the discretion of the classroom teacher. Homework includes, but is not limited to, reading assignments, practice and review exercises, studying for quizzes and tests, and research. Homework is considered an extension of the class instruction. It is the parent's/guardian's responsibility to provide the student with adequate space and time for homework. It is, however, the student's responsibility to complete all homework assignments. A Providence Student Planner is issued to all students for recording homework and long-term assignments. Students are expected to use the planner and parents/guardians are encouraged to review it on a regular basis.

Make up/Late Work Policy: Definitions:

Assignment: Any graded product a student completes. These include: tests, projects, presentations, worksheets, practice, quizzes, reading, or performances.

Late work: Any assignment not turned in by the deadline by a student who is present at the beginning of class.

Make-up work: Any assignment missed due to an absence (excused or unexcused).

Late work will be accepted and graded by the teacher only under the following guidelines:

If the assignment is turned in by the beginning of the next class block following the deadline, the assignment will be graded for a maximum of 70% of the earned grade.

If the assignment is turned in by the beginning of the 2nd class block following the deadline, the work will be graded for a maximum of 50% of the earned grade. Work not turned by the 2nd class block will receive a zero.

Make-up work due to absence: Work previously assigned is due at the beginning of the next class block that a student is present. Work missed during an excused absence will be made up by the deadline set by the teacher. Make up work that does not meet the set deadline is subject to the **Late Work policy**. Work missed during an unexcused absence will be

recorded as 70% of the grade earned. Students absent as a results of suspension will receive a grade equal to 50% of the grade earned for work missed during the day(s) suspended. Missed work not made up will receive a grade of a zero.

It is the student's responsibility to request make-up work. The student must request make-up assignments at the beginning of a class block or before/after school but must not interrupt instruction. This contact may be either in person or via e-mail.

A student absent for school related purposes must request, *in advance*, all work to be missed during the school related absence. It is at the teacher's discretion whether the work is completed and turned in prior to the school-related absence or at a time after the student returns.

Students must turn in make-up work by the next class block; however, at the teacher's discretion time allotted for the make-up may be extended. The teacher sets the time for any tests or other in-school work, which must be made up. Make up work not submitted within the time allotted by the teacher will results in a grade of a zero for the assignment.

Students with extended absence (3 days or longer) may request that assignments be collected through the attendance office. Twenty-four hour notice must be given to obtain these assignments and the student or parent will arrange to pick up these assignments in the attendance office. Generally, homework will not be gathered for students who are absent fewer than three consecutive days.

In regard to work missed due to Teen ACTS Retreats or any other officially sponsored parish religious retreat, these absences will be subject to the same provisions as an absence for school related purposes.

Graded performances for Fine Arts classes cannot be made up. Only extenuating circumstances will be addressed with the Fine Arts Department Chair and the teacher.

Students failing at Progress Reports or Report Cards will be required to attend tutoring with their teachers.

Promotion Policy: Providence middle school students are promoted to the next grade level based on academic achievement. A student must have a minimum of 70 in all core subjects (Religious Studies, Language Arts, Math, Social Studies and Science) and a 70 overall grade point average.

Standardized Testing: The Iowa Test of Basic Skills (IOWA) is administered in the spring of each year to all 6th, 7th and 8th graders. In addition, the Cognitive Abilities Test (CoGat) is administered to 6th graders. 8th graders will take the ACRE – a standardized religion test and the PSAT. Tests results enable the teacher and parent to learn more about the capability and achievement potential of each student in the areas tested. There is no "pass or fail" penalty attached to these tests.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test) is administered every October. All 8th thru 11th graders are required to take this test. Students will receive their test booklets and their score reports in January.

Summer Reading: Summer enrichment assignments may be given at the end of each school year. It is the student's responsibility to complete the required reading and writing assignments or projects prior to the first day of classes. Each student must bring her book and assignments and/or projects on the stated due date.

Textbooks: All textbooks issued by the school are considered school property. The student's name must be written on the inside cover. Each student is responsible for all books issued to her. A student will be charged for each book not returned at the end of the course or at withdrawal. The lost book fee will be that amount required to replace the book. Books that are returned damaged will be assessed a fee depending on the condition of the book.

In order to take a final exam, students must turn in their issued textbook or provide payment to the business office for the amount of the lost textbook. Students with missing textbook are required to take affected exam(s) on the date set aside for conflicts. Grades/transcripts will not be released nor will a student participate in the graduation ceremony until lost/damaged book fees are paid.

FINANCES AND FISCAL MANAGEMENT

Business office hours of operation are: 7:30 AM – 4:00 PM Monday through Friday. Appointments are preferred if you wish to meet with business office personnel to discuss financial issues.

Tuition and fee policies are as follows:

- ◆ All Administrative Fees, Retreat Fees and Graduation Fees will be billed and are due in June and July. These are non-refundable and are payable directly to Providence Catholic School.
- ◆ Our Annual option, due in August, and Semi-Annual option, ½ due August 1 and ½ due January 1, will cover Tuition and the Advanced Registration Fee only and are also payable directly to Providence Catholic School.
- ◆ Monthly installments starting in August are due on the 1st of each month payable directly to FACTS Management Company.
- ◆ Students may be administratively withdrawn when tuition is delinquent in excess of 60 days.
- ◆ Student records/transcripts will not be released until ALL financial obligations have been met.

Financial Policies are as follows:

- ◆ A \$35 charge will be assessed for any check returned due to nonsufficient funds (NSF). Parents must bring in cash, cashier check or money order within five working days to replace the amount of the NSF check and the \$35 NSF fee.
- ◆ All students' financial obligations must be current before transcripts will be released.
- ◆ In the spring semester, 8th grade accounts must be paid in full on or before a deadline date established by the Principal.
- ◆ All students' tuition, fees, library fines, etc. must be cleared (current) before report cards will be released.
- ◆ Eighth grade students will not be cleared for participation in graduation exercises until all financial obligations have been fulfilled.
- ◆ Textbooks are to be turned in to the course teacher no later than the final exam day or final class day, if there is no final exam. Failure to turn in a textbook will result in no exam being given until the book is returned or replacement cost for the textbook has been made. Lost textbooks must be paid for before final report cards or transcripts are issued.
- ◆ Students withdrawing from Providence, for reasons other than discipline issues, will be charged tuition only based on a monthly pro-rated schedule provided by the Business Office at the time of withdrawal.
- ◆ Reenrollment will be placed on HOLD until all financial obligations have been met.
- ◆ All tuition for the current school year must be paid in full by May 31st of the current year in order to be enrolled for the next school year.

Families experiencing unexpected financial crisis should contact the business office promptly to discuss the situation and seek resolution of the matter.

Tuition Assistance:

Tuition assistance for middle school students can be requested by applying through Hope for the Future. An application can be completed on line.

ATTENDANCE

We believe that excellence requires commitment, education and focus. Punctuality and good attendance are vital to achieving this excellence. According to Texas Education Code (TEC) Section 25.085 and the Archdiocese of San Antonio Handbook of Policies and Regulations for Catholic Schools section 4301, 90% attendance in class is the minimum standard. Accordingly, students are expected to be present in their classes unless absent for a valid and **excusable** reason. Valid and excusable reasons are listed below:

- ◆ Illness of the student
- ◆ Serious illness or death in the immediate family
- ◆ Quarantine
- ◆ Medical/legal/educational appointment (**for the student only**)
- ◆ Conditions that render travel hazardous
- ◆ A calamity beyond one's control
- ◆ Other reasons acceptable to the principal or the administrative designee

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. The phone call does not take the place of the required excuse note, which is due on the day the student returns to school. 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.

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 explaining the reason for absence. (TEC Sec 25.085). If appropriate, verification may be required. Student will then obtain the Admit to Class Form from the Attendance Clerk and present it to each teacher to receive missed assignments.

Excused absences and/or tardies are still absences and/or tardies and disqualify students from perfect attendance. Students will receive full credit for make-up work completed in accordance with the make-up policy that follows.

Students absent for three (3) or more consecutive days due to illness must submit a doctor's note for the absences to be excused.

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

Absences other than those described above shall be Unexcused. An absence due to illness the day before or after a holiday or extracurricular event WILL be unexcused unless verified by a doctor's note.

Absences will be charged as follows:

- ◆ A student arriving after 9:30 AM or leaving before 2:30 PM will normally be considered absent a half-day.
- ◆ Missing more than three (3) hours of school will normally result in a full day absence.

NOTE: Students are not allowed to participate in any extra-curricular activity (athletics, clubs, etc.) on the day of their absence, regardless if it is a half or full day, excused or unexcused absence.

Excessive absences impede the teaching and learning of the student. Students are required to meet 90% of their class hours (this means they can miss only 18 days total in a year) in order to receive credit for that class. Each 90 minute class (on a block schedule) is equivalent to one and one-half classes. (Five class periods is equal to two weeks of instruction.) Therefore, the student who is absent ten (10) days in an academic year will be referred to the Attendance Committee. Consequences may include Saturday school, an attendance contract, loss of credits, and/or administrative withdrawal from school.

NOTE Saturday school will be scheduled on an as needed basis and students assigned to Saturday school will be in full uniform from 8 am to noon. A fee will be assessed.

Students are Tardy to School if they are not in advisory when the 8:00 am bell rings. Situations which could justify an excused tardy include illness, a verified medical/legal/educational appointment, a family crisis. Upon arrival, tardy students should report immediately to the Attendance Office, present a signed/dated excuse note from parent/responsible adult or verification of appointment, obtain an admit slip, and report directly to advisory or class. Tardies are cumulative during a nine-week period. Being tardy to school whether excused or unexcused may result in disciplinary action. (See Disciplinary Chart)

Violation of the Attendance Contract may result in a parent/guardian/student conference with the Administration for application of consequences stated in the contract.

Tardies to class: see Discipline section

Early Dismissal When a student requires an **Early Dismissal**, a parent/guardian should submit written notification to the Attendance Office before 7:55 AM on the day of the early dismissal. Parents must sign-out students in the front office. Students may never leave campus, before dismissal, without proper school authorization and signing out. Students can be picked up from school **only** by a person designated as an emergency contact at the time of registration.

Providence Catholic School defines TRUANCY as:

- ◆ absence from school without parental knowledge and/or school authorization.
- ◆ absence from an assigned class or activity without proper authorization.
- ◆ leaving school before dismissal or arriving late without proper authorization.

HEALTH AND MEDICAL

Students who wish to check out of school due to illness during the school day must report to the Health Coordinator. Only the Health Coordinator, or other designated staff member in the absence of the Health Coordinator, may approve a checkout due to illness. At this time, under the supervision of the Health Coordinator, the parent/guardian will be called. Students may never call home on their own to ask a parent to pick them up.

Medication: (Prescribed or over the counter) All medications must be brought to the office or be given to the Health Coordinator. Only medications that are prescribed by a licensed doctor and necessary for a student to remain in school, will be given during school hours and must be accompanied by a note from the doctor. Any over-the-counter medication, including but not limited to cough drops, cold tablets, acetaminophen, ointments, must be accompanied by a note from a licensed physician in order for medication to be administered.

All medication, prescription or over the counter, must be accompanied with a letter from the parent/guardian/responsible party authorizing the Health Coordinator or Principal's designee to administer the medication sent as directed by the licensed physician. The staff member who is designated by the Principal to assist a student in taking her medication may refuse to do so at any time.

Each student's medication, prescription or over the counter, must be in its original container, clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

If a student contracts a serious **Communicable Disease**, the Assistant Principal should be contacted for appropriate action to be taken.

For any school sponsored field trip, activity or retreat, students will be required to turn in all medication (prescribed or over the counter) to the designated Health Coordinator for the duration of the trip. Proper documentation and forms must be provided outlining dosage and instructions

Inhalers/EPI Pens: Students will be allowed to carry and self-administer if a note from a licensed physician has been submitted to the Health Coordinator. The note must include the student's name, name of medication and dosage.

Accidents, however minor, should be reported to the teacher, Administration and/or Health Coordinator at once. The school is only responsible for immediate first aid. In case of a severe accident or acute illness, emergency care will be given and the parent/guardian notified at once. If necessary, EMS will be called by the Health Coordinator and the student will be transported to a medical facility.

Providence has a full time licensed Athletic Trainer to oversee injuries that occur during Athletic events, practices etc. Only injuries suffered during a Providence athletic event, practice, workout, etc. will be evaluated by the Athletic Trainer. Any injuries occurring as a result of a non-Providence activity should be handled by the student and her family. If a professional evaluation is needed, the family must make their own appointment. If a student suffers an injury during a class or another school activity, the injury needs to be reported immediately to the Health Coordinator so that proper documentation and follow up can be made.

Accident Insurance: Every Providence student is covered by Accident Insurance at school, at all school activities and to and from school at no cost to the parents. This coverage is a secondary carrier, not the primary coverage.

Health Records and Exams: In accordance with the Code of the Texas Education Agency, the school maintains a health record for each student. ALL students must supply an up-to-date immunization record, physical examination certification and a signed updated Emergency Contact information at the time of registration. Students not complying will not be allowed in school.

(Based on Archdiocesan guidelines Providence can only accept immunization exemptions for health reasons.)

Physical Exams: All new students and any student engaged in PE, JROTC, sports, dance program or any physical activity must present evidence of a physical examination signed by a physician each year before participating in any of the above-mentioned activities, including tryouts and practice.

GRIEVANCE PROCEDURE

Providence Catholic School recognizes the constitutional rights of all individuals to be heard. To ensure that this right is upheld, Providence has established procedures through which the parents of students may seek redress from actions or decisions that they feel are unjust or inappropriate.

Normally complaints should be resolved with the person directly involved. Parents/guardians should request and seek resolution with the following individuals in the following order:

- ◆ Attendance matters: Attendance Clerk, Assistant Principal, Principal
- ◆ Academic matters: Teacher, Department Chair, Assistant Principal, Principal
- ◆ Disciplinary matters: Teacher, Assistant Principal, Principal

For Minor Offenses not subject to suspension, probation, or dismissal, a student may submit a written appeal to the person who initiated the disciplinary action and request a conference to discuss the matter. The appeal must be made within three (3) school days of her knowledge of the initiation of the action. Failure to submit the initial written appeal within the three days or failure to keep the requested conference date will cancel the appeal. If the student is not satisfied with the outcome of the appeal she may request an appointment with the Principal within two school days afterward. In all other cases, student grievances may only be presented by parents/guardians.

If adjustments or explanations are not satisfactory, an appeal may be filed with the Providence Catholic School Grievance Committee. The Grievance Committee is composed of five (5) faculty and/or staff members appointed by the Assistant Principal of Providence Catholic School. The Grievance Committee will meet, as required, to hear appeals made by parents/guardians in accordance with the grievance procedures stated above. After each hearing, the Grievance Committee will make a written recommendation to the Principal on the matter being heard.

When **Filing a Grievance**, the following procedures will apply:

- ◆ Complainants (parents/guardians) must file a written request with the Grievance Committee within two working days after attempting to resolve the matter as stated above.
- ◆ The request will be delivered to the Assistant Principal of Providence Catholic School and should describe the complaint, facts concerning the situation, and the redress requested.
- ◆ The Assistant Principal will notify the Chairperson of the Grievance Committee who will set a date of hearing and give a minimum of 24 hours notice to the complainant. The Grievance Committee acts in an advisory capacity, and will make a recommendation to the Principal within two (2) working days after the hearing. Since the hearing is not a legal proceeding, it shall be conducted informally and participants shall not be entitled to legal representation or other parties in advocacy roles at the hearing.

The Principal will make a final decision and the complainant notified by registered mail within five working days of the hearing.

GENERAL INFORMATION

Advisory/Advisors: The student body is divided into grade level advisories, with an advisor who works personally with each of her/his students. During each morning's advisory period, students will participate in prayer and the Pledge of Allegiance, actively listen to daily announcements, and attendance will be taken. Various announcements and information will also be disbursed for which each student is responsible.

Assemblies: Assemblies are for the education and entertainment of the students and are considered part of the learning process at Providence. Student attendance at assemblies is mandatory; assemblies are part of the school day. Students will demonstrate courteous and appropriate behavior in school assemblies by giving their full attention to the speaker, clergy, performers, etc. Talking, whispering, screaming, whistling, stamping of feet and booing are discourteous. The conduct of the student body affects the reputation of the school.

Athletic Events: Students of Providence demonstrate their school spirit by participating either as members of a team or as spectators. At all times, whether on or off the court or playing field, behavior is such that it shows support of the home team, rather than against the opponent. Posters, banners, and signs in particular are to be in good taste. Participation in athletics requires an athletic contract signed by the student and parent(s)/guardian(s).

All athletes/cheerleaders, parents, guardians and spectators will conduct themselves in a manner representative of a Catholic Christian school. They will:

- Show respect for the school team and opponent coaches and players at all times.
- Show respect for officials who are trained to do their job and who can be expected to do it to the best of their ability.
- Model and maintain self-control at all times.

Unsportsmanlike conduct may result in ejection from the event and/or campus. Full face and/or body paint are not allowed. Noisemakers are not allowed at any athletic event.

Before and After-School Policies:

- ◆ Once dropped off for school in the morning, students may not leave campus and return to campus without administrative approval.
- ◆ Providence middle school students must proceed to the cafeteria before 7:30. At 7:50, all students must proceed immediately to their hall and advisories.
- ◆ The main school building will be closed and locked at 4:00 PM. No students will be allowed to remain in the building unless under the supervision of adult school personnel.
- ◆ Since the building is locked at 4:00 PM, all students not participating in school-sponsored activities or not in the library should make necessary transportation arrangements with their parents to depart the campus no later than 4:00 PM.
- ◆ Any middle school student not picked up from the campus by 4:00 PM, unless she is in the library, will be assigned to an after school program and a charge for this service will be assessed. After school and once students are in the library, the students must remain in the library until picked up and signed out by the parent/guardian. Students in the library at 5:00PM will be escorted to the after school program. The charge is \$10 per day or a pre-paid \$100 per month. The pre-paid amount must be paid by the 1st of each month.
- ◆ Any middle school student in after school program MUST be picked up by 6:00 PM. Additional fees will be charged for pick-ups after 6:00 PM.
- ◆ It is expected that all areas occupied by students will be cleaned-up when they leave.
- ◆ For safety reasons, middle school students are not permitted to leave campus or be in the following areas:
 - At the rear of the school by the dumpsters or on the back porch by the cafeteria.
 - On Augusta Street between Providence and Central Catholic High School.
 - In the parking lots unless going to their cars for departure.
 - Along the school fence on any part of the school campus.
 - At Central Catholic.

Cafeteria/Food Policies: The cafeteria is open in the morning until 7:50 am, for lunch, and immediately after school for snacks. Students may bring lunch from home or purchase a meal. Students are not permitted in the cafeteria during class periods or pass time. Permission is required for a student to leave the cafeteria during her assigned lunch period. Each student is responsible for clearing tables and floor of all refuse and leaving the area clean. Proper dining room manners will be practiced at all times; inordinately loud talking or laughing, banging on tables, throwing food, etc., will not be tolerated. Sodas are not permitted and may not be brought from home. Cupcakes, cookies or treats may be brought in for birthday celebrations to be shared with the student's advisory or entire grade level, but must remain in the front office until lunchtime. Burning candles are not permitted.

If a student forgets her lunch or lunch money, the parent/guardian or student may notify the front office and arrangements may be made.

NOTE: For reasons of health and safety, food and beverages are prohibited anywhere in the school except in designated areas.

Cancellation of Classes: Please refer to the **Inclement Weather Days** section.

Change in Address/Telephone/Email: Any change in address or telephone number or email address of parent/guardian or student must be reported to the school office as soon as the change is known.

Child Abuse: Providence is committed to the physical, emotional, spiritual, intellectual, and social wellbeing of students and to the promotion of Christian family life concepts. Therefore, it is the policy of our school to pursue all reasonable measures to assist maltreated children and their families. All state laws pertaining to this subject will be followed.

Closed Campus: Providence is a closed campus. This means that once a student is on school property on a school day, she will not leave until dismissal, except with school approval. Students may not leave campus and return to campus without administrative and parent/guardian approval.

Copyright Laws: All employees, volunteers, and students will abide by the federal copyright laws.

Deliveries: Items intended for students are delivered to the school office for student pick up. Parents/guardian may not deliver items to the classroom.

Elevator: The elevator in the Najim Campus Center (NCC) is not to be used by students unless accompanied by an adult faculty or staff member, or if given written permission by a school administrator.

Extra-Curricular Opportunities: All extra-curricular participants are governed by the school's policy and AIAL regulations regarding eligibility. This includes but is not limited to athletes, cheerleaders, class and club officers, drama productions, non-graded curricular after school activity participants.

Eligibility is determined as follows:

- Failure of one (1) class at Progress Report or Report Card renders a student ineligible for all extracurricular activities. Ineligibility takes effect the Friday following published grade due dates.
- The student remains ineligible until the next Progress Report or Report Card is issued. The student must be passing ALL subjects to be reinstated as eligible.
- A student's eligibility is restored the same day that grades are posted for Progress Report or Report Card purposes.
- If a student is ineligible two (2) times during the same season/activity, she will be removed from that team/activity for the remainder of the season/activity.
- If a student is ineligible at the start of a particular sport/activity, she may not tryout or participate in that sport/activity until eligibility is re-gained.
- An ineligible student may not participate in any practice, rehearsal, competition or meeting while ineligible.
- Students not completing the required number of service hours from the previous year will also be ineligible at the start of school year and must fulfill the community service requirements in order to be considered eligible for extracurricular activities.

Field Trips: The guidelines for school-sponsored field trips/outings are as follows:

- A written permission slip signed by parents or legal guardian and the student's teachers is required for participation. Normally, permission given over the telephone is not acceptable.
- Student attire must be in accordance with school policy.
- All school policies and disciplinary regulations regarding conduct and behavior are in effect for field trips/outings.
- Failure to comply with the above-mentioned guidelines may result in non-participation in future field trips.

Fund Raising: The primary purposes of fund-raising activities by clubs and organizations is to provide operating funds needed and to provide members with the opportunity to plan and carry out a project for learning leadership, business skills, and service. Providence does not endorse fund-raising for the purpose of accumulating large sums of money without a definite purpose. Funds are not used for entertainment or socials for the members.

The financial needs of a club or organization are evaluated annually, and plans for fundraising must be made in advance.

Fund-raising projects must be approved by the Administration.

Students may not sell any product or raise money for any purpose without written permission from the Administration. This pertains to on-campus and off-campus sales activities.

Identification Card: Students will be issued a Providence I.D. card that should be carried at all times on campus and at school activities. The student I.D number is used to check out books from the library. This I.D. card must be surrendered to teachers and staff upon request. Loss of the I.D. must be reported immediately. There is a \$5 replacement fee.

Inclement Weather Days: In case of restricted or dangerous travel days, Providence follows SAISD schools inclement weather policies. Bad weather make-up days are specified on the calendar. If the number of bad weather days exceeds the days reserved on the school calendar, the school's Administration will set the make-up days as soon as possible after the event.

Library: The Providence library is a resource center set up to assist students in meeting their research and educational needs. Library hours and policies for library use and appropriate behavior are posted. These hours are subject to change due to holidays, in-service or other campus events that may arise during the year.

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

Library Use Policies

- Student must have a teacher-signed Hallway Passport, with specific intent, in order to be admitted to the library during school hours – including lunch periods. Students do not need a Hallway Passport before or after school. Students must report to their designated classroom 10 minutes before Advisory, 10 minutes before the end of each class period and 10 minutes before end of day announcements.
- All students using the library during the school day must sign-in when they enter and sign-out when they depart.
- Students who are in the library between 4PM and 5PM must be signed-out by their parent/guardian or authorized adult contact.
- Students will not be allowed to take tests in the library without classroom teacher supervision.
- The library may be reserved by a classroom teacher for projects or research assignments. These students will then have priority to computer access during that classroom period.
- There is one photocopier available for student use in the library. Cost for photocopying is ten cents (.10) per page. Students are expected to observe copyright policies regarding photocopying.
- The library atmosphere is conducive to study and research needs. Students must follow posted library policies. Students failing to follow these rules before school and during the school day will be sent to the designated classroom. After school, if the student fails to follow the rules, the student will be sent to After School Program and a fee applies.
- While in the Library computer lab students must place all of their personal belongings in the designated location.
- No food or drinks, except approved clear water containers, are allowed in the library. Approved water containers may not be placed near computer equipment.

Book Policies

- Student must present her current Providence ID number in order to check out books.
- Student may have a total of (6) books checked-out at any given time.
- The due date for all books is ten (10) school days from the time of checkout. Books must be returned by 3:30 PM of the due date in order to avoid being considered overdue.
- Books may be renewed for two additional loan periods if the student has no overdue fines or if the material is not reserved for another student.
- No new books will be checked out if a student has overdue materials. If the student fails to return materials after receiving three (3) overdue notices, the student will serve detention in addition to returning the book or paying for a replacement. If the materials are not returned or paid for, the student will serve detention every five (5) days thereafter until the obligation is cleared.
- A full replacement cost will be charged for lost items and a receipt of payment issued. This cost will be refunded if the lost book is found and the receipt is presented within 30 days of payment.
- Students may place holds on books at no charge.
- Books classified as REFERENCE, newspapers and magazines are used only in the library and may not be checked out.

Library Computer Use

- Library computers are to be used for school-related/ research purposes only, in compliance with the school's Computer Network Internet Access/Use Policy and Safety Information. Any student not in compliance will be reported to the Technology Director and Assistant Principal for appropriate action to be taken.
- Students needing to print documents from Internet must save information to their student file in Microsoft Word. They must then delete unnecessary information from the file before printing.

Bibliographic Instruction

Bibliographic instruction is provided to all students at a classroom level or an individual basis.

Equipment and Audio Visual Materials

Students are not allowed to check out equipment, audio/visual material or electronic devices from the library.

Locks/Lockers: Lockers are the property of Providence Catholic School. Students are expected to keep their lockers neat and clean. Damage to the locker or its contents is the sole responsibility of the student to whom the locker is assigned. The Administration reserves the right to inspect lockers and their contents at any time. Prohibited or suspicious items will be confiscated and disciplinary measures will be taken.

Lockers must be kept locked at all times. A combination padlock is assigned to all new students (paid by general fees) and is the only lock allowed. If a student loses her padlock, she must purchase a new one at a \$5.00 charge from the front office. Unapproved locks will be removed and items within collected; locker may be locked-up/bolted until student adheres to policy.

If a student is in need of a second locker, she may request one from the front office. A locker will be assigned, if any are available, and a \$5.00 fee charged for an additional lock.

Students should not give their combinations to other students or leave their lockers open for other students' use.

PROVIDENCE WILL NOT BE RESPONSIBLE FOR THEFT OR DAMAGE OF PERSONAL
PROPERTY STORED IN LOCKERS.

Lost and Found: Articles that are found may be brought to the school's front office. Items not claimed at the end of each quarter will be discarded.

Najim Campus Center (NCC) houses administrative support offices (3rd floor), the library (2nd floor), and facilities for social events (1st floor). The 1st floor is NOT for students use and is therefore off-limits to all students except for the main entrance hallway as they walk through to go to the library on the second floor.

Personal Counseling: Personal Counseling will be available to all students at designated times. Support groups may be established as needed to assist students in dealing with issues that arise in their lives.

Personal Property: Students are cautioned to keep personal property such as purses, wallets, jewelry, etc. with them at all times while in school, or locked in their locker or gym basket. (Jewelry and watches must be removed in PE classes.) Expensive jewelry, large sums of cash, or other valuable items should not be worn or brought to school. Providence will not be responsible for theft, damage or loss of personal property. Personal property is subject to an in-depth search for contraband or weapons in the event random searches deem it appropriate.

Prohibited Items: Items prohibited during school hours include, but are not limited to: non-water beverage containers of any kind, food, cell phones, iPods, video games, or any other type of electronic devices, any flammable items, anything not part of the school uniform, school environment, and items previously mentioned as disallowed. Exception: Clear, sealed water beverage containers are permissible but must not be placed near computer equipment. Prohibited items will be confiscated with no guarantee of return; further disciplinary action may be taken. Fines similar to those for cell phones mentioned below will be assessed for these items.

School Records (Access): Divorced or separated parents have equal access to their daughter's Providence school records unless documentation has been filed giving one or the other parent sole rights. Third party access to a student's records requires a signed consent form from that student's parents/guardians.

Spirit Shop: The Spirit Shop sells Providence PE uniforms, t-shirts, sweatshirts, bumper stickers, mugs, and a variety of other items. The Spirit Shop is normally open during school hours.

Student Government, Clubs, and Organizations: The purpose of Student Government is to provide a conduit for students ideas to administration, help each student develop maximum potential, develop school spirit and to provide students with the opportunity to acquire and exercise leadership skills.

The primary purpose of Clubs and Organizations at Providence is to provide students with the opportunity to acquire and exercise leadership skills. Clubs and organizations are encouraged to provide educational programs for the members and to sponsor service projects, which benefit the school or civic community. Club membership is not for status. Student interest and commitment will determine what clubs and organizations continue to exist.

Membership in Providence clubs and organizations is open to all students, provided they meet the requirements of the organization and of the school which includes reenrollment status for the subsequent school year. The school reserves the right to deny a student's participation in a club/organization for academic or disciplinary reasons.

In order to attend meetings, workshops or conventions on school time, members or clubs and organizations must receive approval from the Administration in advance of the event.

Elections: To be a candidate for an office in any organization, the student must be in good academic standing, meet the requirement of the organization which includes reenrollment status for the subsequent school year. Candidates must receive a minimum of six (6) positive faculty/staff recommendations. All recommendation forms will remain confidential, and after candidates are approved or disapproved, the forms will be destroyed. A student may not hold more than one office in student council (ie; A student may NOT be a class officer and an executive officer). Any student that is currently a member of a club or organization may run for an officer position in in her respective club or organization. These students will be allowed to run for this office at the discretion of the membership of the club and the club moderator.

Election of officers in all organizations shall be determined by the following guidelines:

- Student Government and class officer candidates must be cleared by teachers, sponsors and Administration.
- Club sponsors will determine who is eligible to run for office.
- The election itself will be determined by a simple majority (one more than half the number of ballots cast).
- In the event that the simple majority is not attained in the first ballot, a second vote will be taken between the two students who received the first and second highest number of votes. The candidate who receives the most votes in a run-off is the winner.
- Adult sponsors of the organization will prepare the ballots and count the votes.
- To remain in office, each officer must maintain the academic and disciplinary standing which qualified her to run for the office. In the event of a forced resignation, the By-laws of the organization will determine how the officer will be replaced. In the absence of By-laws, the vice-president will fill a vacancy in the presidency. Any other vacancy is filled by appointment. The remaining officers, in consultation with the sponsor and the Campus Life Director, make the appointment.

Student Publications: The student newspaper published by the high school journalism department is *The Pro Vue* and the Providence yearbook is *The Philothean*. All students pay the yearbook fee as part of the general fees and will receive a yearbook the following school year.

Student Residency: Students are expected to live with a parent or legal guardian/conservator. We reserve the right to administratively withdraw any student who moves out from under the supervision of the adult responsible for her care. Administration reserves the right to make special considerations in the student's/school's best interest.

Technology: All students and parents will sign the school's Computer Network Internet Use/Access Policy and Safety Information Agreement form for the present school year in order to be granted computer use privileges. The student/parent handbook will defer to the computer use policy in the event of any violation.

Telephone Use: The phone in the school secretary's office is not available to students for non-supervised use. In an emergency, students may request permission to use the phone in the administrative or staff offices.

Cell phones and other electronic devices: If it is necessary for a student to bring a cell phone or other electronic device to school, it must be turned off and kept in her locker during the school day (7:50AM – Dismissal). Students are not allowed to have phones in their possession during the school day. Students may not use cell phones in the building between the hours of 7:50 AM and the afternoon dismissal bell. Confiscated cell phones or other electronic devices will be returned to a parent/guardian after payment of a \$30.00 fine. Appropriate disciplinary action will be taken for repeated offenses.

Traffic and Transportation Policies: All visitors to the Providence Catholic School must park in the designated visitors parking areas. Parents/Guardians are asked to use the designated parking areas. Providence high school students purchase parking passes and are assigned to a space as are the faculty and staff. Please respect these assignments and use the visitor parking areas.

The maximum speed on campus is 10 mph. Vehicles will enter on St. Mary's Street and must exit to the right on Brooklyn Street during peak hours. Pedestrians have the right of way at all times; however, students should still practice caution when crossing high traffic areas.

A vehicle should not be operated while a person is sitting on, holding onto, or positioned anywhere on the outside of the vehicle. Reckless or unsafe driving is prohibited. In addition, as per Texas Law, no one under 18 years of age may ride in the bed of a pick-up truck.

Violations of motor vehicle laws may be cited by law enforcement.

Students are never allowed in the parking lots during the school day without permission from an Administrator and with an adult escort.

Parking on campus property authorizes school administration or its designees to conduct in-depth searches for contraband or weapons if random searches deem it appropriate.

Parents/guardians should **drop-off** students using the St. Mary's Street entrances and exiting according to traffic directional flow or posted signage. In order to ensure the optimum flow of traffic during prime time, students should be ready to exit their vehicles immediately; last minute conversation, note-writing, "dressing," and the like, are strongly discouraged. For safety reasons, parents /guardians should not drop-off students in the street or at neighboring establishments. Dropping off students on Augusta St. requires advanced approval by Administration.

Pick-up will proceed in the same direction as drop-offs. Middle School students wait in the Friendship Circle area for their rides. To avoid a back up in traffic, students must go directly to their vehicles as they arrive. Standing or parking in the driving lane is prohibited. *Providence students are to be picked up at Providence.*

Bus Cards are available to all students in the front office. According to VIA regulations, these cards are to be used only for transportation to and from school and not for weekend trips to the mall, etc., and only by the student to whom it was issued. The Providence activity buses are used for pick-up and drop-off at designated sites each day, field trips, athletics, band, and other school-sponsored activities. Users are responsible for cleaning out the bus after each use. For the sake of safety, students will respect the driver and follow all instructions given. Students are to stay seated at all times.

Students cannot be picked up from school without the parent/guardian designating the person(s) on the emergency notification section of the registration card unless notice is given to the front office in advance of the student being picked up from school.

Vending Machines: The vending machines in the cafeteria may be used before and after school, but are off limits at any other time of the day. Middle school students may not purchase items from the vending machines at lunchtime, except for the designated drink vending machine.

Visitors: All visitors must check in at the school office. Visitors are required to remain in the lobby unless directed or escorted elsewhere by Providence personnel.

Schools as Weapon Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents/guardians of any student who is arrested for violation of this statute. *18 U.S. Code § 922 (q)(2)(A)*.

Withdrawal: Parents/guardians will give the Director of Admissions advance notice (at least one day) when they wish to withdraw their student. This allows the Director of Admissions to obtain the student's grades and status of the student's account. During the withdrawal process the parent/guardian will be asked to participate in an exit interview with the Admissions Director or designated Administrator. An official transcript will be released to the student's new school upon request from the new school provided all books and equipment have been returned and all financial obligations have been fulfilled. A duplicate copy of the withdrawal form will be given to the parent/guardian.

Appendix A

CLC Meeting Matrix: School Year 2016- 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Week	Drama 3:30 Progressions 4:00	Show Choir* HS PageTurners 3:30	NHS 3:30 NJHS 3:30 Progressions 4:00	Show Choir* MS StuCo 3:30	Ecology 3:15 MS Math & Science 3:30
2 nd Week	MS PageTurners 3:30 Mu Alpha Theta 3:30 Progressions 4:00	Show Choir*	NAHS (HS) 3:30 MS Art Club 3:30 Progressions 4:00	Show Choir*	Global Justice 3:30
3 rd Week	Drama 3:30 Progressions 4:00	Show Choir* Moye Prayer 3:30	Ambassadors 3:30 String Ensemble 3:30 Progressions 4:00	Show Choir* MS StuCo 3:30	Rotary Interact 3:15 MS Math & Science 3:30
4 th Week	StuCo HS 3:30 Progressions 4:00	Show Choir*	French 3:30 String Ensemble 3:30 Progressions 4:00	Moye Prayer 3:30 Show Choir*	
5 th Week	Progressions 4:00	Show Choir*	Progressions 4:00	Show Choir*	

Meeting start times are posted, meeting should last no more than 1 hour. Additional meetings or work time for upcoming projects should be scheduled in the morning or after reviewing this matrix with the conflicts of your membership. If the regular meeting time for a Club is a school holiday, the meeting will be moved to the next available date during the month.

- *Show Choir is a credited class until 4:30pm on Tuesdays & Thursdays.
- Liturgical Choir meets 3 times prior to each Liturgy. Students are only required to attend 2.
- Play Production is a regular afternoon activity, depending on productions scheduled (Fall Play & Spring Musical). Student must attend required practices to receive Fine Art credit.
- Athletics are regular activities all year long. A student-athlete is excused from practice for club meetings, but must make up missed practice time and should communicate with her coach prior to missing. Student-athletes must miss club meetings to travel to games, and should communicate with their sponsor prior to missing.
Middle school practices begin at 3:45pm, High school practices begin at 4:30pm.

***The Lord will be with you in all your activities
and bless all your words and actions***

▪ *Blessed John Martin Moye*

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(Providence students, regardless of age, are subject to all rules and regulations as outlined in this handbook.)

ADMISSIONS

Admission to Providence Catholic School (Providence) is open to young women regardless of religion or ethnic background. Because all persons need the means to establish personal value systems, the school admits students with varying abilities if their needs can be met at Providence.

Ninth-grade applicants need to submit the following information and are evaluated by the Admissions Committee

- ◆ The Scholastic Testing Service High School Placement Test and/or other standardized tests.
- ◆ A transcript of Middle School grades with proof of completion of the eighth grade, discipline and attendance records
- ◆ A letter of recommendation may be required from the current Principal, Assistant Principal, Counselor, and/or, 7th or 8th grade teacher.

Students who enter without a Placement Test or standardized test scores may be required to:

- ◆ Come for an interview, if requested, accompanied by their parents/guardians.
- ◆ Submit to Admissions a transcript of grades with a proof of completion of eighth grade or an up-to-date transcript of their high school courses and grades, discipline and attendance records.

Students applying as transfers from any high school may be required to:

- ◆ Come for an interview in the company of their parents/guardians.
- ◆ Submit a transcript or report card for the present semester or school year as proof of courses taken and completed, discipline and attendance records.

CODE OF CONDUCT

Harassment-Free Environment for Students: We believe that learning best happens in a safe environment and all students of Providence are to be treated with dignity and respect. Providence does not condone harassment of any kind, which includes, but is not limited to, BULLYING and/or HAZING. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Providence defines harassment to include conduct or communication involving adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. If a person feels uncomfortable, pressured, threatened, or in danger, then it is unwelcome and can constitute harassment.

Sexual Harassment includes behaviors that are unwanted and sexual in nature such as verbal comments; unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or presumed sexual activities or sexual orientation; sexual advances; unwelcome sexual propositions, invitations, solicitations, and flirtations; requests for sexual favors; touching; sexual name-calling; sexual rumors, "sexting" via any form of electronic communication, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- ◆ Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- ◆ Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes, but is not limited to the following: derogatory remarks, jokes, or slurs; name-calling; gossip and/or rumors of a derogatory nature; conversation which is uncomfortable or too personal in nature; unwelcome suggestive or insulting sounds or whistles; belligerent or threatening words spoken to another; obscene phone calls, or use of ANY electronic means.

- Whether occurring within or outside of school, when a student's use of electronic communication and/or cyber means jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

- This policy applies to communications or depictions through any type of social media, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, bully, or embarrass members of the school community; or (3) cause harm to the school community.

Physical harassment includes unwelcome and unwarranted physical contact, including, but not limited to: touching, patting, pinching; assault; deliberately impeding or blocking movements; any intimidating interference with normal school work or movement.

It is the responsibility of the school to:

- ◆ Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- ◆ Make all staff members, students, and parents/guardians aware of this policy and the commitment of the school toward its strict enforcement.
- ◆ Remain watchful for conditions that create or may lead to a hostile or offensive environment.
- ◆ Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

- ◆ Conduct herself in a manner which contributes to a positive school environment.
- ◆ Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- ◆ Consider immediately informing anyone harassing her that the behavior is offensive and unwelcome.
- ◆ Report all incidents of discrimination or harassment to the Principal. If the Principal is not available, report incident to another school personnel.
- ◆ If informed that she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim:

- ◆ The person must tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another member of the faculty/staff/administration if she/he prefers.
- ◆ If the complaint is against the Principal, the person must report the incident to the Providence School Board Chairperson.
- ◆ As soon as the verbal report has been given, the school personnel must report the incident to the Parent.
- ◆ The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- ◆ The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- ◆ Once the facts of the case have been gathered, the Principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including dismissal.
- ◆ If the complaint is against a non-employee such as a parent, fellow student, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Sexuality and Appropriate Behavior: Sexuality is sacred, a gift from God instilled in us at our creation. It is a “fundamental dimension of every human being. It is reflected physiologically, psychologically, and relationally in a person's gender identity as well as in one's primary sexual orientation and behavior.” (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning. United States Catholic Conference, 1990)

As Catholic Christians, we are all called to live a life of chastity. For unmarried persons, chastity includes refraining from all sexually arousing activity and abstaining from sexual intercourse prior to marriage. For this reason, Providence instills in its students that “true love waits.” A healthy self-concept is essential for living a chaste life. It is the foundation for understanding oneself as valuable, one's sexuality as a gift. We call upon parents to join us in promoting the development of a healthy self-esteem in our students, your daughters. Self-esteem, coupled with strong guidance in faith, can provide the confidence necessary for living a life of moral virtue and withstanding the temptations facing adolescents today.

Providence Catholic School does not discriminate against a person's sexual orientation. We follow the Catholic Church's teaching that all must be accepted with respect, compassion, and sensitivity (CCC2358). We also follow the Church's teaching that all people, heterosexual and homosexual alike, are to live a life of chastity.

While we encourage healthy social interaction among our students, any inappropriate physical or verbal display of affection between individuals, regardless of gender, observed on campus or at school-sponsored events on or off campus will have disciplinary consequences.

Substance Abuse: No student shall possess, use, attempt to possess or use, or be under the influence of any controlled substances on school premises or off school premises at a school-related function. The transmittal, sale, or attempted sale of what is represented to be a controlled substance is also prohibited under this policy. Students involved in such actions will face immediate dismissal from Providence.

NOTE: Students suspected of using or being under the influence of any prohibited substance will be released to her parent(s)/guardian(s) and will not be permitted back in school until the student has been tested by a licensed medical laboratory. ONLY blood analysis or hair drug analysis results will be accepted as proof of testing. No urinalysis results will be accepted.

A Controlled Substance is:

- ◆ any illegal substance or drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- ◆ alcohol or any alcoholic beverage
- ◆ any glue, aerosol paint, or any other volatile chemical substance for inhalation
- ◆ any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug
- ◆ prescription drugs when taken by someone other than the person to whom it was prescribed
- ◆ any tobacco products, cigarettes, cigars or chewing tobacco
- ◆ any vape pen or vaping gel or oil

All drugs/medications, prescribed and over-the-counter, must remain in the school Health Coordinator's office. Students are not allowed to carry any medications in school or at any school sponsored field trip, events or overnight activity. (See Health and Medical).

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to expulsion.

"Use" means a student has smoked, vaped, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance. A student who uses a drug authorized by a licensed physician, in the manner prescribed, through a prescription specifically for the student's use shall not be considered to have violated this policy.

Discipline: We believe that all students should learn to critically assess their choices and accept responsibility for their actions. Teachers, staff, and administration at Providence are committed to helping students develop self-discipline and responsibility for their actions. Students are expected to seek the help of administration, counselors, advisors, and/or teachers before disciplinary measures become necessary. The Administration and staff work together in assessing disciplinary incidents and implementing policies. Disciplinary action may include withdrawal of privileges such as removal from office, honorary positions, and participation in extra-curricular activities.

The Administration reserves the right to rule as it deems necessary in any case.

Students who violate school or classroom discipline will be subject to a detention after school, determined by and served with the teacher who issued the detention. Any student who is assigned a detention must serve that detention the next day. Students will report to detention IMMEDIATELY after their last class. Employment, athletic practice, games, other extracurricular activities or personal obligations do not constitute an excuse or reason to avoid detention. Detention time is to be spent in quiet reflection of student choices or in constructive activities to be determined by the teacher. It is not time for doing homework, sleeping, talking or participating in any other activity. The detention period is from 3:15 until 4:00 PM. A student's absence from detention will be considered as a failure to report to detention. Failure to report to detention will result in a referral to the Assistant Principal.

A copy of the school year's assigned detentions will be kept in the student's disciplinary file in the Assistant Principal's office. Infractions resulting in detention include, but are not limited to:

- ◆ Unexcused tardy to class
- ◆ Applying makeup on oneself or another at any time during advisory or classes including, but not limited to, study halls.
- ◆ Using hair straighteners, any other type of hair product, or hairstyling on oneself or another during advisory or classes including, but not limited to, study halls.
- ◆ Eating in any area other than the cafeteria, the porch adjacent to the cafeteria, or the Friendship Circle
- ◆ Failure to show courtesy or respect to any member of the Providence Community.
- ◆ Use of profane, abusive, vulgar or obscene language or gestures
- ◆ Loitering in the restrooms, locker room, parking lot, or other unauthorized areas before, during, or after school
- ◆ Any inappropriate public display of affection (PDA), i.e. kissing, full-body hugs, etc. between any individuals, regardless of gender, observed on campus or at any school-sponsored events on or off campus (Appropriateness is at the discretion of the faculty/staff/administration)
- ◆ Uniform and/or Dress Code violations as stated in this Student-Parent Handbook
- ◆ Displaying rude, argumentative, insubordinate or disorderly conduct.

NOTE: Assessment of five (5) detentions will constitute the student to be identified as a chronic discipline problem. Parents of these students will be contacted and the students will be placed on Disciplinary Probation by means of a Disciplinary Contract. Please see section titled Disciplinary Probation below.

Infractions resulting in more severe consequences include, but are not limited to:

1. Inappropriate, aggressive, disruptive, or unsafe behavior/speech at school and anywhere on or off campus when engaged in a school activity or otherwise representing Providence will not be tolerated. Warrants suspension.
2. Fighting, using physical force or threatening the use of physical force against another person will not be tolerated. Warrants suspension.
3. Any student vandalizing property will be liable for repairs or replacement and a police report may be filed. Warrants suspension or expulsion if deemed appropriate.
4. Any type of harassment to other students or staff is not acceptable (see Harassment). Warrants suspension.
5. Smoking or vaping is never permitted on campus or at any school-sponsored function/event on or off campus. It is illegal for a minor to be in possession of tobacco products. Warrants suspension.
6. Any student caught stealing will be expelled and may be reported to the police. A student who has stolen property in her possession may be considered as an active participant in the theft. Warrants immediate expulsion.
7. Participation in or affiliation with any gang-related activity is not allowed. Warrants expulsion
8. Assault against another person. Warrants immediate expulsion and police involvement.
9. The use or possession of any substance, weapon, or item prohibited by Texas law. Warrants immediate expulsion.
10. The possession, use, sale, delivery, of alcohols or any controlled substance not prescribed by a physician for the possessor, being under the influence of same, or being in possession of drug paraphernalia. A police report may be filed. Warrants immediate expulsion.
11. Any student having knowledge of someone being in possession of items prohibited by law, and refuses to divulge or conceals said information will be subject to the same consequences as the student(s) directly involved in the illegal act.

Administrators and designees may search lockers, backpacks, student automobiles, and other personal property at any time. Prohibited items will be confiscated, and disciplinary measures will be taken.

Care of School Property: Each student is responsible for the care of school property. If a student accidentally damages school property, she should report it immediately. Depending on the circumstances, repair or replacement costs may be charged to that student. Failure to report will result in disciplinary action and is a negative reflection of the student's character.

Classroom Discipline is the responsibility of the individual teacher. Teachers will issue warnings, assign detention, document incidents, contact the parents, and may, depending on the nature of the offense, send a Disciplinary Referral to the Assistant Principal.

Disciplinary Referrals are a means for teachers/staff to document and inform the Assistant Principal about student conduct. They may be used for “information only,” to report infractions, or to refer a matter to the Assistant Principal for handling. Depending on the severity of the infraction, the Disciplinary Referral may warrant immediate suspension, after which the student will be placed on a disciplinary contract. Parents/Guardians will be notified and provided a copy of the Disciplinary Referral in every instance that this instrument is used.

Disciplinary Probation is the student’s opportunity to modify her behavior. The contract will spell out the requirements that the student must meet in order to remain at Providence. A single offense after signing the contract may result in Administrative Withdrawal from Providence. Each student on disciplinary probation will be reviewed by the Administration at the end of each semester to determine the student’s status.

Suspension may be assigned in-school or out-of-school.

- ◆ In-school suspension (ISS) may be given for one class period or an entire day; the student will remain on campus.
- ◆ Out-of-school suspension (OSS) requires that the student remain at home and is not allowed on campus during the suspension.
- ◆ Whether on in-school or out-of-school suspension, the student is excluded from classes and all extracurricular activities during the suspension.
- ◆ Students absent as a result of suspension will receive a grade equal to **50%** of the grade earned on any work due or done on the dates suspended, but missed work **MUST** still be turned in and/or tests & quizzes **MUST** be taken.
- ◆ Following a suspension, the student **WILL** be placed on Disciplinary Probation.

Administrative Withdrawal/Dismissal of a student is within Providence’s rights when a student’s disciplinary record, repeated disruptive behavior or a single offense warrants such action, or when it is determined that dismissal would be in the best interest of all concerned. This action will be noted on the student’s withdrawal form.

Voluntary Withdrawal of a student from Providence Catholic School at any time prior to a decision being made by Administration in regard to disciplinary action may be made. The student's withdrawal form would state only that the withdrawal was voluntary, and no adverse disclosures would appear. In the event that the Administration’s decision is to dismiss the student from Providence, that fact will be noted on the withdrawal form.

It is the policy of Providence not to readmit a student once she has been administratively withdrawn. Discretion is allowed the administration to re-enroll a student after voluntary withdrawal.

Either of these types of discipline-related withdrawals will result in any pre-paid tuition being forfeited.

Disciplinary Chart

*The Administration reserves the right to rule as it deems necessary in any case.

Student Action/Behavior	# of Offenses	Possible Consequences
Classroom Misconduct	1	Warning by Teacher
	2	Detention by Teacher -Teacher contacts parent/guardian
	3	Disciplinary Referral to Asst. Principal: Parents contacted by Asst. Principal
	4	ISS and Disciplinary Contract to include Parents signature(s)
	5	Administrative Withdrawal
Out of Uniform	1	a. Warning by teacher/staff b. Correction to uniform
	2	a. Detention b. Correction to uniform
	3	a. Disciplinary referral sent to Assistant Principal- b. Correction to uniform c.. Conference with Parent
	4	Behavior Contract & Possible Suspension
Tardy to School (Excused or Unexcused)	4	Warning
	5	Detention-1 day afterschool
	6	Detention-2 days after school
	7	a. Parent conference w/ Asst Principal b. Detention-1 week after school
	8	Saturday school - Refer to "Attendance" Section
	9	a. Parent conference w/Assistant Principal b. Attendance Contract
Truancy	1	a. Parent conference b. Academic penalties
	2	a. ISS-1-2 days b. Disciplinary probation
Academic Dishonesty (includes forgery of signatures and plagiarism) Sent to Asst. Principal	1	a. Grade of zero b. Parents Contacted c. Disciplinary Referral to Assistant Principal d. Removal from extracurricular activities for remainder of the semester. e. 1 Day In-School Suspension followed by Disciplinary Contract
	2	Dismissal from Providence
Stealing	Any	Expulsion Reported to Police
Alcohol & Other Drugs – Possession/ Under Influence Harassment Inappropriate Sexual conduct Gang affiliation	Any	Expulsion

Dress Code: We believe that all students should become self-aware and responsible young women who take pride in their womanhood. A student in uniform represents Providence Catholic School, whether she is at school, at the mall, or on her way to and from school. Although responsibility for appearance rests primarily with the parents and the student, the school reserves the right to regulate the uniform and non-uniform dress code.

The **Required Uniform** includes:

- ◆ Plaid skirt obtained from the school supplier. The skirt length should be no shorter than three (3) inches above the back crease of the knee. Faculty and administration reserve the right to use their discretion regarding appropriateness of length.
- ◆ Navy blazer is to be worn with the plaid skirt as part of a dress uniform for special occasions such as, but not limited to, Mass, special assemblies, or as directed by the Administration. **The only exception is seniors who can wear white pullover sweaters consistent with those available from the school supplier.**
- ◆ White short sleeve or long sleeve over-blouse obtained from the school supplier. Seniors wear a regulation navy tie under the collar of the blouse. All undershirts must be white, not showing at the collar or below the hem of the uniform blouse.
- ◆ Uniform should be clean and pressed.
- ◆ Solid white, gray, or navy knee length socks.
- ◆ Black and white or navy blue and white saddle oxfords with soft soles; navy blue or black penny loafers; black soft-soled oxfords. Heels should be no more than 1 ¼ inches high. Shoe-laces must be either black or white. Shoes should be clean and well kept; writing, stickers, etc. on shoes is not permitted.

Optional Uniform Items include:

- ◆ Gray or Navy Polo Shirt obtained from the school supplier. Polo shirts may not be worn to Mass or formal assemblies or at any time the occasion warrants the student wearing the required uniform only.
- ◆ Navy slacks or navy walking shorts obtained from the school supplier. The short length should be no shorter than three (3) inches above the back crease of the knee. Faculty and administration reserve the right to use their discretion regarding appropriateness of length.
- ◆ Blue or gray sweater vest or long-sleeve pullover sweater. Sweater styles are to be consistent so as to be indistinguishable from those available from the school supplier.
- ◆ Solid white, gray, or navy blue tights.
- ◆ Gray Providence sweatshirt but NO hoodies of any type. Sweatshirts may not be worn at Mass, formal assemblies, field trips/outings, or anytime student is representing Providence.
- ◆ Lightweight blue jacket obtained from school uniform supplier.
- ◆ Providence letter jacket obtained from approved supplier.

NO athletic team warm-ups OF ANY TYPE may be worn during the school day. This includes pullover or zippered hoodies, cheerleading squad or dance team warm-ups or wind suits.

Students must arrive at school in complete and correct uniform, and remain as such while on campus unless permission to change has been obtained in advance from the Assistant Principal or authorized staff member. Students must arrive at school in complete and correct uniform, and remain as such while on campus unless permission to change has been obtained in advance from the Assistant Principal or other responsible adult.

Cold weather outerwear, jackets, sweatshirts, hats, gloves and scarves must be removed upon entering the school building and placed immediately in the student's locker, prior to advisory and remain in the locker until the end of the school day.

Non-uniform days will be announced. Students will follow the prescribed dress code when this occurs. Field trips and other off-campus activities may also have prescribed dress codes. When in doubt about appropriate attire, the student is advised to wear her uniform. The school has the right to rule regarding appropriate dress. Students who are not in compliance with non-uniform day regulations will be excluded from participating in future events when the non-uniform privilege is being permitted.

Exceptions to the full and complete uniform require an explanation in writing, signed/dated by parent/guardian. Should a situation require an extended time out of uniform for medical reasons, a doctor's note should accompany the parent's/guardian's letter.

Make-up, Hairstyles and Jewelry should be consistent with the wearing of a uniform and the school environment. Jewelry should be kept to a minimum. Earrings, bracelets (metal, plastic, studded or colored rubber types), and necklaces should be kept to a MAXIMUM of two (2). Providence is not responsible for lost or stolen jewelry. Tongue and/or facial jewelry/piercings, earlobe extenders, gauges, visible tattoos, whether they are temporary or permanent, body piercing (other than earrings), and bright or unnatural hair color are prohibited. A student wearing a facial/body stud or ring will be asked to remove it. If the student is unable or refuses to do so, she will be suspended until removal takes place. A second incident will result in immediate suspension and student will be placed on Disciplinary Contract. A student with inappropriate hair color will be given a deadline by which the color must be corrected; failure to do so will result in suspension until color is corrected.

Pins may be worn on the uniform according to the following criteria: 9th – 11th grade students may wear on their collars one Providence honor, club, or special event pin and one religious pin; 12th grade students may wear on their ties one religious pin and any Providence honor, club, or special event pins they have received throughout their years at Providence. NO other buttons, pins, or decorations may be worn on the uniform or senior tie. Elected student leaders may be required to wear an additional identifying accessory.

Anything that detracts from the desired image or presents a potential safety hazard is not to be worn. Students are not permitted to write on their hands or body.

The administration reserves the right to rule on the appropriateness of a student's appearance.

Backpacks: Full-sized backpacks will be allowed in the classroom. Due to the possibility of carrying excessive weight, students are encouraged to carry only what is needed from class to class or to request a second locker. Backpacks must not have wheels. Backpacks must not conceal prohibited items. Backpack design must be appropriate. A student may carry only one backpack throughout the school day. If requested by a teacher, backpacks will be centrally stored during class time in the location designated by the teacher. Students should ensure the backpack does not interfere with safe passage in walk areas.

- ◆ Students may go to their lockers during any passing period, but each student is responsible for getting to class on time. She will be counted tardy and issued a detention if she is not there when class is scheduled to begin.
- ◆ Athletic bags must be stored in a gym locker and locked as provided by the Athletic Department.
- ◆ Dance bags must be stored in a student's locker.
- ◆ No athletic/dance bags will be carried to and from classrooms or stored in classrooms at any time.

PE Uniforms: The PE uniform for the high school consists of a white T-shirt and navy blue shorts, each with the Providence logo. Uniforms will be purchased at the Providence Spirit Shop. Proper athletic footwear and socks are required.

ACADEMICS

We believe a Providence education fosters academic excellence through a rigorous program of study tempered by support and love which prepares each student to succeed personally, academically, and spiritually. In order to be a success in the Providence high school program and in the future, students are expected to be prepared to learn and to take full advantage of the educational opportunities provided by the school. Therefore, it is necessary that the students come to class with all necessary supplies and textbooks, with all homework and class preparation completed, and with an attitude that is conducive to learning. Students are expected to be active learners, participating in class discussions and class projects. Providence provides a comprehensive education for the college-bound student, offering required courses that support a strong academic program, as well as a wide selection of elective courses. Academic integrity and personal honesty is expected of every member of the Providence Community.

Academic Achievement is recognized in a variety of ways at Providence.

The **Honor Roll** is published quarterly. Students on First Honor Roll must have a 94 or above weighted average with no unweighted grade lower than 90. Students on the Second Honor Roll must have an 86 or above weighted average with no unweighted grade lower than 80.

The **National Honor Society** consists of sophomores, juniors and seniors who are eligible for membership based upon a cumulative average of 90, character, leadership, and service. A faculty selection committee screens candidates for

membership with final approval by the Administration. While maintaining high academic standards, members are actively involved in student organizations, civic activities, religious and charitable organizations. Members are expected to be outstanding examples of moral character, Christian values, and school pride.

To qualify for the status of Valedictorian or Salutatorian, a student must attend Providence Catholic School from the beginning of her sophomore year through her senior year. The student with the highest GPA is valedictorian; the student with the second highest GPA is salutatorian. These students are selected based on their cumulative GPA as of the end of the fall semester of their senior year.

Academic Advising: All high school students are counseled by the Providence High School Counselor regarding their four-year plan. Academic advising is an on-going process in high school, and the student and/or parent/guardian may request a conference with the Academic Counselor. The Academic Counselor is available in assisting students and her parents/guardians with the current academic needs, struggles, and questions as well as assisting with her future academic plans. Our counseling curriculum addresses each student's goals for college planning and acceptance.

Freshman Forum: An informative fall meeting with all freshman students covering the importance of the high school transcript, the beginning stages of the college search, study skills that support her academic success, involvement in extracurricular activities, and creating a four-year plan and the opportunities afforded by the PSAT. Check the Academic Counselor Edline for college information and scholarships.

Sophomore Symposium : an informative fall meeting with all sophomores, discussing the importance of continued academic excellence, taking challenging courses, the importance of the transcript, the GPA and Rank, the college search and career options, extracurricular activities, community service, extending the four-year plan and the opportunities afforded by the PSAT. Check the Academic Counselor Edline for college information and scholarships.

Junior Jumpstart: This program includes a readiness conference with the high school counselor and groups of four juniors and their parents/guardians. Each student will receive her personalized blue portfolio which includes information about the college search process. Other information provided includes national tests, their differences, resume writing, how to make the most of your college visits, writing effective college essays, websites for college and scholarship information. Parents/guardians are encouraged to attend this meeting. Check the Academic Counselor, Edline for college information and scholarships.

Senior Seminar: small senior group meetings in the fall and individual meetings with the counselor to review the student's college progress, answer questions, continue the scholarship search, and looking at the Academic Counselor's Edline for scholarships and college meetings.

Academic Dishonesty demonstrates a lack of integrity and has a negative impact on a student's moral and academic development. Academic Dishonesty includes, but is not limited to, the following: plagiarism – to take another's ideas, writings, homework, etc., and pass them off as one's own, whether published or from a classmate; obtaining prior knowledge of a test; copying or using any unauthorized sources of information during testing. All assigned work is considered to be individual work to be completed by the individual student. If the assignment is designated as group work, the teacher will communicate the requirements of the assignment in the following ways: directions on the actual homework sheet, on the classroom whiteboard, or on the web-based document.

Consequences for Academic Dishonesty are found on the table on the Disciplinary Chart of this handbook.

Academic Probation: **Academic Probation Committee** is comprised of the Assistant Principal, the High School Counselor and teachers appointed by the Assistant Principal. Parents/guardians and students may appeal decisions made by this committee to the Principal.

Academic Probation: Any student may be placed on academic probation when she fails two or more courses for a semester. Academic probation is a time during which a student must improve her academic performance if she is to remain at Providence Catholic School.

Academic Review: At the end of each semester, the Academic Probation Committee will review each student's progress and determine if the student will (1) be released from academic probation, (2) be continued on academic probation, or (3) be placed on academic probation, or (4) be referred to the Administrative Team.

Advanced Coursework GPA

Courses taught are college preparatory and are accorded extra weight when determining class rank and grade-point averages. Extra points will not be added to the weight of the course for semester grades lower than 80. The extra points will not appear on report card or transcript grades; extra points are reflected only in the final grade point average. Grade point averages are calculated on a 100 point scale.

Recommended Level Coursework

Recommended level courses have three extra points added each semester to the weight of the course.

Pre-Advanced Placement (PAP)

These courses require additional hours of study and a workload beyond the rigorous course work that all students are engaged in at Providence. Honors and PAP courses have five extra points added each semester to the weight of the course.

Advanced Placement (AP) Exams are given in May. The College Board selects the day and time for each test. Students in AP courses are not automatically exempt from spring final exams.

The College Board Advanced Placement Courses

Advanced Placement (AP) courses are taught at a college level, following College Board guidelines. Successful completion of an AP class allows a student to take an exam for possible college credit. For these reasons, the departments recommend academically strong students for Advanced Placement courses.

An additional charge for all AP courses to include test fees and workbooks will be billed to the students account. The AP course may also require additional materials to be purchased by the student. An Advanced Placement course has ten extra points added each semester to the weight of the course if the student's grade is greater than or equal to a 90.

Dual Credit (DC) and San Antonio College Partnership.

Dual credit courses are college-level courses in which the curriculum meets the requirements for both college credit and high school graduation credit. An Advanced Placement and/or Dual Credit course has ten extra points added each semester to the weight of the course.

Requirements for acceptance into dual credit courses offered at Providence are established by Alamo Community College District:

- Be a high school junior or senior.
- Receive prior approval/recommendation to take the course.
- Complete an application online at www.appliedtexas.com
- Obtain a minimum college-level placement score on the TSI Exam or exempt the TSI with an acceptable score on the SAT or ACT test.

Community Service: The Providence community unites in helping to prepare young women who are informed of and responsive to the needs of the local and global community. Our community service requirement is an outgrowth of our commitment to this goal. Therefore, each student is required to complete a minimum of 25 hours of community service for each year she is enrolled at Providence.

National Honor Society members are required to complete 25 hours of community service in addition to this campus requirement. Students and parents/guardians will be required to sign and return a Community Service Contract.

Community service may be performed at non-profit, charitable organizations including, but not limited to, churches, school, civic organizations, museums and nursing homes. Babysitting, working on political campaigns, working at family businesses or other for-profit businesses, or doing chores at home will NOT be accepted as community service. Many opportunities for service will be provided throughout the school year and summer, but it is ultimately the students' responsibility to find their service placement and complete the required hours in a timely manner.

If students do not meet their annual 25-hour requirement by April 30th of the current academic year they must complete the remaining hours during the summer. If this obligation is not met in the summer, then they will be ineligible for participation in extra-curricular activities until their requirement has been fulfilled. Community service will be a course listed on a student's report card with a "complete" or "incomplete" designation. This requirement is fulfilled based on documentation of hours completed and the service hour form being turned into the Service Hours Coordinator. In order to participate in graduation, and receive a diploma, students must complete 25 hours of service for each school year they are enrolled at Providence.

Course Catalog, published in January, includes academic policies and course descriptions. Each student is given a personalized copy. To assist the parents and students, support materials such as copies of each grade course selection sheet and the four-year plan worksheets are printed in the catalog.

Course Credit Programs

Summer School

Summer school courses may be taken for advancement, enrichment, or remediation. If such courses are offered at Providence during the summer school program, students must take them at Providence. Credit will be awarded for summer school courses, but the grades will not count towards GPA or rank.

Summer school is **required** for students who fail a core course and wish to return to Providence. All failed core courses must be recovered during a summer school program or an accredited on-line program.

Administration approval is required for all summer school courses whether they are for advancement, enrichment, or remediation.

On-line Courses

Prior permission of the High School Counselor must be obtained before registering to take an on-line course and strict completion deadlines must be met for an on-line course to count toward meeting graduation requirements.

Credit Recovery: All core courses; religious studies, English, social studies, mathematics, science and foreign language, failed during the regular school year must be made up in summer school immediately following the failure of the course. Any student who fails two or more subjects will be placed on Academic Probation. With prior approval of the Assistant Principal, and on a space-available basis, a student may repeat during the fall or spring semester a course previously failed. Should this occur, the Assistant Principal will work with the parent/legal guardian for scheduling and for assessment purposes.

Failed Courses: If a student fails the first semester of a full-year course and passes the second semester, the two semester grades are averaged: if the averaged grade is 70 or above, the student will be given credit for the full-year course. However, if a student passes the first semester, and fails the second semester, the student will have to recover only the second semester in summer school. This policy is based on the theory that a second semester course is more academically challenging than the first. **Students failing a core course are required to attend tutoring with their teachers.**

Senior Policy on Failed Courses: All courses attempted in the senior year must be passed for a student to participate in the graduation ceremony in May. A senior who has withdrawn from class with a failing grade (W/F) may NOT participate in the graduation ceremony. All community service requirements must be fulfilled to participate in the graduation ceremony and receive a Providence diploma.

Course Selection for currently enrolled students occurs during Spring Semester. Students are expected to study the course offerings, consult with parents, teachers and the High School Counselor prior to making their course selections which are to be finalized by the end of the current school year. The master schedule is based on the students' selections.

Alternate Choices are necessary in the event that conflicts arise in the scheduling process. If a student omits alternate choice selection, the administration will choose courses if necessary.

A Drop/Change of Course should only occur for a serious reason and students must have pre-approval from the Assistant Principal and High School Counselor

Withdraw Passing/Withdraw Failing

If extraordinary circumstances require dropping a course, the course dropped after the end of the second week of school (10 school days) will be given a grade of WP (withdraw passing) or WF (withdraw failing). Withdrawal grades carry no credits.

Distinguished Graduation Plan: (Applicable only to the graduating class of 2017) A student must achieve a combination of 4 measures of accomplishment from those listed below to graduate with the Distinguished Graduation Plan:

- ◆ Score 3 or above on an AP exam. This area may account for up to 4 of the measures of accomplishment.
- ◆ Test score on the PSAT that qualifies a student for recognition as a Commended Scholar, National Hispanic Scholar, or National Achievement Scholars Program. Only one measure of accomplishment may come from this category.
- ◆ Completion of a dual credit or college course with a 3.70 (90) or higher. This category may account for up to 4 of the measures.

Students must attend the senior retreat in order to participate in the graduation ceremony.

AP Scholastic Award: Student who earns 90 or higher each semester in three (3) or more Advanced Placement courses.

Specialized Certificate: Providence also awards Specialized Certificates. A student may receive a Fine Arts Specialization Certificate upon graduation if she earns four fine arts credits. A student may earn a Computer Specialist Certificate upon graduation if she earns 3 technology credits.

Transfer credit will be evaluated by the Academic Counselor.

To receive a Recommended Diploma from Providence Catholic School, a student must successfully complete the total number of credits, as specified below by graduation year. Exceptions may be made for transfer students.

Graduation Year	2017
<u>Department</u>	<u>Minimum Credits</u>
Religion	4.0
English	4.0
Social Studies	3.5
Economics	0.5
Mathematics (<i>MUST include Alg II</i>)	4.0
Science (See note 1)	4.0
Foreign Language(<i>same language</i>)	3.0
PE	1.0
Health	0.5
Fine Arts	1.0
Speech	0.5
Electives	2.0
Total Credits	28

Note 1: Beginning with the graduating class of 2011, science must meet the TEA requirements of the following combinations in science: Biology 1, Chemistry 1, Physics.

Note 2: Some middle schools are granting high school credit for advanced courses and other academically rigorous academic programs completed during the eighth grade. Providence will recognize that the student has completed these courses, and, with department approval and/or testing, allow the student to advance to the next level in that subject area. The course will be reflected on the student's transcript, but the grade will not be used when calculating GPA.

High School Foundation Program: (Starting with the graduating class of 2018)

The Foundation Program does not recognize religion courses, which are a requirement at Providence. A student who graduates with an endorsement(s) will earn four credits in religion and twenty-six credits required by the foundation Program with endorsement(s)

- 26 credit Foundation Plan with Endorsement: Eligible for general admission to an Institute of Higher Education (IHE)

- Adds the following courses to the 22 credit Foundation Program
 - 1 additional Advanced Math for a total of 4 Math credits)
 - 1 additional Advanced Science for a total of 4 Science credits)
 - 2 additional electives (for a total of 7 elective credits)

Under this plan, students must also complete the course work required to obtain at least one of the available endorsements:

- Science, Technology, Engineering and Math (STEM)
- Arts and Humanities
- Multidisciplinary Studies
 - Notes: All students must indicate, in writing, during their 9th grade year, an endorsement they wish to pursue.

26 Credit Foundation Plan with Distinguished Level of Achievement:

- Eligible for to 10% automatic admission to and Institution of Higher Education (IHE)
- Requires the same courses as the Foundation Plan with Endorsements; however, one of the 4 math credits must be Algebra II.

Endorsements:

Students will be able to earn one or more endorsements as part of their graduation requirements. Endorsements consist of a related series of courses that are grouped together by interest or skill set. They provide students with in depth knowledge of a subject area.

Students must select an endorsement in the ninth grade. Students earn an endorsement by completing the curriculum requirements for the endorsement, including a 4th credit of math, a 4th credit of science and 2 additional elective credits.

Students can choose from three endorsement areas:

1. Science, Technology, Engineering and Mathematics (STEM)
 - Mathematics
 - Science
 - Computer Science
 - Combination of no more than two of the categories listed above
2. Arts and Humanities (one of the following)
 - 2 levels each in two languages other than English (LOTE)
 - 4 levels in the same LOTE
 - Courses from one or two areas (music, theater, art, dance) in fine arts
 - English electives
3. Multi-Disciplinary Studies (one of the following)
 - 4 advance courses from other endorsement areas
 - 4 credits in each foundation subject area, including English 4, science, mathematics, social studies
 - 4 credits in Advanced Placement from English, mathematics, science, social studies, economics, LOTE or fine arts

Grade Point Averages (GPAs) are calculated at the end of each semester. The GPA is used to determine the class ranking of a student and is recorded on the student's official transcript.

Grading Scale/Numerical Grade System: The quality of academic achievement is reported in a numerical grade system.

94-101	Excellent
85-94	Above Average
75-84	Average
70-75	Below Average
Below 70	Failure to Master Material

Letters of Recommendation Students asking for Letters of Recommendation or any endorsements must do the following:

1. Complete a Request for Letters of Recommendation Form available in the Counselor's office.
2. Give the request form to the recommending teacher at **least seven days** before the deadline.
3. Provide the recommending teacher with a verifiable resume.

The person writing a recommendation will have the option of writing a follow-up letter at the close of the school year.

Parent/Guardian-Teacher Conferences are available at the request of a parent, a teacher, an administrator, or the student. Conferences are typically scheduled in the morning with all of the student's teachers and start promptly at 7:15 A.M. The student is expected to also attend the conference. Please allow for 48 hour notice to teachers for the conference. Should there be a concern about one particular course content, parents are expected to contact the teacher of that course before calling to initiate a conference. Contact either the Assistant Principal or the Academic Counselor to request a conference for a student with all of her teachers.

Make up/Late Work Policy: Definitions:

Assignment: Any graded product a student completes. These include: tests, projects, presentations, worksheets, practice, quizzes, reading, or performances.

Late work: Any assignment not turned in by the deadline by a student who is present at the beginning of class.

Make-up work: Any assignment missed due to an absence (excused or unexcused).

Late work will be accepted and graded by the teacher only under the following guidelines:

If the assignment is turned in by the beginning of the next class block following the deadline, the assignment will be graded for a maximum of 70% of the earned grade.

If the assignment is turned in by the beginning of the 2nd class block following the deadline, the work will be graded for a maximum of 50% of the earned grade. Work not turned by the 2nd class block will receive a zero.

Make-up work due to absence: Work previously assigned is due at the beginning of the next class block that a student is present. Work missed during an excused absence will be made up by the deadline set by the teacher. Make up work that does not meet the set deadline is subject to the **Late Work policy**. Work missed during an unexcused absence will be recorded as 70% of the grade earned.

Students absent as a results of suspension will receive a grade equal to 50% of the grade earned for work missed during the day(s) suspended. Missed work not made up will receive a grade of a zero.

It is the student's responsibility to request make-up work. The student must request make-up assignments at the beginning of a class block or before/after school but must not interrupt instruction. This contact may be either in person or via e-mail.

A student absent for school related purposes must request, *in advance*, all work to be missed during the school related absence. It is at the teacher's discretion whether the work is completed and turned in prior to the school-related absence or at a time after the student returns.

In regard to work missed due to Teen ACTS Retreats or any other officially sponsored parish religious retreat, these absences will be subject to the same provisions as an absence for school related purposes.

Students must turn in make-up work by the next class block; however, at the teacher's discretion time allotted for the make-up may be extended. The teacher sets the time for any tests or other in-school work, which must be made up. Make up work not submitted within the time allotted by the teacher will results in a grade of a zero for the assignment.

Students with extended absence (3 days or longer) may request that assignments be collected through the attendance office. Twenty-four hour notice must be given to obtain these assignments and the student or parent will arrange to pick up these assignments in the attendance office. Generally, homework will not be gathered for students who are absent fewer than three consecutive days.

Graded performances for Fine Arts classes cannot be made up. Only extenuating circumstances will be addressed with the Fine Arts Dept. Chair and the teacher.

Reporting Academic Progress:

Blackboard/EDLINE: Parents/guardians and students are given codes to access student grades through the Internet. Grades are posted at least once a week.

Progress Reports are a means of notifying parents/guardians of their students' progress. Progress reports are posted to Blackboard/EDLINE at the midpoint of each quarter.

Report Cards are issued at the end of each quarter. All financial obligations must be met to receive a report card.

Summer Reading assignments are given at the end of each school year in English and Social Studies and other courses. It is the student's responsibility to understand the reading and writing expectations for her courses. The student must bring her book and summer homework on stated due date; the summer reading assignment will be graded.

Testing and Assessment

Mid-Term and Final Exams are administered at the end of each semester and count for 20% of the semester grade. Except in cases of emergency, students are required to take exams when scheduled.

Attendance at scheduled Mid-term and Final Exams is required. Attendance is reported and carefully monitored as it is on regular school days. An excused absence must be reported AND verified according to attendance policies shown herein in order for a student to make-up a final exam. Exams are an important part of assessing student learning and should be taken seriously. The first exam starts at 8:15 AM; the second starts at 10:00 AM. Students are dismissed at 11:30 and should make arrangements to be picked up no later than 12:30 PM.

Make-Up Exams are permitted only with an excused absence during regular scheduled exam days. If a student returns to school during the exam days, she must contact her teachers to schedule a make-up time and day. An unexcused absence will result in a zero for the exam missed during the absence. **Early holiday travel arrangements are NOT excused absences.**

Senior Exemptions

At the teacher's discretion, **seniors** may be considered exempt from **SPRING** semester exams in a course if they meet the following conditions:

- A MINIMUM course average of 94 for EACH of the third (3rd) and fourth (4th) quarters in the spring semester.
- No more than one (1) unexcused absence or three (3) total absences during the semester being tested.
- No record of disciplinary infractions that result in suspension or disciplinary contract for each semester.
- No more than 5 tardies—excused or unexcused—to class OR advisory in a semester.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test) is administered every October. All 8th thru 11th graders are required to take this test. Students will receive their test booklets and their score reports in January. The 11th graders' Selection Index Score will determine their eligibility to compete in the National Merit Scholarship Program, The National Hispanic Recognition Program and/or the National Achievement Program.

Textbooks: All textbooks issued by the school are considered school property. The student's name must be written on the inside cover. Each student is responsible for all books issued to her. A student will be charged for books issued to her but not returned at the end of the course or at withdrawal. The lost book fee will be that amount required to replace the book. Books that are returned damaged will be assessed a fee depending on the condition of the book.

In order to take a final exam, students must turn in their issued textbook or provide payment to the business office for the amount of the lost textbook. Students with missing textbooks are required to take affected exam(s) on the date set aside for conflicts. Grades/transcripts will not be released nor will a student participate in the graduation ceremony until lost/damaged book fees are paid.

Transcripts: The student's Permanent Record (transcript) lists the following information by semester: all courses taken during high school, the level of the courses (AP, honors, transfer credit, summer school, night school), her numerical grades, number of credits earned, GPA, class rank, absences and tardies and standardized test scores including the PSAT, SAT I, SAT II, AP, and ACT. If a student wishes to have her AP test scores excluded from transmission to colleges, prospective employers, etc., the student must submit a written request to the Registrar.

Transcript Request: Students must submit a Transcript Request Form to the Registrar. The Registrar will mail all official transcripts and requested supporting documentation to the requested destination. Each electronic request requires the Transcript Request Form be filled out and given to the Registrar. All seniors are charged a one-time fee for all transcripts to be sent to colleges, universities, and for scholarship requests. Transcripts will not be released unless all financial obligations have been met.

FINANCES AND FISCAL MANAGEMENT

Business office hours of operation are: 7:30 AM– 4:00 PM Monday through Friday. Appointments are preferred if you wish to meet with business office personnel to discuss financial issues.

Tuition policies are as follows:

- ◆ All Administrative Fees, Retreat Fees and Graduation Fees will be billed, and are due, in June and July. These are non-refundable and payable directly to Providence Catholic School.
- ◆ Our annual option, due in August, and semi-annual option (½ due August 1 and ½ due January 1), will cover Tuition and the Advanced Registration Fee only and are payable to Providence Catholic School
- ◆ Monthly installments starting in August are due on the 1st of each month paid directly to FACTS Management Company.
- ◆ Students may be administratively withdrawn when tuition is delinquent in excess of 60 days.
- ◆ Student records/ transcripts will not be released until ALL financial obligations have been met.

Financial Policies are as follows:

- ◆ A \$35 charge will be assessed for any check returned due to nonsufficient funds (NSF). Parents must bring in cash, cashier check or money order within five working days to replace the amount of the NSF check and the \$35 NSF fee.
- ◆ All students' tuition, fees, library fines, etc. must be cleared (current) before report cards/transcripts will be released.
- ◆ Seniors will not be cleared for participation in graduation exercises until all financial obligations have been fulfilled.
- ◆ Textbooks are to be turned in to the course teacher no later than the semester final exam day. Failure to do so will result in no exam being given until the textbook is returned. Lost textbooks must be paid for in order to be allowed to take exams.
- ◆ Students withdrawing from Providence, for reasons other than disciplinary issues, will be charged tuition only based on a monthly pro-rated schedule provided by the Business Office at the time of withdrawal.
- ◆ Re-registration will be put on HOLD if a student's current year tuition is not up-to-date.
- ◆ All tuition for the current school year must be paid in full by May 31st of the current year in order to be enrolled for the next school year.
- ◆ All tuition and fees for the current school year must be paid prior to the student enrolling for summer school offered at Providence

Financial assistance and scholarships:

Financial aid forms are on the Hope For the Future Website: Facts Grant and Aid Assessment. Completed forms are required for consideration for scholarships and financial aid. Financial aid/scholarship recipients must maintain the academic and behavior standards of the school and remain current on their financial obligations to the school. If a student's financial account becomes past due or delinquent, after 45 days, they are subject to losing their financial assistance and/or scholarships. Scholarships and assistance are divided into equal payments based on the number of payments selected on the student payment contract.

- ◆ Scholarships are not given for athletic accomplishment or participation

Academic scholarships may be awarded to incoming freshmen based on the scores achieved on the High School Placement Test given at Providence. These are renewable each year provided the student achieves AND maintains honor roll status as defined under the section (Academic Honors).

- ◆ **Endowed scholarships**, if any, will be announced annually in June. Recipients are selected on criteria as restricted by the donor.
- ◆ **Financial assistance** is limited, but available for students based on family income and need. Availability of funds is determined by external contributions.

Families experiencing unexpected financial crisis should contact the business office promptly to discuss the situation and seek resolution of the matter.

Accident Insurance: Every Providence student is covered by Accident Insurance at school, at all school activities and to and from school at no cost to the parents. This coverage is a secondary carrier, not the primary coverage.

ATTENDANCE

We believe that excellence requires commitment, dedication, and focus. Punctuality and good attendance are vital to achieving this excellence. According to Texas Education Code (TEC) Section 25.085 and the Texas Archdiocese of San Antonio Handbook of Policies and Regulators for Catholic Schools section 4301, 90% attendance in class is the minimum standard. Accordingly, students are expected to be present in their classes unless absent for a valid and **excusable** reason. Valid and excusable reasons are listed below:

- ◆ Illness of the student
- ◆ Serious illness or death in the immediate family
- ◆ Quarantine
- ◆ Medical/legal/educational appointment (**for the student only**).
- ◆ Conditions that render travel hazardous
- ◆ A calamity beyond one's control
- ◆ Other reasons acceptable to the principal or the administrative designee

A parent/guardian **MUST** call the Attendance Secretary at 224-6651, ext. 201, by 9:00 a.m. when a student is going to be absent. The phone call does not take the place of the required excuse note, which is due BEFORE ADVISORY on the day the student returns to school.

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 explaining the reason for absence. (TEC Sec 25.085).. If appropriate, verification may be required. Student will then obtain the Admit to Class Form from the Attendance Secretary and present it to each teacher to receive missed assignments.

Excused absences and/or tardies are still absences and/or tardies and disqualify students from perfect attendance recognition. Students will receive full credit for make-up work completed in accordance with the make-up policy that follows.

Students absent for three (3) or more consecutive days, due to illness, will require a doctor's note for the absences to be excused.

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.

Absences other than those described above shall be Unexcused. An absence the day before or after a holiday or extracurricular event WILL be charged with an UNEXCUSED ABSENCE unless verified by a doctor's note.

Absences will be charged as follows:

- ◆ A student arriving after 9:30 a.m. or leaving before 2:30 p.m. will normally be considered absent a half-day.
- ◆ Missing more than three (3) hours of school will normally result in a full day absence.

NOTE: Students are not allowed to participate in any extra-curricular activity (athletics, clubs, etc.) on the day of their absence, regardless if it is a half or full day, excused or unexcused absence.

Excessive Absence impedes the teaching and learning of the student. (Five class periods is equal to two weeks of instruction.) Therefore, the student who is absent ten (10) days in an academic year will be referred to the

Attendance Committee. Consequences may include Saturday school, an attendance contract, loss of credits, and/or administrative withdrawal from school.

NOTE: Saturday school will be scheduled on an as needed basis and students assigned to Saturday school will be in full uniform from 8 am to noon. A fee will be assessed.

College Visits are coordinated through the office of the Academic Counselor. High School students are allowed college visits each academic year. Students must present a letter from the parent/guardian to the Academic Counselor at least **48 hours prior** to the visit, detailing the date of visit and the name of the college/university to be visited, in order for the absence to be excused. The Academic Counselor will provide the student with the approved form requiring teachers' signatures prior to the visit being authorized. Upon return, the student will present the Attendance clerk with an acknowledgement of the visit on the college/university letterhead. Properly authorized and documented/verified college visits as detailed above will NOT count against students for exam exemption consideration.

Students are Tardy to School if they are not in advisory when the 8:00 A.M. bell rings. Upon arrival, tardy students MUST report immediately to the Attendance Office prior to reporting to advisory or class.

Students not in their respective classrooms when the 8:00 A.M. bell rings are tardy. Tardies are cumulative during a nine-week period. Being TARDY to school - whether EXCUSED or UNEXCUSED- may result in consequences as listed in the Disciplinary Chart.

Violation of Attendance Contract: Parent/guardian/student conference with Administration for application of consequences.

Tardies to class: see Discipline section

Early Dismissal When a student requires an Early Dismissal, a parent or guardian should submit written notification to the Attendance Office before 8:00 A.M. on the day of the early dismissal. Parents must sign-out students in the front office. If a student is going to drive herself to an appointment or home during the school day, the attendance office must have written permission from the parent/guardian stating specifically that the student may drive herself. Students may never leave campus before dismissal without proper school authorization and signing out.

If a student cannot be picked up from school by a parent/guardian it must be someone shown as an emergency contact at the time of registration.

Providence defines **TRUANCY** as:

- ◆ absence from school without parental/guardian knowledge and/or school authorization.
- ◆ absence from an assigned class or activity without proper authorization.
- ◆ leaving school before dismissal or arriving late without proper authorization.

HEALTH AND MEDICAL

Students who wish to check out of school due to illness during the school day must report to the Health Coordinator. Only the Health Coordinator, or other designated adult in the absence of the Health Coordinator, may approve a checkout due to illness. At this time, the parents will be called. Parents must provide written or faxed permission before an ill student can drive herself home. Students may never call home on their own to ask a parent to pick them up.

Medication: (Prescribed or over the counter) All medications must be brought to the office or be given to the Health Coordinator. Only medications that are prescribed by a licensed doctor and necessary for a student to remain in school, will be given during school hours and must be accompanied by a note from the doctor. Any over-the-counter medication, including but not limited to cough drops, cold tablets, acetaminophen, ointments, must be accompanied by a note from a licensed physician in order for medication to be administered.

All medication, prescription or over the counter, must be accompanied with a letter from the parent/guardian/responsible party authorizing the Health Coordinator or Principal's designee to administer the medication sent as directed by the licensed physician. The staff member who is designated by the Principal to assist a student in taking her medication may refuse to do so at any time.

Each student's medication, prescription or over the counter, must be in its original container, clearly labeled with the following information:

- Student name
- Physician/Dentist name
- Date
- Name of medication
- Dosage
- Directions for administration
- Duration of administration

For any school sponsored field trip, activity or retreat students will be required to turn in all medication (prescribed or over the counter) to the designated Health Coordinator for the duration of the trip. Proper documentation and forms must be provided outlining dosage and instructions

Inhalers/EPI-pens: Students will be allowed to carry and self-administer if a note from a licensed physician has been submitted to the Health Coordinator. The note must include the student's name, name of medication and dosage.

All medication, prescription or over the counter, must be accompanied with a letter from the parent/guardian/responsible party authorizing the Health Coordinator or principal's designee to administer the medication sent as directed by the licensed physician. The staff member who is designated by the Principal to assist a student in taking her medication may refuse to do so at any time

If a student contracts a serious **Communicable Disease**, the Assistant Principal should be contacted for appropriate action.

Accidents, however minor, should be reported to the teacher and/or Health Coordinator at once. The school is only responsible for immediate first aid. In case of severe accident or acute illness, emergency care will be given and the parents notified at once. If necessary, EMS will be called and the student will be transported to a medical facility.

Providence has a full time licensed Athletic Trainer to oversee injuries that occur during Athletic events, practices etc. Only injuries suffered during a Providence athletic event, practice, workout, etc. will be evaluated by the Athletic Trainer. Any injuries occurring as a result of a non-Providence activity should be handled by the student and her family. If a professional evaluation is needed, the family must make their own appointment. If a student suffers an injury during a class or another school activity, the injury needs to be reported immediately to the Health Coordinator so that proper documentation and follow up can be made.

Accident Insurance: Every Providence student is covered by Accident Insurance at school, at all school activities and to and from school at no cost to the parents. This coverage is a secondary carrier, not the primary coverage.

Health Records and Exams: In accordance with the Code of the Texas Education Agency, the school maintains a health record for each student. ALL students' immunization records must be up to date, based on the State of Texas requirements. An updated physical examination certification and updated Emergency Contact information is required at the time of registration. Those who do not comply will be excluded from school until the required information is provided.

(Based on Archdiocesan guidelines Providence can only accept immunization exemptions for health reasons.)

Physical Exams: All new students and any student engaged in band, cheerleading, dance, PE, JROTC or any physical activity must present evidence of a physical examination signed by a physician each year before participating in any of the above-mentioned activities, including tryouts and practice.

If a student contracts a serious Communicable Disease, the Assistant Principal must be contacted for appropriate action to be taken.

GRIEVANCE PROCEDURE

Providence Catholic School recognizes the constitutional rights of all individuals to be heard. To ensure that this right is upheld, the Administration of the school has established procedures through which the parents of students may seek redress from actions or decisions that they feel are unjust or inappropriate.

Normally, complaints should be resolved with the person directly involved. Parents should request and seek resolution with the following individuals in the following order:

- ◆ Attendance matters: Attendance Clerk, Assistant Principal, Principal
- ◆ Academic matters: Teacher, Department Chair, Assistant Principal, Principal
- ◆ Disciplinary matters: Teacher, Assistant Principal, Principal

For **Minor Offenses** not subject to suspension, probation, or dismissal, a student may submit a written appeal to the person who initiated the disciplinary action and request a conference to discuss the matter. The appeal must be made within three (3) school days of her knowledge of the initiation of the action. Failure to submit the initial written appeal within the three days or failure to keep the requested conference date will cancel the appeal.

If the student is not satisfied with the outcome of the appeal she may request an appointment with the Assistant Principal within two school days afterward. In all other cases, student grievances may only be presented by parents/guardians.

If adjustments or explanations are not satisfactory, an appeal may be filed with the Providence Catholic School Grievance Committee. The Providence Catholic School Grievance Committee is composed of five (5) faculty and/or staff members appointed by the Assistant Principal. The Grievance Committee will meet, as required, to hear appeals made by parents in accordance with the grievance procedures stated above. After each hearing, the Grievance Committee will make a written recommendation to the Principal on the matter being heard.

When Filing a Grievance, the following procedures will apply:

- ◆ Complainants (parents/guardians) must file a written request with the Grievance Committee within two working days after attempting to resolve the matter as stated above.
- ◆ The request will be delivered to the Assistant Principal and should describe the complaint, facts concerning the situation, and the redress requested.
- ◆ The Assistant Principal will notify the Chairperson of the Grievance Committee who will set a date of hearing and give a minimum of 24 hours notice to the complainant. The Grievance Committee acts in an advisory capacity, and will make a recommendation to the Principal within two (2) working days after the hearing. Since the hearing is not a legal proceeding, it shall be conducted informally and participants shall not be entitled to legal representation or other parties in advocacy roles at the hearing.

The Principal will make a final decision and the complainant notified by registered mail within five working days of the hearing.

GENERAL INFORMATION

Advisory/Advisors: The student body is divided into grade level advisories, with an advisor who works personally with each of her/his students to help her become a successful Providence woman. During advisory, students will participate in prayer and pledge, then attendance and lunch count will be taken. Various announcements and information will also be disbursed for which each student is responsible.

Assemblies: Assemblies are for the education and entertainment of the students and are considered part of the learning process at Providence. Student attendance at assemblies is mandatory; assemblies are part of the school day. Students will demonstrate courteous and appropriate behavior in school assemblies by giving their full attention to the speaker, clergy, performers, etc. Talking, whispering, screaming, whistling, stamping of feet and booing are discourteous. The conduct of the student body affects the reputation of the school.

Athletic Events: Students of Providence Catholic School demonstrate their school spirit by participating either as members of a team or as spectators. At all times, whether on or off the court or playing field, behavior is such that it shows support of the home team, rather than against the opponent. Posters, banners, and signs in particular are to be in good taste. Participation in athletics requires an athletic contract signed by the student and parent(s)/guardian(s).

All athletes/cheerleaders, parents, and spectators will conduct themselves in a manner representative of a Catholic Christian school. They will:

- show respect for the Providence and opponent coaches and players at all times.
- show respect for officials who are trained to do their job and who can be expected to do it to the best of their ability.
- model and maintain self-control at all times.

Unsportsmanlike conduct may result in ejection from the event and/or campus. Full face and/or body paint are not allowed. Noisemakers are not allowed at any athletic event.

Before and After School Policies:

- ◆ Once dropped off for or arrival to school in the morning, students may not leave campus and return to campus without administration's approval.
- ◆ The main school building will be closed and locked at 4:00 p.m. No students will be allowed to remain in the building unless under the supervision of adult school personnel.
- ◆ Since the building is locked at 4:00 p.m., all students not participating in school-sponsored activities should make necessary transportation arrangements with their parents to depart the campus no later than 4:00 p.m. Normally an off-duty Texas Peace Officer is present on campus until 5:00 p.m.; however, the school is not responsible for students remaining on campus **after** 4:00 p.m. While on the campus between the end of the school day and pick up time, students will confine themselves to the following areas:
 - the front porch of the main building.
 - the Friendship Circle.

It is expected that all areas occupied by students will be cleaned up when they leave.

- ◆ For safety reasons, students are **not permitted** to leave campus or gather in the following areas:
 - at the rear of the school by the dumpsters or on the back porch by the cafeteria
 - in the parking lots unless going to their cars for departure
 - along the school fence on any part of the school campus
 - at Central Catholic unless for a meeting and checked out in the front office

Cafeteria/Food Policies: The cafeteria is open in the morning until 7:50, for lunch, and immediately after school for snacks. Students may bring lunch from home or purchase a hot meal. Students are not permitted in the cafeteria during class periods or pass time. Permission is required for a student to leave the cafeteria during her assigned lunch period.

During lunch, all students will eat in the cafeteria or on the tables adjacent to the cafeteria. Each student is responsible for clearing tables and floor of all refuse and leaving the area clean. Proper dining room manners will be practiced at all times; inordinately loud talking or laughing, banging on tables, throwing food, etc., will not be tolerated.

After school, students may eat or drink in the Friendship Circle, but students doing so are responsible for disposing of their own trash. Cakes or cookies may be brought in for birthday celebrations, but must remain in the front office until lunchtime. Burning candles on cakes are not permitted. If a student forgets her lunch or lunch money, the parent/guardian or student may notify the front office and arrangements will be made.

NOTE: For reasons of health and safety, food and beverages are prohibited anywhere in the school except in designated areas.

Cancellation of Classes: Please refer to “INCLEMENT WEATHER DAYS” section.

Change In Address/Email/Telephone: Any change in address or telephone number of parent/guardian or student must be reported to the school office as soon as the change is known.

Child Abuse: Providence is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life concepts. Therefore, it is the policy of our school to pursue all reasonable measures to assist maltreated children and their families. All state laws pertaining to this subject will be followed.

Closed Campus: Providence is a closed campus. This means that once a student is on school property on a school day, she will not leave until dismissal, except with school approval. Students may not leave campus and return to campus without administrative and parent/guardian approval.

Copyright Laws: All employees, volunteers, and students will abide by the federal copyright laws.

Deliveries: Items intended for students are delivered to the front office for student pick up. Parents/guardians may not deliver items to the classroom.

Elevator: The elevator in the Najim Campus Center (NCC) is not to be used by students unless accompanied by an adult faculty or staff member, or if given written permission by a school administrator.

Extra-Curricular Opportunities: All extra-curricular participants are governed by the school’s policy and TAPPS regulations regarding eligibility. This includes but is not limited to athletes, cheerleaders, class and club officers, drama productions, non-graded curricular after school activity participants.

Eligibility is determined as follows:

- Failure of one (1) class at Report Card renders a student ineligible for all extracurricular activities. Ineligibility takes effect the Friday following published grade due dates.
- The student remains ineligible until the next Progress Report is issued. The student must be passing ALL subjects to be reinstated as eligible.
- A student’s eligibility is restored the same day that grades are posted for Progress Report purposes.
- If a student is ineligible two (2) times during the same season/activity, she will be removed from that team/activity for the remainder of the season/activity.
- If a student is ineligible at the start of a particular sport/activity, she may not tryout or participate in that sport/activity until eligibility is re-gained.
- An ineligible student may not participate in any practice, rehearsal, competition or meeting while ineligible.
- Students not completing the required number of service hours from the previous year will also be ineligible at the start of school year and must fulfill the community service requirements in order to be considered eligible for extracurricular activities.

Field Trips The guidelines for school-sponsored field trips/outings are as follows:

- A written permission slip signed by parents or legal guardian is required for participation. Permission given over the telephone is not acceptable.
- Student attire must be in accordance with school policy.
- All school policies and disciplinary regulations regarding conduct and behavior are in effect for field trips/outings.
- Failure to comply with the above-mentioned guidelines may result in non-participation in future field trips.

Fund Raising: The primary purposes of fund-raising activities by clubs and organizations is to provide operating funds needed and to provide members with the opportunity to plan and carry out a project for learning leadership, business skills, and service. Providence does not endorse fund-raising for the purpose of accumulating large sums of money without a definite purpose. Funds are not used for entertainment or socials for the members.

The financial needs of a club or organization are evaluated annually, and plans for fundraising must be made in advance. Fund-raising projects must be approved by the Administration.

Students may not sell any product or raise money for any purpose without written permission from Administration. This pertains to on-campus and off-campus sales activities

Identification Card: Students will be issued a school I.D. card that should be carried at all times on campus and at school activities. The student I.D. number is used to check out books from the library and for admission to dances. This I.D. card must be surrendered to teachers and staff upon request. Loss of the I.D. must be reported immediately. There is a \$5 replacement fee.

Inclement Weather Days: In case of restricted or dangerous travel days, Providence follows Archdiocesan regulations. When SAISD schools close, Providence will close. Bad weather day make-ups are specified on the calendar. In case bad weather days exceed the number reserved on the school calendar, the school's Administration will set the make-up days as soon as possible after the event.

Library: The Providence library is a resource center set up to assist students in meeting their research and educational needs. Library hours and policies for library use and appropriate behavior are posted. These hours are subject to change due to holidays, in-service or workshops that may arise during the year.

Library Hours: Monday through Friday 7:00 am to 5:00 pm

Library Use Policies

- Student must have a teacher-signed Hallway Passport, with specific intent, in order to be admitted to the library during school hours-, including lunch periods. Students do not need a Hallway Passport before or after school. Students must report to their designated classroom 10 minutes before Advisory, 10 minutes before the end of each class period, and 10 minutes before end of day announcements.
- Students using the library will need to sign-in when they enter and sign-out when they depart.
- Students will not be allowed to take tests in the library without classroom teacher supervision.
- The library may be reserved by a classroom teacher for projects or research assignments. Those students will then have priority to computer access during that classroom period.
- There is one photocopier available for student use in the library. Cost for photocopying is ten cents (.10) per page. Students are expected to observe copyright policies regarding photocopying.
- The library atmosphere is conducive to study and research needs. Students must follow posted library policies. Students failing to follow these rules will be sent to the designated classroom, or if after school, will be asked to leave the library.
- High school students are allowed, before and after school, to use ear buds with their IPODs while in the Library.
- While in the Library computer lab, students must place all of their personal belongings in the designated location.
- No food or drinks, except approved clear water containers, are allowed in the library. Approved water containers may not be placed near computer equipment.

Book Policies

- Student must present her current Providence ID number in order to check out books.
- Student may have a total of (6) books checked-out at any given time.
- Due dates for all books is ten (10) school days from the time of checkout. Books must be returned by 3:30 p.m. of the due date in order to avoid being considered overdue.

- Books may be renewed for one additional loan period if the student has no overdue fines or if the material is not reserved for another student.
- No new books will be checked out if a student has overdue materials. If the student fails to return materials after receiving three (3) overdue notices, the student will serve detention in addition to returning the book or paying for a replacement. If the materials are not returned or paid for, the student will serve detention every five (5) days thereafter until the obligation is cleared.
- A full replacement cost will be charged for lost items which will be refunded, if lost book is found, with a receipt within 30 days of payment.
- Students may place holds on books at no charge.
- Books classified as REFERENCE, newspapers and magazines are used only in the library and may not be checked out.

Library Computer Use

- Library computers are to be used for school-related/ research purposes only, in compliance with the school's Computer Network Internet Use/Access Policy and Safety Information. Any student not in compliance will be reported to the Technology Director and Assistant Principal, who will decide appropriate action to be taken.
- Students needing to print documents from Internet must save information to their student file in Microsoft Word. They must then delete unnecessary information from the file before printing.

Bibliographic Instruction

Bibliographic instruction is provided to all students at a classroom level or on an individual basis.

Equipment and AV Materials

Students are not allowed to check out equipment, audio/visual material or electronic devices from the library.

Locks/Lockers: Lockers are the property of Providence Catholic School. Students are expected to keep their lockers neat and clean. Damage to the locker or its contents is the sole responsibility of the student to whom the locker is assigned. Decorations on the lockers are limited to those approved by Administration. The Administration reserves the right to inspect lockers and their contents at any time. Prohibited or suspicious items will be confiscated and disciplinary measures will be taken.

Lockers must be kept locked at all times. A combination padlock is assigned to all new students (paid by general fees) and is the only lock allowed. If a student loses her padlock, she must purchase a new one (\$5.00) from the front office. Unapproved locks will be removed and items within collected; locker may be locked-up/bolted until student adheres to policy. If a student is in need of a second locker, she may request one from the front office. A locker will be assigned and a \$5.00 fee charged for an additional lock. Students should not give their combinations to other students or leave their lockers open for other students' use.

PROVIDENCE WILL NOT BE RESPONSIBLE FOR THEFT OR DAMAGE OF PERSONAL PROPERTY
STORED IN LOCKERS.

Lost and Found: Articles that are found may be brought to the front office. Items not claimed at the end of each quarter will be discarded.

Najim Campus Center (NCC): houses administrative support offices (3rd floor), the library (2nd floor), and facilities for social events (1st floor). The 1st floor is NOT for students' use and is therefore, off-limits to all students except for the main entrance hallway as they walk through to go to the library on the second floor.

Personal Counseling: Personal counseling will be available to all students during designated times. Support groups, such as the Grief Support Group, may be established as needed to assist students in dealing with issues that arise in their lives.

Personal Property: Students are cautioned to keep personal property such as purses, wallets, jewelry, etc. with them at all times while in school, or locked in their locker or gym basket. (Jewelry and watches must be removed in PE classes.) Expensive jewelry, large sums of cash, or other valuable items should not be brought to school. **Providence will not be responsible for theft, damage or loss of personal property.** Personal property is subject to an in-depth search for contraband or weapons in the event random searches deem it appropriate.

Pregnant Students: Should a Providence student become pregnant, she will be asked to leave school. Conversation with the student and her parents/guardians will determine action appropriate for all. Students known to have abortions will be withdrawn. Final decisions in this regard will be at the discretion of the Administration.

Prohibited Items: Items prohibited during school hours include, but are not limited to: non-water beverage containers of any kind, food, cell phones/pagers, IPODs, video games, flammable devices or any other type of electronic devices, anything not part of the school uniform, school environment, and items previously mentioned as disallowed. EXCEPTION: clear, sealed water beverage containers are permissible but must not be placed near computer equipment. Items will be confiscated with no guarantee of return; further disciplinary action may be taken. Fines similar to those for cell phones mentioned below will be assessed for these items. Note: High school students are allowed, before and after school, to use ear buds with their IPODs while in the Library.

School Records (ACCESS): Divorced or separated parents have equal access to their student's Providence school records unless documentation has been filed giving one or the other parent sole rights. Third party access to a student's records requires a signed consent form from that student's parents.

Shadows/ Visiting Students: Students from other schools who wish to visit Providence for the purpose of possible admission must have their parents/guardian contact the school at least three school days prior to the desired date. The request will be reviewed and the family will be contacted. The student should not visit until contacted. Proper attire should be worn when visiting.

Spirit Shop: The Spirit Shop sells Providence PE uniforms, t-shirts, sweatshirts, bumper stickers, mugs, and a variety of other items. The Spirit Shop is normally opened during school hours.

Student Government, Clubs, and Organizations: The purpose of Student Government is to provide a conduit for students ideas to administration, help each student develop maximum potential, develop school spirit and to provide students with the opportunity to acquire and exercise leadership skills.

The primary purpose of Clubs and Organizations at Providence is to provide students with the opportunity to acquire and exercise leadership skills. Clubs and organizations are encouraged to provide educational programs for the members and to sponsor service projects, which benefit the school or civic community. Club membership is not for status. Student interest and commitment will determine what clubs and organizations continue to exist.

Membership in Providence clubs and organizations is open to all students, provided they meet the requirements of the organization and of the school which includes reenrollment status for the subsequent school year. The school reserves the right to deny a student's participation in a club/organization for academic or disciplinary reasons.

In order to attend meetings, workshops or conventions on school time, members or clubs and organizations must receive approval from the Administration in advance of the event.

Elections: To be a candidate for an office in any organization, the student must be in good academic standing, meet the requirement of the organization which includes reenrollment status for the subsequent school year. Candidates must receive a minimum of six (6) positive faculty/staff recommendations. All recommendation forms will remain confidential, and after candidates are approved or disapproved, the forms will be destroyed. A student may not hold more than one office in student council (ie; A student may NOT be a class officer and an executive officer). Any student that is currently a member of a club or organization may run for an officer position in in her respective club or organization. These students will be allowed to run for this office at the discretion of the membership of the club and the club moderator.

Election of officers in all organizations shall be determined by the following guidelines:

- Student Government and class officer candidates must be cleared by teachers, sponsors and Administration.
- Club sponsors will determine who is eligible to run for office.

- The election itself will be determined by a simple majority (one more than half the number of ballots cast).
- In the event that the simple majority is not attained in the first ballot, a second vote will be taken between the two students who received the first and second highest number of votes. The candidate who receives the most votes in a run-off is the winner.
- Adult sponsors of the organization will prepare the ballots and count the votes.
- To remain in office, each officer must maintain the academic and disciplinary standing which qualified her to run for the office. In the event of a forced resignation, the By-laws of the organization will determine how the officer will be replaced. In the absence of By-laws, the vice-president will fill a vacancy in the presidency. Any other vacancy is filled by appointment. The remaining officers, in consultation with the sponsor and the Campus Life Director, make the appointment.

Student Publications: The student newspaper published by high school journalism department is *The Pro Vue*, and the Providence yearbook is *The Philothean*. All students pay for the yearbook fee as part of the general fees and will receive a yearbook the following school year.

Student Residency/Married Students: Students are expected to live with a parent or legal guardian/conservator. We reserve the right to administratively withdraw any student who moves out from under the supervision of the adult responsible for her care. In like manner, a student currently enrolled in Providence will not be allowed to remain in school should she marry or live with a friend. Administration reserves the right to make special considerations in the student's/school's best interest.

Technology: All students and parents will sign the school's Computer Network Internet Use/Access Policy and Safety Information agreement form for the present school year in order to be granted computer use privileges. The Student-Parent Handbook will defer to this computer use policy in the event of any violation.

Cell phones and other electronic devices: If it is necessary for a student to bring a cell phone or other electronic device to school, it must be turned off and kept in her locker during the school day (7:50AM – Dismissal). Students are not allowed to have phones in their possession during the school day. Students may not use cell phones in the building between the hours of 7:50 AM and the afternoon dismissal bell. Confiscated cell phones or other electronic devices will be returned to a parent/guardian after payment of a \$30.00 fine. Appropriate disciplinary action will be taken for repeated offenses.

Telephone Use: The phone in the school secretary's office is not available to students for non-supervised use. In an emergency, students may request permission to use the phone in the administrative or staff offices. Appropriate disciplinary action will be taken for repeated offenses.

Transportation and Traffic Policies: All visitors to Providence must park in the designated visitors parking areas. Parents/guardians are asked to use the designated parking areas. Providence high school students purchase parking passes and are assigned to a space as are the faculty and staff. Please respect these assignments and use the visitor parking areas.

Parking on the Providence campus is a privilege. Due to the limited number of parking spaces, we cannot guarantee a space to all students wishing to park on campus. Priority for student parking space goes to carpool drivers, then seniors.

All vehicles parked on campus, including Augusta Street, must be registered. Registration forms may be obtained from the front office in August. Parking permits are good for one year only; registration one year does not guarantee registration the next. Driver's license number, proof of insurance, make/model of vehicle, license plate number, and payment of fees are required before parking privileges will be granted (one fee covers all vehicles driven by that student).

Student drivers needing to leave campus during the school day must provide a note signed by her parents. The note MUST state that the student "Has my permission to drive off campus" to attend to whatever event necessitates her departure during school.

Registered drivers will be given a hang-tag which must be hung on the rear-view mirror with the number facing the windshield. Parking tags remain the property of Providence Catholic School and must be turned over upon request. Students may park only in areas designated for student parking. Parking along fire lanes (designated by red curbs), in handicapped parking, areas labeled "no parking" or "visitor parking", or in any place that would obstruct the normal flow of traffic is prohibited.

Registration of vehicles is for the purpose of identification in case of emergency, and does not imply any responsibility on the part of Providence Catholic School for the protection or security of said vehicles. Parking is at the owner's risk.

The maximum speed on campus is 10 mph. Vehicles will enter on St. Mary's Street and must exit to the right on Brooklyn Street during peak hours. Pedestrians have the right of way at all times; however, students should still practice caution when crossing high traffic areas. A vehicle should not be operated while a person is sitting on, holding onto, or positioned anywhere on the outside of the vehicle. Reckless or unsafe driving is prohibited. In addition, as per Texas Law, no one under 18 years of age may ride in the bed of a pick-up truck. Violation of these regulations and/or other guidelines communicated to the student may result in a fine, disciplinary action, and/or loss of parking privileges. Violations of motor vehicle laws may be cited by law enforcement.

Students are never allowed in the parking lots during the school day without permission from the Assistant Principal/Administration and a staff escort. Parking on campus property authorizes school administration or its designees to conduct in-depth searches for contraband or weapons if random searches deem it appropriate.

Parents/guardians should drop-off students using the St. Mary's Street entrances and exiting according to traffic directional flow or posted signage. In order to ensure the optimum flow of traffic during prime time, students should be ready to exit their vehicles immediately; last minute conversation, note-writing, "dressing," and the like, are strongly discouraged. For safety reasons, parents/guardians should not drop-off students in the street or at neighboring establishments. Dropping off students on Augusta St. requires advanced approval by Administration.

Pick-up will proceed in the same direction as drop-offs. To avoid a back -up in traffic, students must go directly to their vehicles as they arrive. Standing or parking in the driving lane is prohibited. *Providence students are to be picked up at Providence.*

Bus Cards are available to all students in the front office. According to VIA regulations, these cards are to be used only for transportation to and from school and not for weekend trips to the mall, etc., and only by the student to whom it was issued.

The Providence activity buses are used for pick-up and drop-off at designated sites each day, field trips, athletics, band, and other school-sponsored activities. Users are responsible for cleaning out the bus after each use. For the sake of safety, students will respect the driver and follow all instructions given. Students are to stay seated at all times.

Vending Machines: The vending machines in the cafeteria may be used before and after school and at lunchtime, but are off limits at any other time of the day. Students who use the vending machines during passing period/class time will be disciplined and items purchased will be confiscated and held until after school.

Verification of Enrollment (V.O.E.) FORMS (DRIVER'S ED.): The School Office will issue V.O.E. forms. **Requests should be made (by the student) BEFORE or AFTER school, and at least 24 hours in advance.** The TEA policy requires a student to be currently enrolled in school and have attended school for at least 90 percent of the school year immediately preceding the date of application for the form. If applying in the fall semester, the previous spring semester attendance records will count toward the 90% rule.

Visitors: All visitors must check in at the school office. Visitors are required to remain in the school lobby unless directed or escorted elsewhere by Providence personnel.

Schools as Weapon Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents/guardians of any student who is arrested for violation of this statute. *18 U.S. Code § 922 (q)(2)(A).*

Withdrawal: Parents/guardian will give the Director of Admissions advance notice (at least one day) when they wish to withdraw their daughter. This allows the Director of Admissions to obtain the students' grades and status of the student's account. During the withdrawal process the parent/guardian will be asked to participate in an exit interview with the Admissions Director or designated Administrator. An official transcript will be released to the student's new school upon request from the new school provided that all books and equipment have been returned and all financial obligations have been fulfilled. A duplicate copy of the withdrawal form will be given to the parent/guardian.

Appendix A

CLC Meeting Matrix: School Year 2016- 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Week	Drama 3:30 Progressions 4:00	Show Choir* HS PageTurners 3:30	NHS 3:30 NJHS 3:30 Progressions 4:00	Show Choir* MS StuCo 3:30	Ecology 3:15 MS Math & Science 3:30
2 nd Week	MS PageTurners 3:30 Mu Alpha Theta 3:30 Progressions 4:00	Show Choir*	NAHS (HS) 3:30 MS Art Club 3:30 Progressions 4:00	Show Choir*	Global Justice 3:30
3 rd Week	Drama 3:30 Progressions 4:00	Show Choir* Moye Prayer 3:30	Ambassadors 3:30 String Ensemble 3:30 Progressions 4:00	Show Choir* MS StuCo 3:30	Rotary Interact 3:15 MS Math & Science 3:30
4 th Week	StuCo HS 3:30 Progressions 4:00	Show Choir*	French 3:30 String Ensemble 3:30 Progressions 4:00	Moye Prayer 3:30 Show Choir*	
5 th Week	Progressions 4:00	Show Choir*	Progressions 4:00	Show Choir*	

Meeting start times are posted, meeting should last no more than 1 hour. Additional meetings or work time for upcoming projects should be scheduled in the morning or after reviewing this matrix with the conflicts of your membership. If the regular meeting time for a Club is a school holiday, the meeting will be moved to the next available date during the month.

- *Show Choir is a credited class until 4:30pm on Tuesdays & Thursdays.
- Liturgical Choir meets 3 times prior to each Liturgy. Students are only required to attend 2.
- Play Production is a regular afternoon activity, depending on productions scheduled (Fall Play & Spring Musical). Student must attend required practices to receive Fine Art credit.
- Athletics are regular activities all year long. A student-athlete is excused from practice for club meetings, but must make up missed practice time and should communicate with her coach prior to missing. Student-athletes must miss club meetings to travel to games, and should communicate with their sponsor prior to missing.
Middle school practices begin at 3:45pm, High school practices begin at 4:30pm.

***The Lord will be with you in all your activities
and bless all your words and actions.***

■ *Blessed John Martin Moye*

