

PROVIDENCE

Our Lady of Providence High School

STRENGTHENING THE BODY ENRICHING THE SOUL CHALLENGING THE MIND



Student/Parent Handbook

2026-2027

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Revised 2026

Our Lady of Providence High School

Under the Auspices of
The Roman Catholic Archdiocese of Indianapolis
and
The New Albany Deanery

Directed by
The Our Lady of Providence Board of Trustees

Accredited by
The Indiana Department of Education
and
Lumen

Member of
The National Catholic Education Association
Association for Supervision
and Curriculum Development
The Indiana High School Athletic Association



Recognized by the US Department of Education as a Blue Ribbon School of Excellence

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1.0 Foreword

Welcome to Our Lady of Providence High School!

Academic achievement and spiritual development in a caring, disciplined environment are the foundations of a Providence education. This student/parent handbook presents an overview of Our Lady of Providence High School, its mission and philosophy, and the rules and expectations aimed at providing a quality educational experience for Providence students. The policies and guidelines contained in this handbook help students, parents, and faculty foster an environment in which we are able to grow toward our potential as Christian people.

In choosing Providence, you have indicated a willingness to accept and promote the above values and to abide by the regulations and provisions outlined in this handbook. Therefore, this is a shared vision between Providence and the individual student. Each student's interests are best served by a cooperative relationship among the student, his or her parents, teachers and staff, and the school administration. When disagreements arise concerning the school's application of school regulations, reasonable efforts will be made to listen to student and parent concerns and in some cases to offer a fair process of review. Should cooperative efforts fail, the administration reserves the right to require students to withdraw from the school. However, it is our hope that all parties will appreciate and respect what has become the Providence tradition: providing a quality Catholic education for the young people of the New Albany Deanery.

We reserve the right to amend this handbook as needed with proper notification.

Note: The term parent implies legal guardianship.

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2.0 Guiding Principles

MISSION STATEMENT

Our Lady of Providence Inspires Faith, Empowers
Hope, Strengthens Love and the Formation of the
whole person Through Exemplary Catholic
Education

POSITIONING STATEMENT

Our Lady of
Providence
A Preparatory School
For College
For Life

2.1 Philosophy

Our Lady of Providence is an expression of our shared belief in the uniqueness and the dignity of every person as a child of God. As a center of Christian education, Providence places great importance upon the unique spirit that is alive in each person which needs to be expressed, to be shared, and to be incarnated in our world. In accordance with this philosophy, the community of Providence continually strives to develop the talents of students through quality in experience, learning, discipline and relationships.

As an educational and Christian institution, we honor and revere the sacredness of every person and value compassion and respect for all people. We are committed to justice and fairness and strive for a diversity of gifts and talents and opportunities. We value academic integrity and expect our students to work to their unique potential. We believe in self-discipline, healthy lifestyle choices, and the preservation of a school culture that promotes high academic and personal standards.

2.2 Catholic Identity

*“Let all who enter here know that Jesus Christ is the reason for
this school”*

The American Bishops’ Pastoral, “To Teach as Jesus Did,” expanded the dimensions of Catholic schools when they stated the following: “The educational mission of the Church is an integrating ministry embracing three interlocking dimensions: the message revealed by God which the Church proclaims; fellowship in the life of the Holy Spirit; service to the Christian community and the entire human community.” In keeping with this mission, we at Our Lady of Providence High School strive to give students the tools to live a life of faith, service and of love. It is our firm belief that the Catholic School is the best way to educate and prepare our students to be future citizens of Church and State and to pass on our faith to succeeding generations.

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2.3 Value Statements

Our Lady of Providence values the following for our students:

Spirituality

- ☒ Practicing a dynamic, growing, living, practicing faith journey
- ☒ Becoming people of prayer
- ☒ Celebrating the sacraments and deepening the understanding of sacramental moments
- ☒ Living gospel values in our daily lives
- ☒ Basing decisions on the faith dimension
- ☒ Promoting global awareness and peace
- ☒ Finding God's call for each person
- ☒ Moving beyond self to valuing community
- ☒ Embracing diversity and social justice
- ☒ Searching for God in one's life
- ☒ Valuing the whole person

Academics

- ☒ Growing knowledge to help shape the world and to make a positive contribution
- ☒ Committing to life-long learning
- ☒ Pursuing a well-rounded academic curriculum
- ☒ Stimulating intellectual curiosity
- ☒ Thinking and reasoning intelligently
- ☒ Engaging learning, experimenting, and exploring
- ☒ Seeking endeavors that self-challenge and a willingness to stretch
- ☒ Communicating effectively

Social

- ☒ Enhancing connectedness
- ☒ Accepting others
- ☒ Developing leadership skills
- ☒ Listening and appreciating others' points of view
- ☒ Developing different levels of relationships – adults, peers, etc.
- ☒ Creating a healthy community and home life

Personal

- ☒ Building confidence and pride
- ☒ Taking healthy risks
- ☒ Exercising Leadership
- ☒ Accepting and affirming one's gifts and talents
- ☒ Serving through one's gifts and talents
- ☒ Possessing a spirit of generosity
- ☒ Realizing full potential; Self-Realization
- ☒ Becoming a whole person

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2.4 Archdiocesan Mission Policy

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose Providence High School!
4. While academic excellence and involvement in extracurricular activity (sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

2.5 History

Our Lady of Providence High School is an inter-parochial, co-educational Catholic secondary school located in Clark County, Indiana, serving the greater Louisville metropolitan area. Operating under the auspices of the Roman Catholic Archdiocese of Indianapolis, Providence is one of nine archdiocesan high schools and is part of the New Albany Deanery, which includes 16 parishes and 7 elementary schools throughout Clark, Floyd, and Harrison counties.

Founded by the Sisters of Providence of Saint Mary-of-the-Woods at the request of Archbishop Paul C. Schulte, Providence opened on September 12, 1951, with a freshman class of 137 students representing 11 Southern Indiana parishes. Rapid growth during the 1950s led to the addition of a convent in 1953 and a 12-room classroom expansion in 1959 to accommodate an enrollment that exceeded 700 students. Enrollment peaked at 898 students in 1963 before declining over the following decade. In 1972, ownership of the school was transferred from the Sisters of Providence to the New Albany Deanery, establishing a new era of local governance and support.

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The late 1980s and 1990s brought significant growth to both the campus and its governance structure. The Robert I. Larkin Athletic Center was constructed, junior high grades were added, the President/Principal model was adopted, governance transitioned to the Our Lady of Providence High School Board of Trustees, and additional classroom space was added to support the school's continued growth.

The first decade of the 21st century marked a period of substantial campus transformation. Major improvements included lobby and front façade renovations, the opening of new Art Studios, air conditioning throughout the academic building, construction of the Sam & Paula Robinson Performing Arts Center and the James & Phyllis Robinson Sports Wing, renovation of the original gymnasium into the Bob & Gladys Koetter Gym, completion of the Ray Day Little Theatre, and extensive renovations to both academic and athletic facilities. In 2009, Providence inaugurated its House System to foster student leadership and community while completing renovations to multiple athletic fields.

The 2010s saw the near completion of the Providence 2000 Master Plan and continued investment in academics, athletics, and faith formation. Highlights included the opening of a music studio, implementation of a one-to-one iPad program, renovation of the Larkin Center, installation of artificial turf at Coach Gene Sartini Field, construction of six tennis courts, dedication of a stand-alone Chapel, completion of a new baseball field with artificial turf infield, construction of the Providence Athletic Center, and significant improvements to Murphy Stadium. During this decade, the junior high academic program was discontinued, and the Marshall Providence Athletic Center was dedicated.

The 2020s have continued this momentum. New lighting was installed for the softball field and tennis courts in 2021, and the Student Commons opened in 2023 to provide an enhanced space for student collaboration and community. Thanks to the generosity of Providence alumni, families, and supporters, Phase I and Phase II of the Athletic Training Center were completed in 2023 and 2026, respectively. In 2025, Murphy Stadium underwent major upgrades, including the installation of artificial turf, a renovated track, and a new digital scoreboard. These improvements have coincided with four consecutive years of enrollment growth, reflecting the continued strength and momentum of the Providence community.

Today, more than 75 years after its founding, Our Lady of Providence High School stands as a fully renovated, 21st-century Catholic secondary school situated on 23 acres in Southern Indiana.

Providence continues to operate within the New Albany Deanery school system while remaining under the guidance of the Archdiocese of Indianapolis.

Since its founding, Providence has awarded diplomas to nearly 9,850 graduates, many of whom have gone on to assume leadership roles in their communities, professions, and public service.

Approximately 99 percent of Providence graduates pursue post-secondary education, reflecting the school's enduring commitment to academic excellence, faith formation, and student success.

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2.6 Our Lady of Providence School Song

Providence, Providence, your name is glorious. Pioneers, Pioneers, fight on victorious. Standing strong for what is right. Blue and White onward fight. We've the spirit, we'll do or die For Our Lady of Providence High.

We pledge to you our loyalty Our Lady of Providence High. We'll keep your colors flying, Flaunted against the sky. We will always stand together with you hand in hand. For you're our alma mater the best school in the land.

Providence, Providence, your name is glorious. Pioneers, Pioneers, fight on victorious. Standing strong for what is right. Blue and White onward fight. We've the spirit, we'll do or die For Our Lady of Providence High.

3.0 Spiritual Formation

A primary goal of Providence High School is to enable our students to integrate their faith into their daily lives. As a Catholic school, we offer a variety of experiences to nurture our students' relationship with God and to strengthen their relationship with the Church. For students of other faiths, our spiritual formation program introduces them to the tenets of the Catholic Church and provides them opportunities to enrich their own Christian heritage. We encourage our students to participate in their own parishes and youth programs.

3.1 Liturgies, Sacraments, and Prayer Experiences

Mass or communion service is celebrated every Thursday before school in the chapel beginning at 7:50 am. All faculty, staff, and students may attend. In addition, we offer school liturgies throughout the year. These liturgies are planned by a committee of students with our Campus Minister and Chaplain and reflect an appreciation and understanding of ministering to youth. All students, faculty, and staff members attend the school liturgies to strengthen the spirituality of our school community. Our students serve as Eucharistic Ministers, Music Ministers, Lectors, Servers, and Ushers at these Masses.

Other sacramental and prayer experiences include the offering of the Sacrament of Reconciliation during Eucharistic Adoration, the Advent and Lent seasons, and on senior retreats. Other prayer experiences offered throughout the year include individual class Masses, special all-school prayer services, monthly Eucharistic Adoration, and daily prayers at the beginning of every day.

Providence respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school we cannot relinquish our own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at school except those that are intended only for Catholics (e.g., reception of the sacraments).

3.2 Campus Ministry

Besides being responsible for our Liturgies, Sacraments, and other prayer experiences, our Campus Ministry program provides opportunities for spiritual renewal through our four-year retreat program. Our freshmen and sophomores have an opportunity to attend one-day retreats; Juniors attend a two-day retreat, and Seniors have a three-day retreat. Through the peer ministry program, students serve as team leaders on Providence retreats.

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Our Service Learning program falls under the guidance of Campus Ministry. Our hope is that Providence graduates will take their place in the community and contribute a Christian influence on society. We believe that our students should be exposed to the diverse population of the local area and witness first-hand the trials of those less fortunate physically, mentally, and economically. Within this spirit, all students must complete a 75-hour service requirement for graduation. Please see the service learning portion of this handbook for more information on this program.

3.3 Theology Classes

Providence High School requires that all students take Theology classes for all years in which they attend. Our students learn about their personal faith and the Catholic Church. They deepen their relationship with God through the study of scripture and develop a greater awareness of moral decision-making, social justice, and Christian living.

4.0 Admission

As an Archdiocesan inter-parochial high school serving the New Albany Deanery, Our Lady of Providence is open to all students of the deanery who have successfully completed the eighth grade and have been promoted to the ninth grade, as long as there are no circumstances that would impede the student's success at Providence. The school furthermore recognizes that it provides an important and valuable alternative form of education to the entire community and as such is open to all who share our school mission and philosophy and meet and complete our Non-Deanery Admissions processes.

Providence does not discriminate in its admissions procedure based on race, sex, age (within the law), or national origin. If conditions existed which would require the limiting of enrollment, students from our deanery would be given first consideration.

Providence High School strives to accommodate students with physical, emotional, social, or learning differences. However, families must fully disclose the nature and known extent of such differences at the time of registration. Providence is limited in its ability to serve students with significant learning differences. Since individual school plans (ISPs) are not formalized at Providence, students entering Providence High School with previously written ISPs will need to meet with the Learning Support Services Coordinator to determine what accommodations are possible at Providence High School. This meeting should occur before enrollment so that agreement can be reached on the most appropriate educational setting. *Providence does not make significant behavioral accommodations.*

New Student Probationary Period

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Our Lady of Providence High School. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from Our Lady of Providence High School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Our Lady of Providence High School is made by the school, the student's tuition due would be prorated.

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Continuous Enrollment

Acceptance of the registration fee does not guarantee admission for the upcoming school year. The student's academic achievements, behavior, attendance, and willingness to accept the school's mission and philosophy are all factors in continued enrollment. In addition, all tuition and fees from the previous year must be up-to-date.

Students who have been asked to leave will not be readmitted unless the administration makes an exception due to extraordinary circumstances.

4.1 Parental Authority

Any student enrolled at Providence High School, regardless of age, is seen as the responsibility of his or her parents/legal guardians. Even if a student is 18 years of age, the student may not take over a parental role as it pertains to any of our policies. A student is required to live with his or her parents while enrolled at Providence. Any exceptions to this policy must have approval from the principal. Students over 18 years of age in IVY Tech Professor on Loan courses, follow IVY Tech requirements for parental authority on grades.

4.2 Non-Deanery 9th Grade Admissions Policy

Our Lady of Providence High School enthusiastically welcomes incoming 9th grade students from outside of the New Albany Deanery. The following process will be followed to ensure the admission is in the best interests of both the student and Providence. The following criteria is used to determine this:

- The student has progressed at a normal rate throughout elementary and junior high school and has been promoted to 9th grade.
- The previous school will provide copies of student transcripts, grades, discipline and attendance records, and standardized test scores for review.
- There is evidence that the student will be successful and able to meet the educational, social, and behavioral expectations in our Catholic school environment.
- The student is not under suspension, withdrawal, or expulsion from a previous school.
- The student does not have extreme absences, tardies, or other disciplinary action from the previous school.
- The student has demonstrated a sincere interest in attending Providence and fulfilling all requirements.

In addition to the steps outlined above, Providence will schedule a conference between the prospective family and members of the administration and guidance department. This meeting will allow school officials to have in depth conversations concerning how to best ensure a successful transition to Providence.

If Non-Catholic, as part of the conference, administration/guidance will discuss with the student and student's family the expectations, requirements, and procedures followed as a Catholic school. The family will then complete the Non-Catholic Student Application /Supplemental Information form.

Administration reserves the right to place a student on probationary status for the first semester. See

New Student Probationary Period

4.3 Transfer Policy

Transfers are made only at the beginning of a semester; however, exceptions are made for students transferring from out of town during a semester. Students wishing to transfer to Providence must first contact the Office of Institutional Advancement to arrange a tour of the building and to receive introductory material on our program. If the student wishes to pursue the transfer after the tour, a transfer packet will be mailed to the student. The Guidance office will call for an interview. Report cards, transcripts, and standardized test scores must be sent in prior to the interview. The student's previous school will be contacted for an additional recommendation. In the case of a home school situation, the student may pursue transfer but he or she should be informed that we do not recognize homeschool credits on our transcript.

Once the counselor completes the initial interview, an admissions committee determines if the transfer is in the best interest of both the student and Providence. The following criteria is used to determine this:

- The student has progressed at a normal rate throughout elementary, junior high and high school
- The transcript does not contain significant deficiencies
- The student can develop a course plan that will make up any differences between Providence and the previous school
- There is evidence that the student will be successful in our program
- There is room in the particular classes needed by the student
- The student is not under suspension, withdrawal, or expulsion from a previous school
- The student does not have extreme absences, tardies, or other disciplinary action from the previous school
- There are no personal circumstances that would seriously hinder success
- The student has demonstrated a sincere interest in attending Providence and fulfilling all requirements
- The student is not entering senior year. Providence does not take senior transfers unless there are exceptional reasons why the student cannot remain in his or her present school.
- If the admissions committee determines that the above criteria have been met, then the transfer is not official until the student's records from the previous school and all registration materials have been received.

Note: All transfer students are admitted on a probationary basis. See New Student Probationary Period. Academic, behavioral, and attendance records will be reviewed by administration at the end of the first quarter as well as at the end of the first semester. At that time a determination will be made concerning the probationary status of the student's enrollment.

4.4 Withdrawal Policy

Any student who withdraws from Providence must do the following:

- Have a parent/guardian make contact with a school official and explain the reason for the withdrawal within one week of the last day of attendance
- Student completes an exit interview with guidance office
- Have the new school request records in writing
- Complete any outstanding work, return any school property, pay all tuition and fees

Failure to do the above may result in the student being reported truant to the school corporation in the county in which he/she resides.

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4.5 Financial Information

Tuition and fees are determined on a yearly basis by the Board of Trustees. Parents who are members of any of the New Albany Deanery parishes pay a deanery tuition rate. Parents who are not members pay a non-deanery rate for tuition.

Arrangement for payment of tuition is to be made through the Business Office according to one of the following plans:

1. Pay the total tuition and other charges in one payment due August 5.
2. Pay the total tuition and other charges in two equal payments due August 5 and December 5.
5. Pay the total tuition and other charges by a combination of a direct payment to the school and a loan through our designated bank. Both cash and loan are due August 5. The loan is for 10 payments.
3. Pay the total tuition and other charges by a loan through our designated bank due August 1. An additional amount of up to \$300.00 can be borrowed for books and other charges.

Choice Scholarship/Financial Aid

A family completing the appropriate applications for Choice Scholarship or Financial Aid and meeting the qualifications, will be advised of any scholarship/financial aid award.

Delinquency

If an account becomes delinquent, Our Lady of Providence has the right to:

1. Withhold the student's report card.
2. Not allow the student to take semester or final exams.
3. Not allow the student to participate in school-sponsored extracurricular activities.
4. Withdraw the student from school
5. Withhold all official school records.
6. Turn the account over to an attorney for professional collection.
7. Not allow the student to attend classes the following school year until the previous year's tuition is paid in full.

Refund Policy:

Tuition refunds are at the discretion of the Business Office.

Questions as to procedures regarding tuition, fees, and financial aid should be directed to the Business Office. Families struggling to meet their financial obligations are encouraged to keep an active dialogue with the Business Office.

4.6 Fundraising

Fundraising is vital to keep tuition costs at an affordable rate. Periodically, our student clubs, organizations, and athletic teams do fundraising. These are either to promote local community service projects or to help support the particular club, organization, or athletic team. Permission for this kind of fundraising is given through the Principal's Office or his/her designee. These are kept to a minimum and typically involve only those who participate in the particular club, organization, or team.

Any fundraising at Providence must have a sponsoring club, organization, or team. No individual student may raise funds on our campus for outside agencies, family members, or other charitable causes. In cases where community members are facing a financial burden due to tragic events, the school may be able to find a sponsoring organization to help secure donations. These kinds of requests go through the Office of Institutional Advancement.

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4.7 Communication

At the heart of Catholic education is the relationship established among the student, parent, and the school. Providence sees communication as the key to establishing and maintaining these important relationships. Throughout the year, several events are held to promote communication. These include the following:

- Orientations for students and parents new to Providence High School
- “Back-to-School” events for all current parents to attend
- Parent-Teacher conferences for academic advising
- Student meetings by grade level held during the school day
- Open House for prospective students and parents
- Registration evenings for in-coming students and parents
- Other parent and student information meetings as offered

In addition, the administration, faculty, and/or parent may call for individual student/parent conferences to help support at-risk students or to keep all parties informed of concerns of a serious nature. Faculty and staff can be reached through the school’s email addresses.

The school communicates with parents through mailings sent both through the postal service and electronically. In addition, the school’s website provides students, parents, alumni, prospective students, and prospective families with a continuous source of important information. We strongly encourage our community to stay informed by regularly visiting www.providencehigh.net. Providence’s online grading system is also accessed through the website.

The school also shares news, activities, events, student achievements, and important announcements through its official social media accounts on Facebook and Instagram. Families are encouraged to follow these accounts to stay informed about school happenings and celebrations.

Please note that the school cannot be held responsible for mailings, emails, phone messages, or other communications that are not received, opened, or reviewed. It is imperative that parents keep the school informed of current mailing addresses, email addresses, and home, work, and emergency phone numbers.

4.8 Resolving Concerns

Many problems can be prevented or quickly resolved through the use of proper communication. Questions or problems should be addressed at the appropriate level whenever possible. Thus, if a question or problem arises with an individual faculty or staff member, we ask both student and parent to first contact that person directly. If a satisfactory resolution is not achieved at this level, then the student and/or parent may be referred to another appropriate staff member or administrator.

For academic concerns, parents and/or students should:

- First contact the teacher, who may initiate a Response to Intervention Plan.
- If concerns continue, then the next contact is with the student’s counselor. If an Individualized School Plan (ISP) exists for the student, then the Learning Support Services Coordinator should be contacted.
- If the matter cannot be resolved through the teacher or counselor, then the final contact is made to the Assistant Principal, Director of Academics.

If assistance is needed regarding the proper channel of communication within the school, call the main office and the receptionist will be able to assist you. If you have attempted to contact the appropriate staff member and that contact has not been followed up within a 48- hour period, excluding weekends, please call the main office and a second contact will be made on your behalf.

4.9 Parent Expectations

Providence High School values the relationship it has with its students' parents. Central to the understanding of Catholic schools is that parents remain the primary educators of their children. For parents who choose Catholic education, they become an integral part in the collaboration among the school, their children, and themselves. In order to create an effective, respectful learning environment, faculty, staff, students, and parents must be committed to working together and treating each other with dignity and reverence. The following expectations guide parents as to their role in this partnership:

Providence parents must:

- develop an understanding and appreciation of the mission and philosophy of this institution
- know and follow the rules and regulations in the student/parent handbook
- be supportive, courteous, and respectful of the school administration, teachers, coaches and staff members
- communicate concerns and issues pertinent to the success of their children in a timely manner and to the appropriate people
- keep the school abreast of any changes in the student's registration information, physical and emotional health, and academic needs
- keep informed of their son or daughter's academic progress
- be good stewards and meet their financial responsibilities
- encourage their son or daughter to fully participate in the life of the school

No-Alcohol Policy

School policy prohibits the use and/or possession of alcoholic beverages by adults attending a Providence function on or off school property where students and those under the age of 21 are present. Sanctions against the school by the IHSAA may result where athletics are involved. This policy includes all tailgating parties before any athletic game, either home or away. Only the school president can make exceptions to this policy.

No-Tobacco Policy

School policy prohibits the use of tobacco products by anyone on the campus. This policy is in force at all times.

5.0 Academics

Through our mission and philosophy, admission policies, curriculum, behavior policies, and facilities, Providence strives to create an atmosphere conducive to high academic achievement and personal growth. This atmosphere provides an opportunity for students to meet their individual potential and to develop healthy relationships and appropriate behaviors to ensure academic success. Each student is expected to make the most of his or her God-given talents and abilities. Students are to set high but realistic goals for themselves, create a plan to achieve those goals, and to consistently work towards the meeting of their own academic goals.

5.1 Academic Integrity Policy

Christian academic ethics are grounded in integrity. Students who demonstrate academic integrity attend class on time, pay attention in class, engage in class discussions and activities, and complete homework and extended projects on a regular basis. Students who do not demonstrate this kind of integrity may forfeit their right to attend a particular class or may be faced with academic failure. Any student who is demonstrating academic integrity but is still experiencing academic difficulties should seek extra support first from his or her teachers, second from a counselor or Learning Support Services Coordinator (if a learning disability is present), third from the Assistant Principal, Director of Academics.

Part of academic integrity is honesty, particularly in students submitting their own work and ideas. Documentation of words, scientific data, or ideas of others is important. Plagiarism is a form of academic dishonesty that refers to the unacceptable copying of phrases, paragraphs, entire documents, data, or even the general ideas of others without giving proper credit to the source. Plagiarism is taking the thoughts, writings, inventions, etc. of another and using any passage, plot or part as one's own.

Cheating can include, but not be limited to, using a cheat-sheet, looking at another student's paper, using someone else's notes or handouts, copying homework, turning someone else's work in as your own, or using AI tools inappropriately. Other instances may be determined by the teacher and administration. Cheating in any form will absolutely not be tolerated in a Christian and scholarly environment.

5.2 Honor Code and Honor Council

The Providence High School Honor Code and Honor Council were created and introduced to the school community during the 2019-2020 school year.

The Honor Council's main goals are to educate and promote academic integrity in our school community. At the beginning of every school year all students will review the PHS Honor Code and pledge to uphold it. The Honor Council will work to promote the ideals of the Honor Code. The Honor Council will convene to listen, review, and discuss unresolved cases in which Academic Integrity has been violated.

Selection to the Honor Council is one of the highest honors a student can achieve at Providence. Service on this Council requires meaningful dedication, a clear understanding of the importance of confidentiality and discretion, as well as an authentic time commitment to this organization. Honor Council members should be viewed as models of character and honor.

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PROVIDENCE HIGH SCHOOL ACADEMIC INTEGRITY HONOR CODE

I understand that the principles of honesty, respect, responsibility, and trust constitute Academic Integrity. **In order to respectfully represent the school, I will:**

- prepare and submit my own work and ideas
- give credit to any ideas or work of others
- show respect for peers, faculty, staff, administration, and myself
- put forth my best effort to attend all of my classes every day
- focus and engage 100% of my effort during class
- be responsible for punctually completing homework and projects as assigned
- be responsible for timely communication with teachers regarding assignments missed due to absence

ACADEMIC DISHONESTY

I understand that the principles of honesty, respect, responsibility, and trust constitute Academic Integrity. Listed below are examples of behaviors that do not uphold these principles. **In order to respectfully represent the school, I will not:**

- submit work that is not my own
- copy other students' work (in or outside of class), homework, test, or quiz
- allow other students to copy my work or send someone my answers
- use websites, apps, AI tools, or other devices to duplicate information and/or materials for an assignment
- use any means to cheat during a quiz, test or in class assignment (cheat sheet, device, lanyard, etc.)
- share test material in any format (taking pictures of a test or telling other students what is on the test, etc.) with anyone
- write a paper, essay, lab report, or any other written assignment for someone else
- plagiarize--unacceptably copying of phrases, paragraphs, entire documents, data, images, or even the general ideas of others without giving proper credit to the source. **Plagiarism is taking the thoughts, writings, inventions, images, etc. of another and using any passage, plot or part as one's own.**
- fabricate data and/or images and claim it as a product of my own work
- forge a signature – parent, teacher, or other official

I WILL EARN THE TRUST OF MY PEERS, FACULTY, STAFF, AND ADMINISTRATION BY ACCEPTING AND PRACTICING THESE PRINCIPLES OF ACADEMIC INTEGRITY.

Academic Dishonesty Procedures

1. Teachers will report all incidents of Academic Dishonesty as a referral through the student data management system. Only the Director of Students and Director of Academics will have access to this. Teachers are required to talk with students about the incident, and contact parents.
2. When a student breaches the Honor Code (committing Academic Dishonesty) he/she will meet with the Director of Students, the Director of Academics, and the Honor Council Faculty Advisor (Academic Integrity Committee-AIC) to discuss the transgression(s). If the student admits to his/her wrongdoing, an afternoon detention will be assigned, wherein the teacher will administer an alternate assignment or a revision of the original one to be completed during the detention.
3. If the student denies that Academic Dishonesty occurred, he/she will fill out the appropriate paperwork outlining the incident. The teacher/staff member who reported the incident will do the same. This information will be reviewed by the Director of Academics and the Honor Council Faculty Advisor.

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4. The Honor Council will convene and the Director of Academics and the Faculty Advisor will review the case with them. The Faculty/Staff member will present the facts of the case to the Council, followed by the accused student sharing his/her side.
5. The Honor Council will deliberate after hearing all of the facts, and determine if Academic Integrity was violated. The Faculty Advisor and the Director of Academics will present the Council's decision to the Director of Students. If the Honor Council determines that Academic Dishonesty was committed, the student will be required to make up the assignment and receive a maximum of 50% of the total points. If the Honor Council determines that Academic Dishonesty was not committed, the case will be closed.
6. Consequences for honor code violations are listed below. Additional consequences will be given for additional transgressions, which may include after school detentions, demerits, academic probation, and possible expulsion.
7. All students will have the capability to report Academic Dishonesty through the email address acadintegrity@providencehigh.net. This email account will be managed by the Director of Academics, Director of Students, and the Faculty Honor Council Advisor (AIC). The reported incidents will be investigated to determine the validity of the incident.

Consequences of Academic Dishonesty*

First Offense

- Meet with Director of Academics, Director of Students, and the Honor Council Faculty Advisor
- Honor Code Violation Detention After School (ASD) – makeup the assignment at ASD for up to 50% of total points

Second Offense

- Meet with Director of Academics, Director of Students, and the Honor Council Faculty Advisor
- Demerit
- Honor Code Violation Detention After School (ASD) – makeup the assignment at ASD for up to 50% of total points

Third Offense

- Meet with Director of Academics, Director of Students, and the Honor Council Faculty Advisor
- Meet with Parents
- Suspension and Demerit(s)
- Honor Code Violation Detention After School (ASD) – makeup the assignment at ASD for up to 50% of total points

Fourth Offense

- Meet with Director of Academics, Director of Students, and the Honor Council Faculty Advisor
- Meet with Parents
- Demerit
- Honor Code Violation Detention After School (ASD) – makeup the assignment at ASD for up to 50% of total points
- Academic Probation and possible Expulsion.

***Please note, Academic Integrity offenses carry over from year to year.**

Any student who knowingly plagiarizes or cheats may fail for a quarter or semester, depending on the value assigned to the assignment or test.

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5.3 Standardized Test Security

Our Lady of Providence follows all testing security protocols expected by the Indiana Department of Education. All faculty and staff are trained on these protocols, and we take our roles and responsibilities seriously in ensuring an environment exists that is one of security and integrity.

It is imperative that students abide by ethical testing practices, test security, and test integrity when taking State of Indiana and National Standardized tests such as PSAT, SAT, and Advanced Placement tests. At the time of testing, students are given instructions on how to adhere to these testing requirements. Any breach of these ethical practices, security, and integrity will carry sanctions against the school and disciplinary consequences for the student, which may include expulsion.

5.4 Graduation and Academic Credit Requirements

Since we are primarily a college preparatory school, Our Lady of Providence High School has adopted the State of Indiana Core 40 program as the minimum curriculum for its students. Completion of the Core 40 program assures students that they have met the requirements for consideration for admission to the state colleges and universities within Indiana. We also encourage our academically gifted and talented students to meet the requirements for the Core 40 with Academic Honors Diploma.

Because Providence wishes to meet the needs of students with a broad range of abilities, we offer a third diploma option for students who qualify due to significant learning disabilities or unique situations. This general state diploma prepares students to enter the workforce upon graduation and/or junior college and takes into consideration the student's individual needs and unique academic potential. The general diploma lessens the math and science requirements and increases the number of elective choices so that students may participate in the areas of their God-given talents and abilities. No matter which diploma students seek, the additional 8 Theology credits are required to receive a diploma from Providence. Exceptions are made for transfer students who have not had an opportunity to take Theology in the school from which they have transferred. Providence does not accept students into our program who cannot meet the general diploma requirements with reasonable accommodations.

5.5 Service Learning Program

Since Providence is committed to community and family, social justice, diversity, and promoting the dignity of all humankind, all Providence students must complete 75 hours of formal service between the freshman and senior years to receive a diploma. This service is expected to serve the following: the elderly, the handicapped, schools, child care facilities, hospitals, social service agencies, churches, parishes, and approved non-profit organizations. Service requires that the students receive no compensation for their work, and must be done for the benefit of others. A maximum of 3 hours per year may be done with Providence sponsored events. Any Providence related service that exceeds this amount will not be counted towards the student's requirements for that year. Service must be approved by the service learning coordinator and verified by the agency/organization's site supervisor with whom the student worked. It is important to note that service hours must be confirmed by a supervisor or someone working with the student volunteer.

Students are responsible for a yearly requirement of 15 hours. After the student's freshman year, the hours are divided between "service" and "outreach".

Freshmen	Complete 15 hours of service
Sophomores	Complete 20 hours of service, 3 hours of which must be OUTREACH
Juniors	Complete 20 hours of service, 5 hours of which must be OUTREACH
Seniors	Complete 20 hours of service, 7 hours of which must be OUTREACH

Service vs. Outreach

Service is any type of work we do, outside of our normal responsibilities, to benefit others while receiving no pay or other benefits for ourselves. Service is to be completed with an approved church, school, agency, or non-profit organization.

Outreach is service during which we have direct, person-to-person contact with the poor, the homeless, the marginalized, the institutionalized, elderly outside the family, or any other socially or economically- disadvantaged group.

- The completion of the yearly-required service/outreach hours will be incorporated into each student's 4th quarter Theology grade with a culminating assignment about his or her year of service. This assignment will be a major component of the 4th quarter, and failure to complete the assignment will have a negative impact on the overall Theology grade.
- Late submission of this assignment will be subject to the late work policy guidelines.
- Any student who falls behind on his or her yearly service/outreach requirement must complete those hours in full before graduation. All students must complete 75 required hours of service/outreach in order to receive a diploma.
- Students are to submit hours on the Mobileserve website using their school account. Freshman students will set up their account in theology class at the beginning of the school year. All hours must be verified electronically by an activity contact from the organization where the student served. If hours are completed for neighbors or family friends, the recipient of the service can be the activity contact. The Mobileserve site generates an email to be sent to these contacts after the student has submitted the hours. All service hours must be completed and documented by the due date each school year.
- A listing of community volunteer opportunities can be found on the service learning page of the Providence website. Students are not limited to these organizations, but do need to follow the guidelines listed above when choosing a place to serve.

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5.6 Diploma Requirements

The following information applies to the graduating classes of 2027 & 2028. The new Indiana High School diploma information for the class of 2029 & 2030 can be found at [PDF Diploma Comparison 12.11.24.pdf](#) [THE NEW INDIANA DIPLOMA](#)

The Core 40 Diploma:

Theology	8	8
English	8	8
Math	6	6
US History	2	2
World History	2	2
Govt/Econ	2	2
Science	6	6
PE	2	2
Health and Wellness	1	1
Electives	12	12

(Eight semester electives are directed)

Note: In addition to the above requirements, students are required to complete two semesters of Fine Arts in the ninth grade year. Exceptions to this requirement may occur, however, the Fine Arts requirement must be complete by the end of the sophomore year. Four semesters of World Language is also an additional requirement for all students. The credits earned in these courses will fulfill six of the required twelve elective credits. According to the Indiana State Board of Education, all students must fulfill the Graduation Pathways Requirements in order to receive a diploma.

The General Diploma:

	<u>Semesters</u>	<u>Credits</u>
Theology	8	8
English	8	8
Math	4	4
US History	2	2
World History	2	2
Govt/Econ	2	2
Science	4	4
PE	2	2
Health and Wellness	1	1
Electives*	16	16

* Prosser vocational electives are applicable.

The above standard state curriculum and diploma are available only after consultation between the parents and school officials and must be agreed to in writing. Parents are asked to sign off on the agreement.

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The Core 40 with Academic Honors Diploma:

<u>Subject Area</u>	<u>Specific Courses</u>	<u>Required</u>	<u>Credits</u>
Language Arts	English 9, 10, 11, 12 Speech (1 sem)	8 1	8 1
Theology	Theology 9, 10, 11, 12	8	8
Mathematics	Four year requirement Algebra I Geometry Algebra II Pre-Calculus (or course of higher level)	8	8
Science	Four year requirement Biology Chemistry Two (2) higher level lab science	8	8
World Language	Three or four year requirement Students must take three years of one language or two year of one and two years of a second language at Providence.	6 or 8	6 or 8
Social Studies	Three year requirement U.S. History World History Government/Economics	6	6
Fine Arts	One year requirement Art or Theatre (in any combination which equals a full year or 1 unit)	2	2
Health and Wellness	One year requirement	1	1
Physical Education	One year requirement	2	2
Electives	Any combination which would total 6 semesters.	6	6

Students must have a minimum cumulative GPA of 3.0. Only courses in which a student has earned a grade of "C" or better shall count toward the Core 40 with Academic Honors Diploma.

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Additional Requirements for Core 40 with Academic Honors Diploma:

Students must complete one of the following:

2 Advanced Placement courses and exams

6 hours of dual college credit (2 courses)

1 AP course/exam & 1 dual college credit course

Score of 1250 or higher combined SAT Math and Critical Reading Score or 26 ACT composite

Indiana Graduation Pathways

All Indiana high schools students must satisfy **ALL THREE** of the following Graduation Requirements:

1. Earn a **Core 40 Diploma** or an **Academic Honors Diploma**

- These requirements have not changed

Core 40: 8 credits Theology, 8 credits English, 6 credits Math,

6 credits Science, 6 credits Social Studies,

5 elective credits in World Language, Fine Arts, and/or CTE,

2 credits PE, 1 credit in Health, 6 additional elective credits

Academic Honors: additional requirements beyond Core 40

1 credit Speech, 2 additional credits Math,

2 additional credits Science, 6-8 credits in World Languages,

2 credits Fine Arts, 2 AP and/or Dual Credit courses or

Benchmark SAT/ACT scores

2. Learn and Demonstrate Employability Skills through **Service Learning**

- 60 hour requirement completed over the course of all 4 years
- Aligned with the Theology Curriculum
- Applied academic learning to real world settings
- Authentic Service will benefit the community

3. Satisfy **AT LEAST ONE** of the listed **Postsecondary-Ready Competencies**

- Earn an Academic Honors or Technical Honors Diploma

- Meet SAT or ACT required Benchmarks

SAT: Reading/Writing 480, Math 530

ACT*: English 18, Reading 22, Math 22, Science 23

*Must meet 2 of the 4, 1 in English/Reading and 1 in Math/Science

- Prosser: Career Technical Education Concentrator

- AP/Dual Credit Coursework

3 AP/Dual Courses earning a C average or higher*

*one must be in core content: English, Math, Science, or Social Studies

- ASVAB* Military Entrance Exam: minimum score of 31

*may only be used if enlisting in military following high school graduation

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5.7 Graduation Diploma Policy

A. Definition

Graduating and receiving an Our Lady of Providence High School diploma entails more than fulfilling the requirements mandated by the State of Indiana. Achievement of a Providence diploma signifies the fulfillment of our Catholic mission as defined by the Providence Value Statements and meets the expectations of the Archdiocese of Indianapolis, the New Albany Deanery, and the National Standards and Benchmarks for Effective Catholic Secondary Schools. This document guides the faculty and administration as they minister to students to achieve a Providence diploma.

B. Background Information

Over the past few years, several families have petitioned administration to allow students to complete online coursework to meet the State of Indiana's diploma requirement, allowing for early graduation or alternative educational programming. Reasons for such requests include, but are not limited to, athletic opportunities to attend college in order to practice with teams, a desire to leave the high school setting early and matriculate to a college setting, and health or social issues that make it difficult for the student to attend school. In these cases, students have withdrawn from Providence and complete diploma requirements from the local public school system leading to graduation from the public school.

Providence recognizes that parents are the primary educators of their children, and we work in partnership with our families to provide an exceptional faith-based education and formation experience aligned with Providence's mission, vision, and values. The following requirements and experiences guide us in this collaboration:

1. Eight credits of Theology coursework based on the *Archdiocesan Catechetical Curriculum Guidelines* and *The United States Conference of Catholic Bishops' Doctrinal Elements of a Curriculum Framework*.
2. Service learning that includes both formal service hours, outreach service, and formational requirements.
3. Spiritual Formation developed through on-going school community experiences
4. Involvement in school community activities to enrich social relationships

C. Policy:

To assist administration in navigating the expectations that lead to a Providence diploma, the Our Lady of Providence High School Board recommends the following policy:

1. Administration and faculty shall collaborate with every family to support student formation aligned with Providence's mission and will, to the extent possible, endeavor to meet and accommodate the needs of families.
2. In order to receive a Providence diploma, students are to complete a minimum of a junior and senior year "residency" (on-campus) requirement. Administration may make exceptions in the case of transfer students if admission requirements are met per the student-parent handbook.
3. With the exception of dual credit programming, all coursework is to be taken at Providence. Dual credit programming and part-time Prosser vocational programming are considered an extension of Providence and these credits are placed on the transcript and meet the "residency requirement." Administration reserves the right to determine what constitutes dual credit. Since students are still considered full time Providence students, full tuition is charged.

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4. Students with a (Catholic) Individual School Plan may receive accommodations at the discretion of administration as long as state attendance regulations and diploma requirements are met and the Providence diploma requirements are reflected in the overall accommodation plan with integrity.
5. The Indiana Department of Education does not allow students to be enrolled in two high schools at the same time, therefore, if students choose not to meet Providence's residency requirement they must withdraw from Providence and complete the requirements of another institution that will issue their diploma for graduation.
6. Students who cannot meet the State of Indiana diploma requirements or the additional requirements of Our Lady of Providence High School will not be able to graduate or receive a diploma from Our Lady of Providence High School.

5.8 Program of Study Requirements

All students are required to progress through the four years of high school at a normal pace. This is defined as a student graduating in four years after successive completion of 9th, 10th, 11th, and 12th grade coursework. All students are required to take a minimum of seven (7) subjects each semester. Students may not "bank" credit in order to take less of the seven-subject minimum per semester. When not enrolled in a course, students will be placed in a study hall. All required courses must be initially taken at Providence High School unless the student has transferred in from another school or an exception is made by the principal due to extraordinary circumstances.

5.9 Course Selection Policy

Every effort should be made to make informed and appropriate course selections at registration. Making wise course selections at that time, and staying with those choices, will give students the best chance of getting their chosen classes and the school the best chance for arranging class sizes and teacher schedules. Providence reserves the right to cancel courses due to insufficient enrollment or for other institutional needs. In addition, changes may have to be made in a student's selection of courses due to scheduling conflicts. Changes in course selection may be made upon request only for a unique and exceptional nature, if class size and scheduling permits and the appropriate teacher and/or counselor and parent signatures are obtained. Changes to schedules will not be made based on a student's preference of teacher except under extraordinary circumstances and with teacher/counselor discretion.

Students are given many opportunities to make schedule changes prior to the start of a new semester. Only course change requests of a unique and exceptional nature will be considered unless initiated by the school; however, these may also be limited due to class size and scheduling conflicts that make it impossible to honor these requests. This also applies to study halls.

Administration reserves the right to make changes to a student's schedule during the semester for placement/leveling issues or other circumstances beyond the control of the student.

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Study Hall

With the exception of 9th grade, students may elect to take study hall in place of an eighth class. Study hall is part of the instructional time of the school day. It allows time for students to prepare for classes, complete homework and projects, work on academic enrichment projects, visit the library/media center, and meet with teachers, counselors, and other academic support staff. Students wishing to leave study hall to meet with other staff members should get a pass from that staff member prior to the study hall. Students may not be released from study hall on a regular basis unless approved by the main office. Students are asked to work silently unless given special permission by the study hall monitor to ask questions of another student. Students are not to play games or sleep in study hall. Since no quality points are given for study hall, students desiring competitive class ranking should not take a study hall.

College Courses/Credit

Providence students enrolling in college credit programs approved through our Program of Studies (Indiana University ACP, Indiana University Southeast, Ball State University, IVY Tech, AP Credit Courses) are subject to the policies of these schools or programs. Providence places the credit on the student's transcript (except for AP credit accepted at the university) but is not the responsible party for any grading issues or disagreements. In cases where the university does not compute quarter grades, Providence will use semester grades as quarter grades to determine honor roll candidates. Students need to recognize that even though Providence offers dual credit for these programs, students actually enroll with these colleges/programs giving Providence limited jurisdiction in any disputes that may arise.

5.10 Academic Eligibility

In order to participate in an athletic event or other extracurricular activities, students must be passing in a total of six (6) full-credit subjects or the equivalent. Academic eligibility includes not just the major events but also any practices or rehearsals leading up to the events. Once ineligible students pass six full credit subjects or the equivalent at the end of a grading period, they become eligible again. A student who becomes ineligible in the fourth quarter may become eligible for first quarter sports or activities with the successful completion of summer school or correspondence work. Incompletes do not count as a full credit until they are completed with a passing grade.

5.11 BLUE Sessions (Balanced Learning = Undeniable Excellence)

In order to better meet the needs of all students, Providence offers opportunities for students to take part in enrichment and remediation activities. Every day BLUE Sessions will be offered for students to attend. This allows for students to meet with teachers if they are behind or having difficulty in a particular class. It is strongly encouraged that students take advantage of these opportunities, and in some cases students will be mandated to attend certain sessions. Examples of this include, but are not limited to, students who have not passed required state testing, students who are at or near failing, or to meet the requirements of advanced coursework. If a Blue Session is required, both the student and parent will receive notification of this obligation. If a Blue Session is required of a student and he/she does not attend, he/she will be issued a morning detention. Blue Sessions will take place before school Monday - Friday*, beginning at 7:30. After school BLUE Sessions are available for AM Prosser students by appointment.

**Teachers have scheduled PLC or department meetings on Tuesday mornings. Students should check with teachers to determine availability on these days.*

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5.12 Credit Make-Up

If a student fails a course required for graduation, the following options are available:

- Taking the failed required course as an 8th class at Providence the next semester or year
- Taking a failed course in an approved summer school session
- Taking an approved online credit recovery course

See the following section on credit deficiencies for requirements on credit make-up.

While credit will be granted for completed credit made up in summer school or through correspondence, these courses will not be used in the calculation of GPA or class rank, but will appear on the student's transcript. In addition, students may not substitute a made-up credit for the failing grade if repeating the course through Providence. Instead, both grades are used in the calculation of GPA and class rank and appear on the student's transcript. Science lab courses cannot be made-up through correspondence work.

Indiana Academic Honor Diploma candidates may not repeat credit to reinstate eligibility for the diploma. Students may earn, by correspondence programs, a maximum of six semester courses of credit during the four years of high school to make up for failed credits. The minimum completion time for a correspondence course is six (6) weeks and the maximum completion time is one year. Grades for correspondence courses taken during the senior year must be reported to the Guidance office by May 1 of the year of scheduled graduation. Any exception to this policy must be approved by the principal.

5.13 Credit Deficiencies

At the conclusion of each school year, all student academic records will be reviewed to determine if sufficient progress is being made toward meeting graduation requirements. Parents of students not making adequate progress will be advised of the problem and counseled on options, possibly including an alternative school setting. The administration reserves the right to decline continuous enrollment or to place students on academic probation based on the lack of academic progress.

Academic probation means that the school could dismiss the student based on a lack of academic progress, defined as passing less than six (6) classes, at the end of any grading quarter within the next school year.

Providence advises students to complete credit deficiencies before returning for the next school year unless there is not an appropriate summer school or correspondence course available or other extenuating circumstances exist and are discussed with the counselor. Providence reserves the right to not re-enroll students in a course previously failed at Providence when class size or other concerns surface in the placement. No student may return unless academic deficiencies are either completed or a plan has been put in place to complete the credit the following year.

Prior to senior year all academic credit deficiencies must be completed including correspondence courses attempted to this point, or students may jeopardize their continued enrollment. A student entering senior year lacking sufficient credit for graduation with his/her class will not be permitted to return unless a reasonable plan to complete the deficiencies for graduation is presented and administration agrees that it is in the best interest of the student. Seniors needing to retake a failed first semester course from senior year may make up the credit through an approved correspondence course before graduation. No courses failed in the second semester of senior year may be made up through correspondence or any other means until after graduation.

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5.14 Additional Credit

Students wishing to take high school summer school, correspondence, or college classes outside of the school day for purposes of enrichment and/or gaining additional credit will not receive Providence credit or class ranking points for this on their transcripts. However, students may be eligible to move into more advanced coursework if they successfully complete the course and meet the course prerequisites and/or requirements. Students entering freshman year with Algebra I and/or world language courses may be moved into the next level of study if the student meets the course prerequisites and/or requirements as set by the department. World language courses from a junior high / middle school program will not appear on a Providence High School transcript.

5.15 Grading

The purpose of grading is to assess the student's level of achievement in a particular class. Students receive grades in each course according to a system explained by the teacher. All grading systems should be easy to comprehend, offer a variety of types of assessments, and be applied consistently throughout the grading period so students and parents have a realistic understanding of achievement throughout the course. If students or parents do not understand or have concerns with an individual teacher's grading system, they should approach the teacher early in the semester. Parents are also encouraged to check progress regularly through our on-line grading program.

Progress is reported officially midway through each of the four quarters. Progress, quarter, and semester grade reports are posted online. Semester grades are determined by equally averaging the two quarter percentages with a final exam percentage that is 10 percent of the semester grade.

Due to test security, teachers may choose not to allow students to keep major assessments after students have received grades or feedback. Parents may request a meeting in order to review the assessment with the teacher.

GRADING SCALE

Grade	Score	Unweighted points	Weighted Points
A+	97-100	4.00	5.00
A	93-96	4.00	5.00
A-	90-92	3.67	5.00
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67
F	Below 60	0.00	0.00

This grading scale is based on the Archdiocesan Grading Scale and is used by all teachers.

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5.16 Class Rank

In an attempt to make class rank more accurate, especially for students who take more difficult subjects, the following system is used. Class rank will be determined by cumulative weighted points that are added to each semester and not divided or averaged. No extra quality points are given over and above those given for honors coursework. Students desiring competitive class ranking should take as many honors classes, and no study halls, as his/her schedule permits. Summer school/online courses, or any other courses taken off campus are not included.

Class rank calculations are not available until the end of the sophomore year. In the case of student transfer, transcripts will be evaluated for class rank calculations according to the judgment of the counselor and the principal. Students who have earned credit in Honors Algebra I as eighth graders are awarded the honors calculation to ensure that all students have an equal opportunity for class rank.

Valedictorian and Salutatorian will be determined following the first semester of the senior year. To qualify for valedictorian or salutatorian, a student must have attended Providence High School for at least three years. The valedictorian is the graduate who has the highest rank. The salutatorian is the graduate who has the second-highest rank.

0 Weight: Summer school/online courses, or any other courses taken off campus

4 Weight: All non-honors courses as listed in the Program of Studies

5 Weight: All AP, dual credit, and honors courses as listed in the Program of Studies

5.17 Grade Point Average

Grade point average (GPA) is calculated both on a weighted and unweighted scale. The unweighted GPA is based on a 4.00 scale and is used for determining the honor roll. Unweighted GPA is calculated by dividing the number of unweighted points earned by the number of classes taken. Weighted GPA is used primarily for purposes of college admissions and scholarship applications. Weighted GPA is calculated by dividing the number of weighted points earned by the number of classes taken. Both weighted and unweighted GPAs are based on semester grades and are cumulative. Neither weighted nor unweighted GPA is used in determining class rank.

5.18 Honor Roll

The Honor Roll will be calculated each quarter based on issued letter grades. The two classifications of the Honor Roll are:

Principal's List

All A's (No grade below an A)

Honor Roll

All A's and B's (No grade below a B-)

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5.19 Final Exams

Students may not take a final exam at any other time outside the regularly scheduled class period except under extraordinary circumstances and with approval of the Assistant Principal, Director of Academics and Assistant Principal, Director of Students. Providence does require that a doctor's note be presented for students who miss a final exam. Failure to do this may jeopardize the student's final exam grade. Any other absence during final exams must be approved prior to the absence except in emergency situations. Students with approved excused absences must make arrangements to take the final exam immediately upon return to school.

5.20 Homework/Make-up Work

Homework is an out-of-school assignment that contributes to the educational process of the student and is an extension of class work and related to the objectives of the curriculum. After an excused or waived absence, students will be allowed to make up missed homework and class work or be given an alternate assignment, but it is the student's responsibility to take the initiative in making up the work. Students should be in the habit of checking assignments posted online on a daily basis to find out what homework or class work was missed.

5.21 Incompletes

An Incomplete may be given as a progress report or quarter grade for an exceptional reason. Incompletes must be made up within two weeks of the grading period. Any exception to this must be approved by the Assistant Principal, Director of Academics.

5.22 Late Work Guidelines

Providence prides itself on maintaining high academic standards. This does require that students focus on their academics and are able to demonstrate mastery of the content required to meet learning targets and state standards. In addition, we do expect our students to have the self-discipline to meet academic requirements and deadlines established by our teachers. However, Providence does recognize that our students are individuals and sometimes will need accommodations made for them. As long as students do not establish patterns of poor academic practices, the policies set forth will allow our students some grace, yet still meet their needs while continuing to hold the highest academic standards possible for our institution.

Late homework *not* due to excused absence

When an assignment is due on a specific day and the student does not have the assignment, the student may turn in the assignment for a maximum of 75% of the credit earned any time up until the date of the assessment for that unit of study. A score lower than 75% may occur once the assignment is graded; the student will receive 75% of the grade received once scored.*

For example, if a student receives an 88% on the late assignment, the recorded grade would be 66% ($.75 \times 88 = 66$). Teachers should mark the assignment in the gradebook as "Missing" with a zero for the grade, so students and parents will be aware of the missing assignment and the potential grade impact it could have.

Late assignments will not be accepted after the assessment has been administered for that unit of study; students will receive a zero for the assignment.

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Late homework due to excused absence

If a student has an excused absence, he or she will be given one class make up day for each class day absent before the above penalty is given. This does not pertain to students who have extended medical absences. These students are addressed under the extended medical absence policy.

Late work of significant importance

Major projects, assignments, labs, performances, etc. where student work demonstrates mastery of standards and/or important learning targets **must be completed**. These assessments are also subject to the same penalties as late work listed above, but with one exception – **students are required to complete the work and not just receive a zero for these assignments**. Students should be mandated to all BLUE Sessions until the work is complete. Again, teachers will mark the assignment in the gradebook as “Missing” with a zero for the grade, so parents and students will be aware of the missing assignment and the potential grade impact it could have. If the student does not attend as mandated and the work is not completed, teachers should make an additional contact with parents and the appropriate counselor or learning support team who will intervene with the students. **The maximum GRADE for late work of significant importance – maximum of 80%.** See explanation above.*

Students who have an ISP (Individualized School Plan) on File or considered At-Risk

Students who have an ISP or considered at-risk will follow the same guidelines listed for all students with one exception. If the student does not have the project or assignment ready to turn in when it is due, he or she will receive a maximum of 75% on the assignment, **which must be turned in by the end of the most current grading period – progress or quarter**. Once the grading period has ended (progress or quarter), the student will not be able to make the work up and will receive a zero. Teachers and Learning Support should be in constant communication concerning students’ progress.

Teacher expectations/policies

Teachers are expected to have their grades up to date in their Gradebook, posting grades weekly. Teachers are responsible for sharing class information with their students about absence and late work policies.

For example, if an assignment is an extension of the work being done in class that day, the absent student may not be able to complete the assignment because he or she missed instruction. However, if an ongoing project or assignment is due and the student knows about it ahead of time and has been working on it, the assignment due date would be the same for that student even though he or she may have missed the class prior to the due date.

If a student misses the class meeting prior to a test or presentation, and is unaware of the testing/presentation date and not prepared, the student is expected to attend the next BLUE Session available to complete the work. Teachers may mandate students as needed.

However, if the testing/presentation date has been communicated long in advance and the student is absent the day prior to the test/presentation, he or she may be expected to take the test or give the presentation, depending on the circumstances.

College credit courses

Dual credit and Advanced Placement classes may have other more stringent policies and procedures for late work. Dual Credit classes will follow the individual college or university's policy: IUS, Advance College Project (ACP) and Ivy Tech. Advanced Placement (AP) classes will follow a late work policy designed and adhered to by all teachers of Advanced Placement classes and approved by Administration.

Missed work due to school/school sponsored retreats

Retreats are an integral part of the spiritual development of our students. Therefore, we want to foster an environment that not just allows these experiences to take place, but that actively promotes our students to participate. This includes not only attending Providence sponsored retreats, but also serving as leaders for our deanery schools on their retreats.

In order to create this type of environment where students feel comfortable being away from class, we need to ensure that they have enough time to make up for any missed work in the least stressful manner possible. For each day that a student misses class for a school approved religious or leadership experience, they should be afforded two class days (two A days or two B days) to turn work in or complete any missed in class assignments such as quizzes, tests, etc. For example, if a student misses class on Wednesday and Friday due to attending senior retreat, the work they missed on Wednesday would be due the following Thursday and the Friday work that next Monday.

Not included in this policy are long-term assignments or projects. For example, if a writing assignment were given a few weeks in advance of a due date that falls during retreat, then it would need to be turned in prior to leaving for retreat.

5.23 Dual Credit Classes

Providence offers several classes that students may elect to take for college credit through Indiana University, Indiana University Southeast, Ivy Tech and Ball State. These classes are open to all students who meet the prerequisites as stated in the Program of Studies as well as the additional requirements set forth by the universities. It is important to note that simply taking the class does not result in college credit. Students who do wish to earn college credit must complete a separate online application for the specific school.

5.24 College Admissions

The Guidance Department offers a comprehensive 4-year program to help students in their college admissions process. Individual colleges have specific admissions requirements that are often stated in the published materials available in the Guidance Office. If a student is planning to apply to a college for admission, Providence's required Core 40 curriculum provides a good base in most instances; however, students should check with their Guidance Counselor about specific college requirements. The best time to begin planning for college is freshman year. Most colleges also require an applicant to take an entrance exam such as the SAT or ACT.

Colleges differ on their admission and scholarship criteria; however, since many of them use both class rank and/or GPA in their criteria, Providence provides these on the final transcripts for the year starting at the end of the sophomore year. We encourage our students to maintain a healthy grade point average (GPA) during their years of high school. While class rank can be important in scholarship competition, we do not encourage our students to select courses based solely on

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achieving the highest class rank. Instead, students need to select their courses commensurate with their academic ability and their future plans, including college and program admissions and scholarship possibilities.

Colleges will also need a copy of a student's high school transcript. Transcript copies of permanent record cards are available upon request by completing a Transcript Request Form obtained through our Guidance Office. Transcripts should be requested well in advance of when needed; allow a minimum of two working days.

5.25 Academic Records and Custodial Parents' Rights and Responsibilities

The official record of each student at Providence is the permanent record card maintained by the Guidance Office in conjunction with the office of the Principal. All academic records are governed by the 1974 Family Education Rights and Privacy Act (FERPA). Any student enrolled at Providence, regardless of age, is seen as the responsibility of his or her parent(s) or legal guardian(s). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Providence will provide the non-custodial parent upon request with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

For the school's purpose, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school. It is the responsibility of the non-custodial parent to inform the school of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

FERPA protects the privacy of student education records and gives parents/legal guardians certain rights with respect to their children's educational records. Typically, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level; however, any student enrolled at Providence, regardless of age, is the responsibility of his or her parents/legal guardians and, therefore, the parent/guardian has a right to the high school educational records. The following guidelines explain the scope of FERPA:

Parents/legal Guardians have the right to inspect and review the student's education records maintained by the school. These records include transcripts of grades and courses taken, records of attendance/tardies, standardized test data, health records, and general registration information. Parents must give Providence a 24 hour work-day notice and pay for any requested copies.

Parents/legal Guardian have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent has a right to place a statement with the record setting forth his or her own view about the contested information.

Providence has the right to disclose educational records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific State law

Any exceptions to the academic policies of this school are at the discretion of and subject to the approval of the administration.

5.26 Virtual Learning

A virtual learning day allows students to engage in virtual learning activities at home by use of technology. The State of Indiana considers virtual learning as part of the 180 days of instruction even though students do not report to the campus. It allows teachers to continue instruction with few or no interruptions to the learning process.

Virtual learning could be used due to inclement weather, the threat of inclement weather, professional development, or for other academic functions that require additional school personnel (PSAT, SAT, etc). Virtual learning will be either synchronous or asynchronous. Synchronous learning will involve direct instruction from our teachers with students required to be online and participating in the daily lesson. Asynchronous learning will include pre-assigned lessons that have been communicated to students and they work in a self-paced manner to complete before the next class period.

School officials will make a judgment on whether or not they believe the weather conditions to be a safety concern. If so, the PHS Inclement Weather Virtual Learning Protocol will be implemented. While an emergency virtual learning day could be used for other reasons, these would be rare occurrences such as a sudden facility or student safety issue. The school may also elect to hold non-emergency all school or specific grade level virtual learning days when needed.

Unless there are widespread power outages affecting a large number of students, students should plan that on inclement weather days students will be in virtual learning. If we do not use virtual learning on days when school is canceled, we would make up the days in the current school calendar. On Inclement Weather Virtual Learning Days (Synchronous) all students will log in to their Google Classrooms at the beginning of each block. Failure to log in will mean that students will be counted as unexcused and incur the penalties listed in the student-parent handbook.

Counselors and Learning Support personnel are available from 8:00 a.m. – 3:30 p.m. via email and/or other communication vehicles to help students with academic needs. Parents and students should use teacher school emails to make initial contact.

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Note:

- If a student is out of school on suspension, virtual learning days will not count towards fulfillment of that suspension.
- In the case of wide-spread power outages, the school may decide not to have a virtual learning day and the inclement weather day will be made up at a later date.
- Virtual learning is not available for student illness. In the event of extended medical leave (ie recovery from surgery) please contact Assistant Principal, Director of Students for options.

5.27 Student Services

Providence's Student Service programs exist to support the academic, spiritual, and emotional development of our students. Working closely with classroom teachers, directors of these programs integrate their programs into the day-to-day life of our students. They help each individual student develop the personal and academic skills needed to be successful in today's world.

5.28 Academic Difficulties

A student who is not being successful in a particular class should make an appointment to see his or her teacher. If academic problems persist, the student should then see his or her counselor and/or the Learning Support Services Coordinator if an ISP exists. However, sometimes students find themselves in situations where they are not being successful throughout our program. In this case, additional academic support is available from the Assistant Principal, Director of Academics. This office communicates with the student, teachers, other staff members, and parents to help uncover the reasons for the general lack of academic success. A plan is created to help resolve the issues and communicated to all involved. Individual monitoring efforts are made and follow-up conferences conducted if progress continues to decline.

5.29 Tutoring Opportunities

Providence teachers are available for additional individual academic help for their students. Students needing this extra help should utilize BLUE Sessions. If additional help is needed students should be prepared to come either after school or when the teacher has an available time, and they should always keep their appointments with the teacher. Students who need tutoring on a regular basis need to find tutoring opportunities beyond the classroom teacher and the school.

The National Honor Society provides peer tutoring opportunities several mornings a week before school during BLUE Sessions. Students interested in this option should contact their teacher for instructions.

5.30 School Counseling Department

The primary goal of the Providence Counseling Department is to help students find solutions to their individual academic, personal, social, and vocational needs. The office is staffed with two full

time counselors and an Administrative Assistant. The following services are available through the Counseling Department:

- Academic advising in choosing a program of studies and/or coursework needed to complete graduation requirements
- College and career counseling to help in preparing for future goals
- Academic counseling when students are not being successful in 1-2 classes
- Facilitating a sound testing program to measure and develop individual academic abilities
- Personal or group counseling when students are in need of extra support during crisis moments
- Guidance for the resolving of relationship issues in the school between students and their peers and/or teachers
- Guidance for students struggling with at-risk behaviors or other mental health issues that can be dealt appropriately in a school setting

Confidentiality Statement: Counseling sessions are kept confidential; however, if there is a potential for harm to the student or someone else the counselor has a legal responsibility to inform the principal and any other agency/ person who may need to be involved.

As part of our student assistance program, the following services are provided in these specific areas:

Chemical Dependency

We at Providence are committed to achieving a school environment free from the use of mood-altering chemicals (drugs/alcohol) by students at school and school-related activities. Because the students are in an early stage of their development and are not of legal age, Providence advocates complete abstinence from mood-altering chemicals not prescribed by a physician. Providence recognizes that chemical dependency is a treatable illness. Our intention is to create an environment of concern and understanding with an emphasis on assisting the student and family in the area of concern. To this end, we are committed to understanding and caring about the chemically dependent.

With the above philosophy as its basis, Providence strives to educate the school community about the devastating effects of chemical abuse or dependency, provide a confidential means of securing counseling and/or treatment for those in need of help in dealing with their abuse or dependency, and create an atmosphere of support for those who have received treatment. Toward these ends, Providence offers educational programs for students, staff and parents and confidential referral services for students, staff and parental concerns.

Students may refer themselves or be referred by parents, teachers, or peers. We encourage our teachers and staff to refer students to counseling when they exhibit signs of personal or family distress that may hinder success or lead students to high-risk behaviors. If the student's counselor determines that a student's behavior constitutes a health and/or safety risk, the counselor notifies the principal. Parents are contacted and required to take the student for a professional assessment and to follow through with any recommended treatment in order for the student to stay in school. The counselor can also help families locate community resources to help in this matter; however, the school does not incur the cost of the assessment or treatment.

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Pregnancy

As a Catholic school, Providence cannot condone pre-marital sex and promotes sexual abstinence among members of the student body. However, once pregnancy occurs the school supports the young woman in her choice to protect her unborn child; therefore, pregnancy is not a reason for dismissal from school. If the student wishes to remain at school during her pregnancy and plans to return after her delivery, the following steps must be taken:

- A meeting is held with the student, her parents, and her school counselor.
- The student must provide a doctor's verification of her pregnancy and any restrictions or health concerns of which we need to be aware.
- The student must provide additional emergency information, contacts, and telephone numbers
- Relevant teachers and staff members will be informed of the pregnancy and any medical limitations to ensure the student and child's safety.
- During her pregnancy, the student will meet regularly with her school counselor; outside counseling is also recommended.
- The school will restrict the student's participation in athletics and any other activities that may endanger the health of the mother or child, unless written permission is provided by medical personnel.
- The student is expected to follow the same guidelines in the student handbook as other students. Exceptions include the wearing of appropriate maternity clothes when needed, additional bathroom passes as needed, and absence waivers needed for delivery and recuperation.
- During recuperation, teachers will send work home to help keep the student on track for receiving credit. Parents may need to hire a tutor to help the student complete her assignments.
- The student may return after the delivery once the doctor gives written permission that is presented to her school counselor.
- After the birth, the student will need to find appropriate childcare during the day. Regular attendance will be expected at school.

5.31 Learning Support Services

Students who have a documented learning disability or other handicapping condition that may impede academic success may be eligible for assistance from our Learning Support Services. Depending on the extent of the disability or condition and the professional documentation provided, services may include the writing of an ISP accommodation plan, conferencing on the plan as needed, implementing appropriate classroom accommodations as given in the plan, coordination of special testing opportunities for classroom and standardized tests when possible, and extra support services through the Learning Resource Lab. Documentation must be professionally diagnosed and be up-dated within the past three years. Services cannot be given without the appropriate documentation on file. We reserve the right to determine what reasonable accommodations can be made. No behavioral accommodations will be made.

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6.0 Attendance

Since regular attendance is essential to a quality Catholic education, Providence students are required to stay within the guidelines of attendance as stated in this handbook. Parents are expected to support these policies and to communicate individual needs in a timely manner. Attendance is reflected on the student's official transcript. Students who cannot maintain regular attendance or parents who do not operate within our attendance philosophy may be asked to seek other educational options at another institution.

6.1 Absence

Providence categorizes absences into three areas: waived, excused, and unexcused. Students must attend all classes, study halls, liturgies, and assemblies/special events that happen throughout the school day. Students failing to do this without permission from administration are considered truant and will receive a demerit. Students arriving late to school or leaving early must always sign in and out through the main office. Students are allowed to make-up classroom work within a reasonable amount of time for both waived and excused absences as long as they abide by the make-up policies of the classroom teacher.

Waived absences are considered part of the educational program and do not appear as absences on the transcript.

Waived absences include the following:

- attendance at, or working on, a Providence retreat or parish activities if verified by the parish youth minister
- school approved field trips or school functions
- six approved student visitation days (college, military recruitment, job shadow) for sophomores-seniors as properly arranged through the Guidance Office and Attendance Officer; sophomores are allowed 1 second semester visitation day if properly arranged through the Guidance Office and Attendance Officer. Refer to the section on the following page for guidelines on visitation days.
- other such absences if approved by the administration

Note: Administration reserves the right to restrict the number of waived days a student may take.

Excused absences include the following:

Excused absences do appear on the transcript and are subject to the possible loss of academic credit if absences become numerous.

- illness verified by parent phone call by 8:45 a.m. the day of absence
- family emergency if approved by administration
- funerals
- hospitalization if verified by a physician and approved by the administration
- prolonged and/or chronic illness if verified by a physician and approved by the administration
- routine medical appointments verified by parents and physician documentation provided
- five or less vacation days with proper notification to administration and teacher; Providence does not recommend the taking of vacation when school is in session; however, we do recognize that sometimes circumstances do not allow for a family's

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vacation to be taken during school holidays. When these times occur, the Assistant Principal, Director of Students and Attendance Officer must be informed five school days before and the student must get teacher signatures on the purple vacation form at least 3 school days in advance.

- other absences approved by administration

School policy does not provide for any extension or early starting dates of fall, spring or Christmas break. No student will be excused from school for travel the week before or the week after fall, spring or Christmas break. Any student absent for travel reasons will be unexcused from classes, and not allowed to make up missed work or assignments. Teachers are not required to make special provisions for students who are unexcused. Students absent because of illness on the day(s) preceding and/or immediately following fall or spring break will be required to bring a doctor's excuse to the Attendance Officer upon their return to school. Student Visitation days are not allowed on the day preceding and immediately following fall or spring break without prior administrative approval.

Unexcused absences include the following:

Unexcused absences are subject to the possible loss of academic credit if absences become numerous.

Missed work may not be made up.

- any form of truancy (the cutting of a class and/or school); this results in a demerit and possible suspension
- any absences without appropriate permission or notification
- absences or early dismissals from school just prior to or following holidays or other school breaks of one or more days will be considered unexcused without a doctor's verification unless approved in advance by administration

*Note: Providence does not condone any type of skip day; all absences not verified by a parent will be considered unexcused.

It is the responsibility of the parent to notify the school no later than 8:45 a.m. on the day of the absence. Parents should call the hotline the morning of the absence. Messages left on the hotline after 8:45 a.m. the day of the absence will not be retrieved until the following day.

When calling the hotline, please be sure to state your name, your relationship to the student, the student's name, and the **reason for the absence, tardy, or early dismissal**. After 8:45 a.m. if a student is absent and a parent has not called, the student is considered truant and will be marked as unexcused and subject to the loss of credit for assignments.

Students enrolled at Prosser or taking dual credit courses at Providence may experience schedule changes that do not impact all Providence students. Students must still arrive on time for their scheduled courses and not leave campus without communication from the Main Office. Any student who fails to do this will be considered truant.

Students who have permission to arrive late or leave early, such as Prosser students, health appointments, etc., must sign in and out at the Main Office and *exit via the main lobby doors*. Any student who fails to do this will be considered truant and will be subject to disciplinary action.

With excused and waived absences, the student may make up work as long as the student abides by the teacher's make-up work policies. Students are expected to initiate the process of making up the work. If a student misses five or more consecutive days, a doctor's note is required before make up work can be accepted.

Students may not leave school or come late to school because they are in a study hall, in liturgy, or in an assembly without prior approval of the administration. These events are considered an important part of the co-curricular program; therefore, parents may not call students out during this time for any reason. The exception is for medical appointments, but students will be required to verify the appointment by the physician the day following the appointment.

In addition, students must be in school for the last two blocks of the school day in order to participate in extracurricular activities that afternoon or evening.

Note: All final exams must be taken when scheduled unless the absence is excused with a doctor's note or approved by administration and is due to extraordinary circumstances.

6.2 College/Military Recruitment/Job Shadow Visits

Students are allowed a total of 6 visitation days beginning the second semester of their sophomore year (only 1 allowed) up through their senior year. These days are considered waived absences and do not appear as absences on the student's transcript. Proper procedure must be followed or the visit may not be considered a waived absence.

1. The student must obtain a Student Visitation Form from their Academic Advisor in the counselor's office.
2. The student must meet and discuss the visit with their advisor, obtain their signature and have this form signed by all of his/her teachers.
3. Upon completion of the form it should be submitted to the attendance officer before the date of the visit.
4. Parents must call the attendance hotline and report student absence for the purpose of visit.
5. The day following the visit the student must turn in verification of the visit on the college's/military's/company's letterhead.

No visitation days are to be taken in the months of December and May without the written permission of the Assistant Principal, Director of Students.

6.3 Tardies

Any student who is not in class by the bell that begins class is considered tardy. Students receive six excused tardies in each semester. Morning detentions are issued for every tardy beyond the six. **Tardies due to medical appointments will not count towards accumulation of excused tardies as long as a doctor's note is provided upon return to school.**

6.4 Accumulated Attendance/Tardy Policies

Regular attendance patterns must be established in order for students to be successful in our program. The administration reserves the right to judge cases of absences and tardiness and expects the understanding and cooperation of the parents. Chronic absence, whether it be excused or unexcused, could result in loss of credit, dismissal from school, or the denial of continued enrollment.

Parents will be notified upon the student's **fifth** excused or unexcused absence per individual class each semester. This notification serves as a warning that continued absences may be considered chronic and will lead to probation. Upon the **eighth** excused or unexcused absence per individual class, a parent will be contacted by the classroom teacher to discuss the issue. Upon the **tenth** excused or unexcused absence in an individual class, the student and

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parents will be contacted by the administration. At this time, the student may not be allowed to make up work for any additional absences and may lead to a loss of academic credit. A doctor's note for any additional absences in the semester will be required. In addition, if a student were to reach **twelve** total absences in an individual class in a semester, this will be considered chronic absenteeism and the student may be unable to receive a passing grade due to the missed instructional time. The student's continued enrollment could be jeopardized and a report may be made to the local probation office.

Any student who has accumulated **ten (10)** total days of absences in a semester will be required to conference with the administration and provide a doctor's note for any additional absences. **A student with an extraordinary number of absences due to extended medical issues or other concerns will likely be asked to drop out for a semester rather than complete an inordinate volume of make-up or independent study work. This decision will be made after a case conference is held to discuss the situation and a determination is made as to what is in the best interest of both the student and the school.** This is done in consultation with administration and counseling offices. No matter the circumstances, the grading period will not be extended more than two weeks beyond its scheduled end.

Students receive six excused tardies per semester. For **every** tardy past the six, students receive a detention. Upon the **twelfth** tardy per semester, a parent will be notified by administration and the student may **be placed on probation and subject to a demerit or further consequences.** In addition, continued tardies could jeopardize continued enrollment and will be reported to the local probation office.

Note: Excessive early dismissals or leaves during the school day will be handled in a similar manner as the above absences and tardies.

7.0 School Regulations and Routines

7.1 School Safety and Security

The safety and security of our students, staff, and visitors is a top priority at Providence. To help maintain a safe learning environment, the school utilizes a variety of security measures, including secured entrances, locked exterior doors, visitor management procedures, and a video surveillance system throughout the campus. All visitors must enter the building through designated entrances, report to the main office upon arrival, and follow established check-in procedures before accessing other areas of the building. Video surveillance cameras are in operation on school property and are used solely for school safety, security, and administrative purposes. Camera footage is reviewed only by authorized school administrators and may be used to assist with investigations of safety concerns, policy violations, or other incidents. Students, staff, and visitors are expected to follow all school safety procedures and cooperate with school personnel in maintaining a secure environment for all members of the Providence community.

7.2 School Resource Officer

Providence maintains a partnership with the Clarksville Police Department through the presence of a School Resource Officer (SRO). The SRO serves as a law enforcement officer, safety resource, mentor, and positive role model within the school community. In addition to helping maintain a safe and secure learning environment, the SRO works to build positive relationships with students, staff, and

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families through daily interactions, mentoring opportunities, and community engagement. The SRO may provide classroom instruction and educational programs on topics such as personal safety, responsible decision-making, digital citizenship, and applicable laws. By fostering trust, communication, and mutual respect, the SRO serves as a valuable resource for students while supporting the school's mission and overall well-being of the school community. Students are expected to cooperate with the SRO and follow all lawful directives given by the officer while on school property or at school-sponsored events.

7.3 Campus Hours

Providence's official campus hours are 7:15 a.m. – 4:00 p.m. on days when a regular school schedule is followed. When the schedule is adjusted, school hours will be one hour before arrival time and one hour after dismissal. Students should not arrive any earlier than 7:15 a.m. and should be picked up no later than 4:00 p.m. Direct supervision is provided from 7:15 until 8:20. Upon the 8:20 bell, students are allowed to proceed to their classrooms. Students waiting for transportation home must wait in the student commons area of the school. Students will be directly monitored in this area by a staff member until 4 PM. Any students not picked up by 4 PM will be moved to the main lobby and only general supervision will be provided. While on campus, students may not sit in their cars or congregate in the parking lot. Once students leave campus they may not return unless they are in an extracurricular with a staff member providing direct supervision. Any exceptions to the above policies must be approved by the administration. **Note: When school is on a late opening schedule due to inclement weather, all before school activities, including BLUE Sessions and detentions, are canceled.**

7.4 Dismissal Schedule and Procedures

To ensure a safe and orderly dismissal process for all students, please adhere to the following dismissal procedures:

First Dismissal Wave (Begins at 3:00 PM):

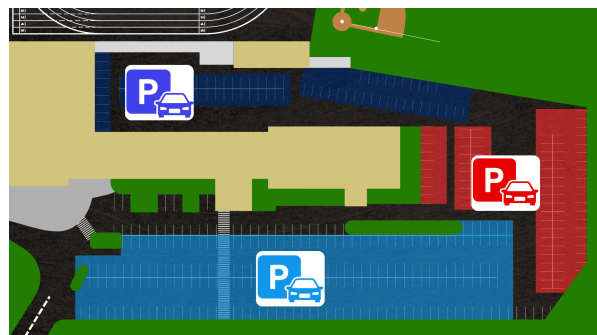
- Student Drivers and parents/guardians who arrive before 3:00 PM will be dismissed first.
- Vehicles arriving prior to 3:00 PM must park in the designated areas shown on the **Parking Lot Map**. This image highlights appropriate locations for parking during the first dismissal wave.
- Students must enter parked vehicles only.
- Please review the **Parking Lot Image** to ensure you are in an approved location

Important Note:

- No vehicles will be permitted to enter the parking lot after 3:00 PM once the first dismissal wave has started. This is to reduce congestion and ensure student safety during active dismissal.

Second Dismissal Wave (Begins at approximately 3:15 PM):

- Parents/guardians who arrive after 3:00 PM will be held at the entrance and not allowed to enter the lot until the first dismissal wave has concluded.



 PARENT PARKING
 STUDENT PARKING
 STAFF PARKING

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- The second wave of dismissal will begin **around 3:15 PM**, at which time these vehicles will be granted entry to the parking lot in an orderly fashion.
- Parents/guardians arriving after 3:15 pm may park in any location or use the front circle for student pick up.

We appreciate your cooperation and patience as we prioritize student safety and aim for a smooth, efficient dismissal process. If you have any questions or special circumstances, please contact the front office in advance.

7.5 Leaving Campus

Providence maintains a closed campus. Students may not leave campus during the school day without parent and administrative approval. Once a student enters the school building, they may not leave the building or campus without signing out through the main office, even if it is prior to the start of 1st Block.

Students may not exit the building or go to the parking lot without permission from the main office. Students who need to retrieve items from their vehicle during the school day may be subject to detention. Individual teachers or staff members may not grant permission for students to go to any area of the building, campus, or off-campus location where they will not be properly supervised.

Students who leave campus during school hours without permission will be considered truant and will receive a suspension and a demerit. Students who participate in an unauthorized student walkout and/or protest will also be considered truant and subject to the same consequences.

7.6 Student Lockers

Lockers are provided for student use only upon direct request. Any student wanting a locker needs to contact the Director of Students, and one will be issued. These are the property of the school and should not be used as personal property. Any kind of adhesive or other item that could damage the finish or structure of the locker may not be used. The administration reserves the right to inspect the lockers and their contents at any time. All lockers are to be kept locked with a school sanctioned lock. Students will register their locker numbers with the main office. Providence is not responsible for items stolen from lockers.

7.7 Student Identification Cards

All students will be issued a student ID card during the first week of school. These cards allow students to access the building each morning between 7:15 and 8:30 am. They will also be used to purchase lunch each day. All students are required to wear the ID around their neck during the school day. Failure to do so will result in a detention. Temporary IDs are available in the main office, and may be issued prior to 8:30 am without penalty, if a student leaves his or her ID at home. A limited number (3) of temporary IDs are allowed before a detention is issued. Once a student has been issued 3 temporary IDs, additional temporary IDs will be printed for \$1 each. If a student loses this ID card, a new one may be purchased in the main office for a \$5.00 fee.

7.8 Health and Wellness

Accredited schools in Indiana are required to have a Local School Wellness Policy (LWP). In addition, the Archdiocese of Indianapolis provides a policy that all Archdiocesan schools are to follow.

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The Providence School Wellness Policy includes the following goal areas: nutrition education,

standards for USDA child nutrition programs and school meals, nutrition standards for other foods and beverages sold or offered during school hours, physical activity and physical education, food and beverage marketing in schools, staff wellness, and the implementation, evaluation, and communication of the policy. The Providence School Wellness Committee helps in developing, implementing, reviewing, and revising the wellness policy as needed. Any questions on Providence's School Wellness Policy is to be directed to the Director of Students who monitors the school wellness policy and reports any compliance matters to the principal and/or president.

7.9 Indoor/Outdoor Air Quality

Providence High School complies with all state and archdiocesan requirements concerning indoor and outdoor air quality. Providence is committed to providing a healthy and productive environment for all persons using our school. Therefore, Providence asks all students, parents, and visitors to comply with our anti-idling policy, this is especially important when picking students up from school.

Any questions or concerns regarding carbon dioxide levels, humidity, temperature, mold, water damage, excessive dust, or other possible hazards to air quality in the school should be addressed to the Director of Facilities, Toby Wright. email: twright@providencehigh.net
phone: 812 - 945 - 2538 x 327

Parents/guardians may request to be placed on a notification registry to be informed when pesticides are used on school property. Please notify the main office in writing if you would like to be on the pesticide notification registry.

7.10 Student Illness and Medication

Students who are too sick to remain in class should get permission from their teacher to report to the main office. Main office personnel will help determine if the student can return to class or if the student needs to leave the building. No student can leave school due to illness without the consent of the parent or other emergency contact. Parents are responsible to provide transportation for students too sick to drive.

Students may not have any prescribed or over the counter medicine on them while at school. All medicine must be kept in its original container and turned into the main office for distribution. Parents must complete a form in the main office in order for the school to dispense any prescribed medicine. Only main office staff can administer medicine and only with parent and physician consent. Students are never allowed to provide any medication to other students.

7.11 Medical Emergency Equipment

Providence maintains Automated External Defibrillators (AEDs) and first aid kits in designated locations throughout the school campus. School personnel receive training on emergency response procedures and the use of AEDs as appropriate to their roles. In the event of a medical emergency, students should immediately notify a teacher, administrator, SRO, or other staff member. Students should not attempt to administer medical care to others unless directed to do so by trained personnel.

The location of emergency medical equipment and emergency response procedures are reviewed regularly to help ensure the safety and well-being of all members of the school community.

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7.12 Requested Legal Documents and Health Emergency Information

Parents must provide the school with the legal documentation requested including a birth certificate, legal guardianship in cases of custodial/non-custodial parent rights, and personal information including emergency information. In addition, parents should provide any other health information, including required immunizations that may be needed in case of a medical emergency. It is the parent’s responsibility to notify the school if the student’s personal or health information has changed.

7.13 Student Accident Insurance

Providence does provide students with insurance for accidents that occur during the school day as well as during extracurricular activities. This insurance serves as a secondary coverage, as coverage will begin once the student’s primary insurance has been exhausted. An accident report form must be obtained from the main office and filled out within ninety (90) days of the incident in order to qualify for this coverage.

7.14 Immunization Requirements

Required and Recommended School Immunizations, Indiana 2026-2027



Updated 05/22/2026

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A Haemophilus influenza B Pneumococcal conjugate Annual influenza COVID-19
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis) Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit in.gov/health/immunization or call **1 (800) 701-0704** during normal business hours.

Note: Verification of these immunizations must be turned into the main office on or before the first day of school. Students will not be allowed to attend school if documentation has not been received or a refusal of immunization letter (per year) with explanation has been received.

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7.15 Archdiocese Student Health and Safety Plan

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible.

The Catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration.

1. I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.
2. I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.
3. I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries

7.16 Media Release Consent

Providence may use student images, names, and likenesses for promotional and marketing purposes across various platforms, including social media, the school website, and other digital or print publications. This includes sharing photos or videos—whether group or individual—on official school social media accounts to highlight student achievements, activities, and events. When appropriate, student names may be used in captions or accompanying text to recognize accomplishments or participation. Student photographs and names may also appear in school publications such as the weekly Providence electronic newsletter and the school yearbook. In addition, Providence may share student images or information with external media outlets (such as newspapers, magazines, or television stations) to promote school events, achievements, and newsworthy stories.

Parents/guardians will complete a Media Release consent form at the start of the school year.

7.17 Visitors

No one can be on campus without permission from the main office. For safety reasons, doors are kept locked during the school day and all approved visitors must sign in and sign out and wear a visitor name tag. Providence students may not have guests during the school day. The only exception to this would be for students who are shadowing for purposes of enrolling at Providence, and these arrangements must be made through the Office of Institutional Advancement prior to the shadowing day. Any additional exceptions to this would need to be made through the main office and would need to be made three days prior to the visit, and teachers would need to be informed ahead of time. Past students are asked to visit only after school when teachers are available to talk with them.

7.18 Retreats, Field Trips, and School Activities

Retreats, field trips, and other school activities that take students out of class are an important part of Providence's program, and students are encouraged to attend. However, students must have an official permission slip signed by a parent or guardian in order to participate in the activity.

Retreats, field trips, or other school activities that take students out of other classes are optional for students, and students may elect to remain in class and be provided with an alternate assignment. The administration reserves the right not to allow students to participate in a field trip or other school activity if attendance, disciplinary, or academic concerns demonstrate that it is not in the student's best interest to attend. This includes end of the year senior activities.

7.19 Student Messages and School Deliveries

Students should not be receiving personal mail or deliveries at school. This includes the delivery of flowers, balloons, candy, food, etc. unless special permission has been given. Instead, parents are asked to have these deliveries made to their homes. The school cannot be responsible for deliveries that are not from parents, not picked up, or turned away. Deliveries will not be accepted on major holidays such as Valentine's Day.

In addition, the main office is limited to the number of student messages that can be given to students throughout the day. Parents are asked not to call and leave messages on a routine basis. In cases of emergency or when the information cannot be given ahead of time, parent messages will be delivered via school email. The school cannot guarantee that the message was received by the student.

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7.20 Lost and Found

Lost items are delivered to the main office. Students should also check with their individual teachers for items they may have left in the classroom. Providence cannot be held responsible for lost or stolen items. Please do not bring valuables, electronics, or large sums of money on campus.

7.21 Providence High School Bell Schedule

BLUE Session 1	7:30 – 7:53
BLUE Session 2	7:57 – 8:20
Block 1	8:30 – 9:56
Block 2	10:00 – 11:26
Block 3	11:30 – 1:28
1st lunch	11:30 – 11:55
2nd lunch	12:01 – 12:26
3rd lunch	12:32 – 12:57
4th lunch	1:03 – 1:28
Block 4	1:34 – 3:00

Note: When school is on a late opening schedule due to inclement weather, all before school activities, including BLUE Sessions and detentions, are canceled.

7.22 Uniform and Dress Code

The Providence uniform and dress code requirements promote collegiality, pride in our school and its tradition, and a school climate conducive to high academic standards and self-discipline. Whether at school or in public, we ask our students to be proud of the uniform and to represent it well.

Parents are responsible for purchasing and maintaining clothes that meet our uniform and dress code requirements and to help the school monitor what their daughter or son is wearing when they leave home. By choosing to attend Providence, students accept the provisions of the uniform dress code and must be in compliance at all times.

All students must wear:

- a. Appropriately sized polo style (white, navy, royal blue-seniors) shirts as purchased through our authorized vendor, River City Workwear. Shirrtails are to be tucked into the waistband at all times. Solid white short sleeved T-shirts may be worn under the uniform shirt as long as they do not show beneath the uniform shirt sleeve. T-shirts worn under the uniform shirt must also be tucked in.
- b. Appropriately sized ankle length Navy blue or khaki pants. These must be dress pants made of a cotton twill or similar material. They must be unmarked (no stripes, designs, etc.) and may not have excessive pockets. Pants made of denim, velour, corduroy or athletic warm up style material are not allowed. Pants may not be tight or form fitting. Pants are to be worn at or above the hip.
- c. Shoes must be worn at all times. All shoes must have a hard sole, covered toe and heel; no slippers or slides may be worn. Slip on beach style sandals or flip flops are not allowed.

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- d. Belts must be worn at all times. Belt colors may vary, but they may not have excessive ornamentation.
- e. Uniform quarter zip pullovers and sweatshirts purchased from River City Workwear may be worn over the uniform shirt. No sweatshirts, hoodies or pullovers from athletic teams or extracurricular activities may be worn.
- f. Clothes must be kept clean and pressed. Clothing may not be ragged, including pants at the hem or at the seam. Hems and seams must be sewn, not pinned or stapled.
- g. Outdoor jackets, coats, hats, scarves, gloves, sunglasses, or bandannas may **not** be worn in the building during the school day.
- h. Providence Letter Jackets may be worn during the school day by Junior and Senior students only.

Violations of the dress code may result in one or more of the following degrees of censure: warning, detention, demerit, sent home to change, or suspended.

Spirit Days

On designated House days and spirit wear days, students may wear jeans; navy blue, black, or gray sweatpants; flannel PHS pants from River City; or pants from a Providence team or extracurricular activity. Shorts and skirts are not permitted. Students may wear modern-fit pants; however, if administration determines that attire is too tightly fitting, the consequences outlined in the previous section will apply.

On House days, students must wear their designated House shirt or sweatshirt. On spirit wear days, students must wear a shirt or sweatshirt received from or purchased through a Providence organization. This includes athletic teams, clubs, class spirit wear, Powder Puff spirit wear, and Academic Final Four shirts. School uniform shirts or pants are also acceptable on these days. The rules regarding shoes and any torn or distressed clothing remain consistent with the standard uniform guidelines.

At the end of the school year, seniors are permitted a designated period of dress-down days. These days will follow the same expectations as spirit wear days unless otherwise approved by administration.

During Homecoming Week and Catholic Schools Week, students may participate in designated theme dress-down days. Students who do not participate in the themed attire are expected to be in full school uniform.

On certain special occasions, students may be granted permission to dress out of uniform for dress-up days. On these days, boys are expected to wear a dress shirt, necktie or sweater, and dress pants. Girls may wear a dress or skirt of appropriate length, or ankle-length or Capri-style pants. Strapless tops, spaghetti straps, midriff-baring tops, and plunging necklines are not permitted. The same guidelines regarding shoes and distressed clothing from the uniform policy apply.

At all times while on campus or at school-sponsored events, students may not wear clothing with inappropriate language, images, advertisements for alcohol or illegal drugs, or messages inconsistent with the mission of the school. Attire must be appropriate, modest, and in good taste for the setting.

Students must keep shirts on at all times while on campus, except when on the practice field or court. Longer sports bras that resemble tank tops may be worn on the practice field or court; however, shorter sports bras must be covered by a shirt.

Grooming

Students are expected to come to school neat and clean in appearance. Extremes in hair coloring, styles, and length are not permitted. Boys must be clean-shaven. Accommodations will not be made in shaving. Students may be sent home to shave so that upon return they will be in compliance. Sideburns may not extend beyond the bottom of the ear. In addition, *boys may not have hair below their eyebrows or touching their shirt collars*. Boys are not to wear earrings or studs. Jewelry (rings, studs, etc.) may not be worn by either male or female students in any pierced body part with the exception of females who may wear a limited number of earrings in their ears. No type of gauge earring may be worn. Tattoos should not be visible while wearing the uniform, spirit wear, other special dress days, or participating in co-curricular or extra-curricular activities.

Note: The administration reserves the right to define the meaning of inappropriate attire and/or extreme appearance. In addition, we may counsel students in matters of personal appearance and hygiene.

Attire for Dances and Other School Events

Providence students are great ambassadors of our Catholic faith and in many ways our school and community. For this reason, we ask our students and especially our female students, that when purchasing a dress for the prom, homecoming, etc. that they keep in the forefront of their mind that they attend a Catholic high school. We know that fashions come and go. But, modesty is a principle that we teach and value at Providence High School. If students arrive at an event in immodest attire they may be asked to change or given a sweater or wrap to wear.

8.0 Technology

8.1 School Technology Policy

Technology use at school is a privilege designed to enhance learning, foster creativity, and support collaboration. This policy outlines expectations for students using school-issued or personal devices (such as iPads or Chromebooks) on school grounds or during school-sponsored activities. All students are expected to act with integrity, responsibility, and respect when using technology.

Purpose of Technology Use

Devices and digital tools are to be used to:

- Support academic learning and research
- Access school-approved educational content and apps
- Communicate responsibly with teachers and classmates
- Complete, organize, and submit assignments
- Collaborate in a safe, respectful, and productive environment

Classroom Expectations

- Devices must be **charged and ready** for each school day.
- Use is **only allowed with teacher permission** and must remain focused on class-related tasks.

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- **Off-task or distracting behavior** (such as messaging, non-educational browsing, or using unauthorized apps) is not permitted.
- **Headphones or earbuds** may be used only with teacher approval.
- Students must **follow all classroom-specific technology rules**.

Internet Use Guidelines

- Providence High School provides students with access to the internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and school policies.
- Some students may have purchased a data plan (4G, etc.) for use with their ipad. This must be turned off during the school day, and all students must use the school's wireless network for internet access.
- Internet access is for **educational purposes only** during school hours.
- Accessing or attempting to access **blocked, inappropriate, or unauthorized websites** (including VPNs, proxy servers, or hacking tools) is prohibited.
- Students may not download, stream, or share **non-academic content**, including videos, music, or games.
- Online activity is **monitored and subject to review** by school staff.
- Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be dealt with by the governing law enforcement agency.

Social Media Use

- Use of social media during school hours is **prohibited unless part of a class project under teacher supervision**.
- Students may not:
 - Take or share photos/videos of others without permission
 - Post school-related content without staff approval
 - Engage in cyberbullying or disrespectful behavior online
- Violations may result in disciplinary action and loss of privileges.

Gaming Policy

- Recreational gaming is **not allowed during school hours** unless specifically assigned by a teacher for educational purposes.
- Devices must be **free of unapproved games, apps, and software**.
- School bandwidth and instructional time must not be used for personal gaming.

Device Care & Responsibility

- Students are expected to **handle all devices with care**:
 - No drawing, etching, removing keys, or damaging hardware
 - Do not insert foreign objects into ports or remove school labels
- Devices must not be left in **unsupervised or unsecured areas**, such as hallways or restrooms.
- Students and families are financially responsible for **damage, loss, or theft** caused by negligence or misuse.
- Screensavers, wallpapers, ringtones, and stored media must be:
 - **School-appropriate**
 - **Not copyrighted or illegally downloaded**
 - **Respectful of community standards and values**

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Respect & Responsibility in Technology Use

Students must show **respect for the school community** in all digital behavior by:

a. Respecting and Protecting the Privacy of Others

- Do not access, use, share, or post personal information, accounts, or files of other students or staff.
- Never record, photograph, or stream others without their consent and teacher approval.
- Report any breaches of privacy immediately.

b. Respecting and Protecting the Integrity, Availability, and Security of Electronic Resources

- Do not attempt to:
 - Alter or damage software, files, or systems
 - Bypass filters or access unauthorized systems
 - Introduce malware or harmful content into the network
- Use only **authorized devices, logins, and accounts**.

c. Respecting and Protecting Intellectual Property

- Always **cite sources** and give credit when using digital content, including images, audio, video, and written work.
- Do not copy, share, or submit work that is not your own.
- Follow all **copyright laws and licensing agreements**.

d. Respecting and Practicing the Principles of Community

- Use technology in a way that upholds:
 - **Kindness**
 - **Inclusiveness**
 - **Responsibility**
 - **Integrity**
- Digital conduct should reflect the same respect and care expected in face-to-face interactions.

Consequences for Misuse

Violations of this policy may result in:

- Warnings or temporary restrictions
- Loss of device or network access
- Parent/guardian notification
- Detention-morning or afternoon
- Financial responsibility for damages or losses

Severe infractions—particularly those that compromise security or safety—may have harsher penalties up to and including suspension or expulsion.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

8.2 AI Tools and Acceptable Use

In recognition of the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences, Our Lady of Providence is committed to facilitating the responsible and effective use of AI tools within our school. The objective of the guidelines listed below is to ensure that all tools used to support learning, teaching, and administration are aligned with our mission and values.

- Access to approved AI tools is granted to students, faculty, and staff for educational and administrative purposes only.
- Generative AI content that is inappropriate, offensive, or harmful is strictly prohibited.
- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.
- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.
- Personally identifiable, confidential, and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the school.
- Users must not employ AI tools to conduct or support cheating, plagiarism, or any academic dishonesty.
- AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.
- **Direct submission of AI-generated work as one's own or reliance on AI for completing assignments without understanding the content is prohibited.**
- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.
- Our Lady of Providence reserves the right to monitor the use of AI tools to ensure compliance with this policy.
- There is no right to privacy on the school's network or devices. All users should operate under the assumption that all online activity, including digital communications and interactions with AI tools, will be visible to the school's system administrators.
- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks, and notification of supervisors, parents/guardians and authorities if required.

8.3 iPad/Chromebook Device Loaner Program Policy

- Students must accept responsibility for Providence High School loaner devices while in their possession. If the unit is not returned in the condition they received they will be responsible for reimbursing the school for the cost of repair or replacement of the unit.
- Students who forget to bring their iPads/Chromebooks to school may check out a loaner device from the library for 24 hours no more than three times in any one quarter. A device kept for more than one day will count toward the quarter limit.

- Students who borrow a loaner iPad/Chromebook due to their own device being repaired must give proof of repair and will be allowed a loaner unit for no more than one month. Any exception to this rule will be at the discretion of the school librarian and based on the availability of loaner units.
- Any student found damaging another student's device or loaner device will be disciplined and will be financially responsible for the repair or replacement of that unit.

Damage or replacement charges for loaner units will be given to the student and a copy mailed to the parents.

8.4 Personal Electronic Devices (Cell phones)

In accordance with Indiana law and school policy regarding student use of personal electronic devices, students are not permitted to use or possess cell phones, smart watches, or similar personal communication devices on their person during the school day (8:30 a.m. – 3:00 p.m.). This includes all instructional time, BLUE sessions, passing periods, lunch, and school assemblies such as Mass or House meetings.

Cell phones and smart watches must be powered off or silenced and stored out of sight for the entire school day. Smart watches may not be worn during the school day and must be stored in the same manner as cell phones. Students may not access, check, or use their cell phones, smart watches, or similar personal communication devices at any time between 8:30 a.m. and 3:00 p.m. Students who need to make urgent phone calls during the school day must do so through the Main Office.

Use of headphones, earbuds, or other listening devices connected to Chromebooks or iPads (not cell phones) is permitted only in the following circumstances:

- When explicitly directed by a teacher for instructional purposes during class
- In the Student Commons before and after school

At all other times during the school day, headphones, earbuds, and other listening devices must be stored out of sight.

Use of a cell phone, smart watch, or unauthorized listening device during the school day will be considered a violation of school policy and will be addressed according to the disciplinary procedures outlined below. All faculty and staff are directed to confiscate any cell phone, smart watch, or unauthorized listening device they observe being used or worn during the school day and deliver it to the Main Office.

Disciplinary consequences are as follows:

- 1st offense: Device confiscated and held in the Main Office for student pick-up after 3:00 p.m. **Morning Detention assigned.**
- 2nd offense: Device confiscated and held in the Main Office for parent pick-up after 3:00 p.m. **After School Detention assigned.**
- 3rd offense: Device confiscated and held in the Main Office for parent pick-up after 3:00 p.m. **In-School Suspension and Demerit assigned.**
- 4th offense: Device confiscated and held in the Main Office for parent pick-up after 3:00 p.m. **Out-of-School Suspension and Demerit assigned.**

Additional offenses may result in increased suspension time and/or expulsion.

Consequences reset annually and do not restart at semester.

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8.5 Right to Privacy and Electronic Device Usage

In accordance with school policy regarding student use of personal electronic devices, students are not permitted to take or record photographs, videos, or audio recordings in areas where there is a reasonable expectation of privacy. This includes, but is not limited to, restrooms, locker rooms, changing rooms, training rooms, and similar private areas. These locations are designated as private spaces, and the use of any electronic device for recording purposes in these areas is strictly prohibited at all times.

Any student observed using an electronic device to capture images, video, or audio in a private area will be subject to immediate disciplinary action. Faculty and staff members are directed to confiscate the device and deliver it to the Main Office. The school may also confiscate additional devices that are known to have been used to store, share, or distribute the prohibited content.

Due to the serious nature of privacy violations, disciplinary consequences for this offense may exceed the standard cell phone policy consequences and may include detention, suspension, demerits, loss of technology privileges, referral to law enforcement, and/or expulsion, depending on the circumstances of the incident.

Students who create, possess, distribute, forward, post, or otherwise share images, videos, or recordings obtained in violation of this policy will be subject to the same disciplinary consequences as the student who created the content.

Violations of this policy will be investigated by school administration and addressed in accordance with the school's disciplinary procedures.

8.6 Library Media Center

The library media center is open from 7:30 a.m. to 3:30 p.m. every school day. Students may visit the center before and after school, during lunch with a signed pass from a faculty member, and during study halls when permission is granted. All students must return library books at the end of each semester. Failure to return library books at the end of the semester will result in a detention. Books returned damaged resulting in their removal from the library, will result in the cost of replacing the book. This cost will be assessed by the school librarian. Students are expected to work quietly and may lose library/media center privileges if disruptive.

Computers for individual student use are available in the library media center and classroom use in the technology lab, depending on availability. The school's information technology resources, computers and Internet access, are provided for educational purposes. However, parents should be aware that some material might be inaccurate, defamatory, illegal, or potentially offensive to some people.

Adherence to the school technology policy is necessary for continued access to the school's technological resources. This policy governs use of all school technology, including classrooms, computer labs, and the library media center.

8.7 Student and Family Agreement

All students and their parents/guardians must sign a **Technology Use Agreement** at the beginning of the school year confirming they have read, understood, and agree to the policies outlined in section **8.0 Technology** of the Our Lady of Providence High School Student/Parent Handbook.

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9.0 Behavior Expectations–Disciplinary Consequences and Policies

Philosophy

Providence’s primary goal is the Christian education of our students. In order to achieve an environment conducive to academic achievement and spiritual growth, Providence maintains a high level of discipline throughout the school. High expectations are placed on our students requiring them to conduct themselves in a manner consistent with our school mission and philosophy, emphasizing self-discipline, honesty, and healthy lifestyle choices within the context of Catholic moral and social teachings. Whenever possible our disciplinary actions are meant to correct the behavior and get the student refocused on our mission and philosophy.

However, actions by students that place themselves, other students, and/or faculty and staff in danger or compromise the mission of the school may result in immediate suspension and possible expulsion pending fair process. Students who repeatedly do not conduct themselves according to our values and standards may jeopardize their continued enrollment.

Cooperative Behavior and Civility

Students are expected to follow the directions of faculty and staff, as long as the request is reasonable and appropriate in nature. In addition, students are expected to treat all faculty, staff, and volunteers with courtesy and respect. Students who refuse to do this are in jeopardy of being suspended, excluded, or expelled.

Disciplinary Consequences

Whenever a student does not meet the behavioral expectations of classroom teachers, the teachers may require students to serve either 30 minutes before or after school with them in the classroom. This is an informal type of detention and records of these are not kept by the school. Teachers also have the option of assigning a student to morning detention which is outlined in the following section.

For more serious disciplinary concerns, the Director of Students will investigate. The administration reserves the right to question the students involved, as well as those that may have knowledge of the situation, without parental notice or consent. Parents and students may request an investigation, however, the request must be made in a reasonable amount of time from the occurrence of the situation. The decision as to whether or not to investigate will be made by the administration.

9.1 Morning Detentions

Morning detentions are issued for any violation of school rules or policies. This includes, but is not limited to dress code, tardies to school or class, being unprepared for class, inappropriate classroom behavior, inappropriate behavior in common areas of the school, at liturgies, other assemblies, and not following the school’s rules and routines. In such a case the student is sent an email notification of the detention.

Morning detention will be held in room 220 every morning beginning at 7:20 and ending at 7:50.

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Students are expected to bring schoolwork or appropriate reading material with them. They will not be allowed to sleep, talk, or play games on their iPad during the detention. If students do not follow these guidelines, they will be asked to leave and be subject to the penalties for not serving a detention.

Students must report by 7:20 to morning detention within two days, of being issued the detention. Those who do not report on time within the window of time will receive an In School Suspension, which is outlined later in this section.

Upon receipt of **six (6)** morning detentions within a semester, a student will receive a **demerit**. Upon receipt of any additional detentions for the semester, the student will serve those detentions *after school with administration for 1 hour*. If a student accumulates **six (6) afternoon detentions**, the student receives another demerit, is placed on probation, and the student and a parent must conference with administration.

Note: Detentions cannot and will not be excused by the Assistant Principal, Director of Students.

9.2 Demerits

A demerit is a serious mark against a student's behavioral record. Demerits may be issued for behavior that includes but is not limited to significant misconduct or behavior, extreme or repeated violations of school policies, continued infractions for the same behavior, unwillingness to cooperate with faculty and staff members, extremely inappropriate comments or actions towards faculty, staff, and students, stealing, truancy from class, being in an unsupervised or inappropriate area, cheating, damaging or defacing school property, and smoking at school or any school-related function.

Parents are always notified of the receiving of a demerit. The number of demerits issued for any offense will be between 1-5 and will be at the discretion of the administration and could include a suspension. **A student with three demerits will be suspended for one day and placed on probation and includes a loss of student privileges. Student privileges may include all extracurricular activities, field trips and end of year activities. Upon the fourth demerit, a student will be suspended for two days and a student contract (Memorandum of Understanding) will be written. If a fifth demerit occurs, the student will be placed on a three-day suspension, given fair process, and may be expelled.**

Demerits typically do not carry over from year to year. Fourth quarter demerits may, however, be carried forward at the discretion of the administration. In cases of serious offenses or where the student was suspended along with receiving the demerit(s), demerits may be carried into the next school year and the student placed on probation and/or a behavioral plan.

9.3 In School Suspension

An In School Suspension may be assigned for missed morning or afternoon detentions or for any other consequences Administration deems appropriate. In School Suspension will take place during the school day for either a partial or full day and be held in the main office.

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9.4 Suspension - Probation - Loss of Privileges

In addition to multiple demerits, situations involving serious offenses against school rules and regulations, or expected student behavior, may also result in suspension, probation, creation of a student contract (Memorandum of Understanding) or loss of student privileges. Student privileges may include all extracurricular activities, field trips and end of year activities. Suspension is a serious matter and requires a parent conference with an administrator, typically the Director of Students. Students are not allowed to attend school or any school-related co-curricular or extracurricular activity while on suspension. A meeting, either directly before or after the suspension, usually takes place between the parents and the Director of Students. The school reserves the right to expect that an outside assessment occurs before the student can return to school. Parents are responsible for any costs of the assessment, and continued counseling may be part of the agreement upon the student's return to school.

A student will be suspended if serious offenses occur. These offenses include but are not limited to fighting other students, demonstrating a serious breach of academic integrity, truancy from the school campus, endangering the safety and security of themselves or others, threatening the lives of others, significantly destroying school property, using or possessing alcohol, tobacco, and/or illegal drugs at school or school functions, and contributing to behavior that is in direct opposition to the morals and values of the Catholic church and Providence High School.

The school reserves the right to call law enforcement, to suspend students and to expel them pending fair process for serious offenses even if no other demerits or suspensions have been issued. Extracurricular clubs, organizations, and athletic teams may suspend and/or expel from participation as described in their written organizational rules.

Students and parents are notified by a school administrator, usually the Director of Students, when the school intends to suspend a student for one day. One day suspensions do not require a parent meeting, but parents may request a meeting to voice concerns with the Director of Student prior to the day of suspension. In some cases, the student may be asked to leave school immediately and placed on suspension until the conference can take place.

When a student is suspended for more than one day, administration will provide the student and at least one parent (or guardian) with fair process. This process provides the student and a parent with an opportunity to hear what rule(s) has been violated per the school's investigation and the opportunity for the student to tell his/her side of the story and speak against the proposed penalty. Parents will receive verbal or written notice of the decision to either suspend or provide an alternate penalty. Following this notification, the family may request the opportunity to have the decision reviewed by another school administrator.

For each day of suspension, students will receive a demerit. One to ten days of suspension can be issued for any given action depending on the seriousness of the incident. Students and parents should expect consecutive days of suspension for more serious infractions. Students will be allowed to make--up missed school work in a reasonable amount of time to be determined by the teacher for no more than fifty percent credit. However, no student's quarter grade should drop more than a letter grade due to each incident of suspension. In addition, students are suspended from all school activities during the suspension. Exceptions to this are rare and will only be made for a unique and unusual circumstance with approval by administration. In rare cases when an infraction occurs at the end of the school year, the suspension may be carried over to the beginning of the next school year.

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When suspensions are issued, parents are expected to provide the proper environment at home conducive to the seriousness of the suspension. Upon return to school, the student may be placed on a probationary behavioral plan depending on the seriousness of the behavior that caused the suspension. The school reserves the right to immediately expel or to deny students readmission at the end of the school year if the inappropriate behavior continues.

9.5 Expulsion

Expulsion means long term or permanent dismissal for the remainder of the school year and/or denial of continuous enrollment. The principal may place the student on suspension until a fair process can occur and the expulsion is official. Fair process provides for notification of the nature of the offense, an opportunity to meet with school officials, and an opportunity to have the decision reviewed by the school president. Neither the parents nor the student has a right to have an attorney present during the fair process conference. The student is placed on administrative leave from school until the process is completed and a final decision is made.

Note: Students can receive demerits, be placed on probation, suspended, and/or expelled for behavior both on and off our campus, and at school activities and non-school related activities when those behaviors are viewed as a reflection on the school. Should Providence become aware of behaviors that endanger a student's own physical or emotional health, or those of another's, even when the student is not directly under the jurisdiction of the school, Providence High School reserves the right to inform parents of what is known. Should the actions of the student negatively affect the operation and climate of the school, or are seriously against the values and mission of the school, Providence may take disciplinary action including expulsion after a fair process of review.

9.6 Exclusion

A separate category of long-term or permanent removal, usually for non-disciplinary reasons, is termed exclusion. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws, failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness (i.e., for the protection of fellow students), non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons. Long-term or permanent removal may also be for disciplinary purposes. Exclusion takes place after a fair process of review.

9.7 Student Driving and Parking

Students may drive and park on campus during the established school hours as long as the following conditions are met:

- The speed limit on campus is 10 mph.
- All students must register their cars and properly display a Providence parking tag. Additional tags can be purchased through the main office. In the event that a student drives another car and forgets the assigned parking tag, a temporary tag can be issued through the main office for a period of one day.

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- Students must park only in designated stalls in their assigned locations: Seniors in the blue-lined areas and underclassmen in the other student spaces in the front of the building (Blue Zone*). *See parking lot map under **7.4 Dismissal Schedule and Procedures**
- Students may not park in the following areas: faculty parking in the back of school (Royal Blue Zone*), parent pick up (Red Zone*) visitor, handicapped, yellowed-lined areas, in the front circle. *See parking lot map under **7.4 Dismissal Schedule and Procedures**
- Students and guests may park on campus if they are involved in a Providence extracurricular at the time. Students returning for extracurricular activities may park throughout the lot in any designated space.
- At no time should students sit in parked cars, congregate in the parking lot, or park in handicapped, yellow-lined areas, or the front circle.
- No car should be left parked on our campus past 11:00 p.m. without special permission from the administration.

Students who do not follow the above guidelines, do not drive responsibly, or endanger the safety of others while driving on campus may receive disciplinary consequences and may lose campus driving/parking privileges. The administration reserves the right to inspect any cars on the Providence campus at any time.

9.8 Hall Passes

During school hours, students may not be in the hallways, restrooms, lobby, or other common areas of the building without a pass and permission from a staff member except during passing periods. Students must always report to the scheduled class, study hall, or lunch period at the assigned time and present or request a pass to go elsewhere in the building. Students must sign in and sign out of the classroom as well as receive a pass in order to leave the classroom or study hall. Passes will be needed if students wish to leave the cafeteria and go upstairs for any reason and can be obtained from the cafeteria proctor. Any time students are in the halls, they are expected to be quiet and not disrupt those around them.

9.9 Cafeteria/Food and Drink

The cafeteria is the only place where students may have food and drink during the school day, including the hallways and lockers. The only exceptions to this would be water, which can only be in a clear plastic bottle, and special projects that are tied to the curriculum of a particular class; these are at the discretion of the teacher. Students may purchase breakfast and lunch items from the cafeteria or bring food for themselves from home. Breakfast is served daily from 7:15 until 7:45. Students are expected to line-up without cutting line, clean up their trash, and return trays and dishes before leaving the cafeteria. The cafeteria proctor may hold students past the bell if necessary.

No student, parent, or staff member may order food and have it delivered to the school at any time during the day without permission from administration.

Our Lady of Providence High School Lunch Policy:

The Providence Cafeteria takes pride in serving nutritious and delicious food. We are firm believers in keeping our students well fed and nourished. Not only benefiting their health, but their ability to learn. Under no circumstances do we want a student to go without food.

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The school food service program strives to operate in a financially responsible manner. We ask that you check your lunch account balance on a regular basis to insure you do not carry a negative balance.

If you owe more than \$15.00 on your lunch account you will not be allowed to purchase snacks, desserts, or large drinks, but a full plate lunch is offered. Students who carry a large debt may be asked to bring their lunch until such debt is paid.

Providence High School participates in the National School Lunch Program. We offer free, and reduced lunches for those who qualify. Forms can be found on our website under the Cafeteria link, or we can mail them to you.

9.10 School/Faculty and Staff Property

All Providence students are expected to keep the school and campus clean and free of litter. Any damage to school property, faculty and staff property on and off campus, and student property while on campus will be taken very seriously. Students may not be on campus after the official campus hours unless they are under the supervision of a teacher or staff member. Any pranks or actions that vandalize, damage, deface, or create unnecessary work for our maintenance and building crews may result in disciplinary action to include detentions, demerits, suspensions, and expulsion and may involve legal authorities.

9.11 Public Displays of Affection/Inappropriate Behavior

While we encourage positive relationships and a culture of care and concern for others, students must maintain behavior that is expected of a Catholic educational institution. Inappropriate public displays of affection on our campus or at our school activities will result in disciplinary consequences. In addition, when students are observed making inappropriate statements and/or gestures, engaging in sexually-explicit dancing, wearing clothing or symbols that do not reflect our philosophy, or any other actions contrary to our Catholic values and morals, they will face disciplinary consequences and may be removed from school or the activity.

9.12 Behavior at Other Schools

Providence students are not allowed on the campus of other schools during their school day unless they have permission of the school's administration. If Providence students are attending school activities at another school outside of the school day, they are expected to maintain the appropriate behavior of that institution and those as defined by Providence's behavioral codes. We reserve the right to take disciplinary action if Providence students do not abide by the rules and regulations of the school's handbook or the expected behavior as defined in our own handbook.

9.13 Harassment, Bullying, and Hazing Policy

All Providence students are expected to demonstrate respect to faculty and staff, other students, and guests. Providence High School does not tolerate any form of harassment, bullying, or hazing of its students, faculty, or staff. This includes sexual, verbal, physical, or visual/printed, and/or destruction of property that impedes the person from experiencing a safe and secure environment and instead creates an intimidating, hostile, or offensive school

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climate. This could be one incident, or repeated acts or gestures, including verbal or written communications, physical acts or behaviors committed by a student or group of students against another student with the intent and/or the result of a person feeling harassed, ridiculed, humiliated, intimidated, or harmed.

Threats of violence towards a faculty or staff member or a student will be investigated by the administration and a threat assessment conducted. A student deemed to have been involved in threatening behavior may be suspended or expelled from school, and the incident may be reported to law enforcement.

Allegations of any kind of harassment will be investigated by the administration. The administration reserves the right to question any Providence student concerning information he or she may have on an incident of harassment, threat, or potential of harm. This investigation does not require parental approval nor are parents present. If the administration determines that harassment has occurred, resolution of the situation may include counseling and disciplinary action including expulsion.

Providence has found that instances of harassment, bullying, and hazing often times result from escalating sequences of events that culminate in outcomes unintended by the participants. Situations often arise from what begins as minor teasing or touching that one party takes more seriously than may have been intended. For this reason, students must respect each other's personal space.

9.14 Archdiocesan Policy on Respecting Persons and Circle of Grace

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and Providence with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

The Circle of Grace program assists our students with education and guidance on appropriate boundaries, self-respect and respect for others. This program encourages healthy relationships and teaches our children that God is always present with us. The Circle of Grace program is grounded in the richness of our faith. The Archdiocesan Circle of Grace curriculum is taught by trained personnel at every grade level.

In accordance with Safe and Sacred and Indiana law, any report of suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

Note: Students in archdiocesan schools have no rights to unlimited speech. Student speech that is considered disrespectful of others or contrary to the values of the school will not be allowed and may result in disciplinary action.

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9.15 Seclusion and Restraint Policy

Providence High School believes a safe and healthy environment should be provided in which all students can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a seclusion and restraint plan. The purpose of the plan is to ensure that all students and staff are safe in school, and students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for students must ensure all students are treated with dignity and respect. This environment should allow all students to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others and not as routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Time out procedures that do not constitute seclusion are permitted.

9.16 Criminal Gang-like or Cult-like Activity Policy

Providence students may not belong or associate with gangs involved in any illegal activities or dealings where the gang/cult's intent is to cause emotional or physical harm to another person or animal, or the stealing or damaging of property. In addition, Providence students may not belong to a gang/cult or engage in any kind of behavior that promotes beliefs or ideals in direct opposition to the mission and philosophy of Providence and Catholic moral teachings. This includes advocating or belonging to organizations that further racism or other beliefs that degrade or build intolerance for the dignity of others.

9.17 Search and Seizure

Administration reserves the right to search cars on campus, lockers, backpacks, athletic bags, iPads or other electronic devices, and students themselves (jackets, pants pockets, etc.), anytime there is reasonable suspicion of a serious violation.

9.18 Technology Policy

Students must follow all procedures for computer/technology use as given under the section of this handbook entitled **8.0 Technology**. Failure to follow these acceptable use policies will result in significant disciplinary action and may result in suspension and/or expulsion if illegal use is demonstrated. Illegal use includes but is not limited to the following: software pirating, hacking, copyright violations, harassment or threats, and defamation. Additional prohibited activities include using obscenities, viewing or downloading pornographic materials, sharing account information or attempting to use another person's account, file sharing or downloading file sharing programs, harming school property, attempting to bypass the school's filtering

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system, or participating in any other activity that is detrimental to students, the school, or school officials.

Providence reserves the right to investigate and apply behavioral consequences for inappropriate computer use off campus that reflect negatively upon Providence faculty and staff and students. This includes significant disrespect, images or words contrary to the values of the school, bullying and harassment, or threats made through web pages, chat rooms, on-line journals, cell phones, text messages, etc.

9.19 Weapon Policy

Students found in possession of, or involved with, any type of weapon or anything resembling a weapon may be subject to immediate suspension or expulsion. Weapons include, but are not limited to, knives, guns, heavy chains/brass knuckles, fireworks, or chemical products, or incendiary devices.

According to Indiana state law, a student who brings a firearm to school commits a felony and must be expelled, and the local prosecutor must investigate and take appropriate legal action. Any student known to have possession of a firearm anywhere on our campus or at any school-related activity will be suspended immediately from school and subject to expulsion from school pending fair process. Parents and police will be notified. In addition, any adult who brings a firearm onto school property or a school bus, unless otherwise legally authorized to possess a firearm, commits a felony. Indiana law allows enhanced sentences for certain drug and firearm crimes committed on a school bus, on school property, or within 1,000 feet of school property.

9.20 Pranks

A prank is defined as any behavior or action that causes damage to property, a disruption to the educational process, or creates unnecessary work for faculty or staff. This definition holds whether or not the person(s) responsible intended to cause the resulting issues.

The disciplinary consequences for a prank will depend upon the severity of the effects caused by the prank. If the prank is deemed by administration to be significant, the resulting consequences could include expulsion, being kept from participating in school events, which includes the graduation ceremony, and financial responsibility. For pranks deemed to be less significant, the consequences could include demerit(s), detention, and financial responsibility.

In all cases that necessitate some type of clean up, Providence will hire a professional cleaning Crew, and this cost will be passed on to the student(s) involved. Under no circumstances will students be asked or allowed to take part in the cleaning.

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10.0 Drug, Alcohol & Tobacco Policies

10.1 Drug Policy

Any student known to be providing or selling any type of illegal drug on or off campus will be suspended from school and may be subject to expulsion pending fair process. In addition, law enforcement will be notified of the incident.

Any student buying, receiving, possessing, using, or under the influence of any type of illegal drug at school, a school related activity or on the way to or from school or a school related activity may be immediately suspended for three days and placed on probation for no less than the remainder of the current school year, given fair process and may be expelled. Law enforcement may also be notified of the incident.

Any student who is arrested or cited by the police for a drug or alcohol related offense may be suspended from school and placed on probation for no less than the remainder of the current school year and may be expelled pending fair process.

10.2 Drug Testing Policy

Our Lady of Providence High School believes that our mission is to help our students to stay away from the influences of illegal drugs. At the center of our drug policy is a desire to promote health and safety in our student body and to provide our students with another reason to say “no” to using drugs.

We understand that developmental issues may impede adolescents from making sound decisions at times. Given this reality in the lives of our students, we have employed a two part policy concerning the use of drugs by our students. The first set of policies is designed to foster a community of drug-free learners by testing for their use. The second set of policies is designed to intervene in the life of a student who either chooses to experiment with drugs or who may desire to use them for other reasons including addiction.

These policies apply to every Providence student, from the first day of freshman orientation until the student’s last school-affiliated event is completed as a senior. The policy applies at all times and in all places. There are no times, no days, no places, and no circumstances in which this policy does not apply.

Drug Testing to Help Ensure a Healthy Community:

1. All students will be tested for drugs at least two times per year. These will be done on a random basis at varied times throughout the year. Approximately twenty percent of students will be randomly tested a third time beyond the two mandatory tests that are required of all students
2. Any student who displays behavior that may be consistent with the use of drugs or is otherwise demonstrating conduct that may be in violation of this policy may be required to submit to further testing beyond the two mandatory tests required for all students. Students known to be selling any type of illegal drug on or off campus, buying, receiving, possessing, using, or under the influence of any type of illegal drug at school, a school related activity or on the way to or from school or a school related activity fall under the school’s Drugs and Alcohol Policies and are subject to additional testing and the published disciplinary consequences.

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3. All transfer students will be drug tested as soon as possible after applying for admission but no more than thirty days from his or her first day of school. Admission is probationary until the testing has taken place and results showing the absence of drug usage are obtained.
4. Testing Method: Providence will use a small (approximately 50 grams) hair sample to determine the use of drugs. Trained school personnel will collect a small sample of head hair. However, if a sample of head hair cannot be obtained, body hair from the arm or leg will be used as long as there is an appropriate sample amount. It is the responsibility of the student and parents to ensure that a hair sample of approximately 50 grams can be taken from the student's head, arm, or leg at all times. If a medical condition does not allow for an appropriate hair sample, an alternative testing method will be used. If it is determined that a student has shaven his/her body hair in an attempt to avoid being drug tested, the school would consider this action to equate to a positive test.

10.3 Intervention and Treatment for a Positive Test

Because of Providence's desire to be a drug-free school we commit ourselves to helping students who test positively for drugs. Positive results from the drug testing program **will not** lead to automatic disciplinary consequences. It is our most sincere desire that students who test positive will, upon getting the help necessary, return to good health and promote the values of our Catholic school.

Students who test positive and are known to be selling any type of illegal drug on or off campus, buying, receiving, possessing, using, or under the influence of any type of illegal drug at school, a school related activity or on the way to or from school or a school related activity fall under the school's Drugs and Alcohol Policies and are subject to the published disciplinary consequences.

Administration and counselors will be the only school personnel notified of test results. School personnel will make every effort to keep test results confidential and will notify the parents and student of a positive test as soon as possible.

1. A first positive test:

If a student tests positive for drugs, administration will inform the student in person. As soon as possible, the parents will be notified by telephone or letter if they cannot be reached by phone. No one outside of school administration and counseling will be informed of the positive test results.

A meeting will take place between school administration and/or counseling, the student, and his/her parents. At this meeting the test results will be explained and resources and counseling programs will be provided. The re-testing procedure will also be explained (every 100 days at the student's expense) as well as the consequences of a second positive test. The re-testing procedure requires that every 100 days (for as long as the student is a student at Providence) the school will take another hair sample of approximately 50 grams from the student to determine student use of drugs. Parents will be required to pay the cost of the additional hair samples out of the regular testing window. **Because the primary focus of this policy is a health and wellness program, there will be no disciplinary consequences at this time.**

2. A second positive test:

Again the student and parents will be notified of the positive test and a meeting will take place where the test results are explained. The school will make a referral to a Providence approved drug and alcohol counseling program. The student is required to complete the counseling program successfully and will provide appropriate verification of such when requested by the

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school. Any expenses incurred from the treatment program will be the responsibility of the student/parents. The re- testing procedures continue.

Note: If the second positive test occurs with less than one hundred days before the student's expected graduation, the student will be expected to enroll and remain active through graduation in a drug and alcohol counseling program in order to be eligible for any Senior events and participation in graduation.

3. A third positive test:

The school will assume that despite the support given to the student and family, the student is in violation of the policy and unable or unwilling to stay drug-free. At this time the student will likely be expelled from Our Lady of Providence High School.

Prescription Drugs

If a student tests positive for a prescription drug, his/her parents will be asked to provide school administration with the original prescription. If a parent no longer has the prescription, a signed note from the doctor verifying the prescription and dosage will be sufficient. Any student who misuses or abuses prescription medication will be in violation of this policy.

Additional Testing

In addition to the regularly administered drug testing outlined above, Providence High School reserves the right to require drug testing, at the family's expense, in situations the school deems appropriate. This includes but is not limited to the following:

- Suspension from school
- Truancy or habitual tardiness
- Exhibition of behavioral patterns associated with substance use/abuse
- Upon administrative discretion

Note: Anyone seeking additional information about testing procedures should contact the Director of Students.

10.4 Alcohol Policy

Any student selling or providing alcohol for other students on or off campus may be suspended from school and may be subject to expulsion from school pending fair process. If the student is allowed to return to school he/she will be placed on probation for no less than the remainder of the current school year. In addition, law enforcement may be notified.

Any student receiving, possessing, using, or under the influence of alcohol at school or at school related activities will be suspended from school and placed on probation for no less than the remainder of the current school year, and law enforcement may be notified.

Any student who is arrested or cited by the police for a drug or alcohol related offense may be suspended from school and placed on probation for no less than the remainder of the current school year and may be expelled pending fair process.

Any student who hosts or sponsors a party or gathering where drugs or underage drinking occurs, regardless of the student's intentions for the party, may receive up to a five day out of school suspension and be placed on probation for no less than the remainder of the year.

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10.5 Tobacco Policy

Indiana state law prohibits smoking in all Indiana schools; therefore, Providence promotes a smoke-free and tobacco-free environment and campus. Since the use of tobacco is considered to be a serious health hazard and the use and possession of cigarettes, e cigarettes, chewing tobacco, and snuff or similar tobacco products is unlawful for individuals under of the age of 18, these products are not permitted at school, including the parking lot, or school-related activities. Students may receive the following consequences for having these products at school or any school-related activity.

First Offense: Demerit and one day suspension; Mandatory meeting with parents

Second Offense: Two day suspension

Third Offense: Three day suspension or possible expulsion from school

Note: Possible legal consequences are separate from school consequences and may be enforced independently.

10.6 Drug/Alcohol/Tobacco Policy and Extracurricular Participation

Extra-curricular programming is an integral part of the Providence school community. Participation in this programming is both an honor and a privilege. This privilege requires a higher standard of conduct from the students who participate. One aspect of that high standard is an agreement by the student to avoid the use of drugs and alcohol.

If a student is found in violation of the school's drug, alcohol & tobacco policy and is readmitted to Providence, he/she will serve the following disciplinary penalty:

- removal of any elected position or honor for the school year
- removal of any liturgical ministry position for the school year
- forfeiture of participation in 25% of scheduled academic competitions
- forfeiture of participation in 25% of the scheduled athletic team's contests if the violation occurs in season; if the violation occurs out of season, or if less than 25% of current in-season contests remain at the time of the violation and the athlete cannot fulfill the terms of the resulting athletic suspension within the sport's current season, the suspension carries over in equal percentage amounts to the next sport season in which the athlete has previously participated.
- Forfeiture of participation in the school's next theatrical performance

If a student is found in violation of the school's drug, alcohol & tobacco policy for a second time and is readmitted to Providence he/she will no longer be allowed to hold an elected position. In addition the student would forfeit participation in any extracurricular activity for 365 days from the date of the offense.

If a student is found in violation of the school's drug, alcohol & tobacco policy for a third time and is readmitted to Providence he/she will be suspended from school for three days. At this time the student will be placed on probation for no less than the remainder of the current school year. If a student violates this probation he/she will likely be expelled pending fair process. In addition, the student will no longer be eligible to participate in extracurricular activities at Providence.

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Any student found in violation of the school's drug, alcohol & tobacco policy and is readmitted to Providence, but does not participate in an extracurricular activity, will be given three days of In School Suspension.

All decisions regarding the forfeiture of participation in an extracurricular activity will be made by a drug and alcohol review committee. The administration reserves the right to question any Providence student concerning information he or she may have on an incident. This investigation does not require parental approval nor are parents present. A student and his/her family may appeal the decision of the review committee. They must notify the Director of Students of their intent to appeal within 48 hours of the time the parents were informed of the initial decision. All appeals will be heard by the Director of Students and the Principal.

A student who is found to be using alcohol, but is not in violation of the above policy (i.e. not at a school event, not providing for others, not arrested, not hosting the party, etc.) will be required to meet with administration and/or counseling and may be required to attend some type of alcohol program. However, this would not result in disciplinary consequences.

A student who voluntarily seeks aid through any staff member or the guidance department concerning an alcohol or drug problem will NOT be considered a discipline problem. Please see chemical dependency under student services.

Exceptions, such as the lessening of penalties, to the above policy may be made for students who are honest about their actions when first questioned by administration.

Any exceptions to the attendance, behavior, and general policies of this school are at the discretion of and subject to the approval of the administration.

11.0 Student Activities

Providence recognizes the unique gifts and talents of all students and offers an array of student activities to encourage personal and social fulfillment. We encourage all students to become involved in our student activities and ask our parents to support these programs in any way they are able. These programs are extracurricular in that they are school-related but do not receive any academic credit, nor do they take place within the academic day. Yet, they are an extremely important part of the Providence experience and help students develop leadership, teamwork, and social skills needed for a rewarding and successful life. We invite students to talk with moderators and coaches to find out more information on any student activity in which they have an interest.

11.1 General Guidelines and Requirements

In order to participate in any student activity program, students must meet the following requirements:

- Be passing in a total of six (6) full-credit subjects or the equivalent in the preceding grading period *Note: All subjects earn full-credit except for Skills Lab and StudyHall*
- Be present during the entirety of third and fourth blocks, including lunch, on the day of the activity. Exceptions may be made in the case of verified medical appointments, etc.
- Be in good behavioral standing as to cumulative demerits and suspensions. A student may not have accumulated three (3) demerits during the current school year and be eligible to participate.

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- Be in good standing as to attendance. A student may not participate if he/she has

accumulated more than twelve (12) absences in the current semester. Exceptions may be made for extenuating circumstances as determined by administration.

In addition, to be eligible as a candidate for a student leadership position students must meet these requirements:

- Maintain a minimum of a 2.00 GPA
- Complete all application procedures and meet all application deadlines
- In addition to the above guidelines any student wishing to apply for a student leadership position is expected to be in good standing in regards to attendance and behavior.

The National Honor Society holds high standards for admission and retention:

- Applicants will demonstrate scholarship with a minimum weighted 4.00 GPA
- Members will demonstrate service and leadership by tutoring students in need at Providence High School. Each member will be responsible for tutoring a set minimum number of sessions throughout the school year.
- Applicants will demonstrate service and leadership completing their yearly-required hours of service (15) by mid-January of their induction year. In order to be retained in NHS students will also complete their yearly-required hours of service (15) by mid-January of their Senior year.
- Applicants will demonstrate leadership by being actively involved in PHS co-curricular or extra-curricular activities
- Members will demonstrate character by following the rules set forth in the Providence High School parent/student handbook. Specifically, students who have violated the Honor Code, the Alcohol & Drug Use policy, or students with consistent discipline infractions and attendance issues could be removed from National Honor Society.

The administration reserves the right to dismiss a student from a student activity if the requirements are not met and maintained.

The administration also reserves the right to terminate a student activity or members of an activity if students involved in the organization do not present themselves in a manner conducive to the mission and philosophy of the school. This encompasses such things as language used, clothing worn, substance abuse, and actions taken by those involved in the activity. Special attention to these items should be given when students are representing Providence or wearing clothes/uniforms that designate them as Providence students while in public.

11.2 Other Guidelines for Student Activities

All activities must end by 10:00 on a week night and 11:00 on a weekend, unless special permission is given by the administration in advance.

Student activities that are sponsored by national or state organizations must comply with the organizations by-laws, unless special permission is given by the principal in advance. This includes the IHSAA handbook for athletics.

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Any student activity that involves a school-related event on or off campus must have approval

of the administration. This is done by completing and turning in the Activity Approval Form not less than one week of the event. Athletic events are approved through the Athletic Office. Please note that events that will use Providence facilities must be placed on the calendar not less than two weeks ahead of the event.

School Dances

School dances are open only to Providence students. All students in attendance are expected to demonstrate good character and dignity at all times, be cordial, use appropriate language, dance appropriately, maintain a high community standard, and follow all school rules, dress code, and facility rules while attending the dance. All violations of drug and/or alcohol use or serious behavioral violations will be subject to removal from the dance, Providence High School Handbook guidelines, and/or police investigation.

The Providence Prom is open only to Juniors and Seniors at Providence and is the only exception to the dance guest policy whereby students from other schools may attend, if the school approves them and considers them to be in good standing, and if they are of **junior or above standing and below the age of twenty-one (21)**. All students attending the Prom must complete a ticket application with a parent or guardian signature. Guests of Providence Prom must have a signed guest form submitted with a copy of the student ID before a ticket will be considered.

Supervision for student activities

The moderator/coach (or other designated adult) must be present for all activities and may limit the students present at any activity to only those immediately involved. If no moderator/coach is present, then students must leave the campus. Note: Moderators and coaches must provide direct supervision for students before, during, and after the activity. Under no circumstances may students go unattended including waiting for parents to drop off or pick up their son or daughter. Students may not arrive for an activity more than 15 minutes early unless special arrangements have been made by the moderator.

Providence does not allow 15 passenger vans to be used in the transporting of students to school or school-related activities.

11.3 Student Clubs and Organizations

Academics

Book Club: This group reads selected books and meets regularly for discussion.

Eligible: grades 9-12

Environmental Pioneers: The Environmental Pioneers club promotes environmental awareness, sustainability, and conservation within our school and community. Members explore current environmental issues, participate in hands-on service projects, and develop leadership skills through advocacy and education. Club activities may include campus beautification, recycling initiatives, community cleanups, wildlife and habitat conservation projects, gardening, and educational outreach events. Students interested in science, environmental stewardship, community service, or creating positive change are encouraged to join.

Eligible: grades 9-12

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Honor Council: Selected group nominated by Faculty. The Honor Council promotes and models academic integrity. **Eligible:** grades 10-12

Math Team: The team meets regularly to practice and prepare for local Math competitions with high schools in the Kentuckiana area

Eligible: grades 9-12; ability-level required

National Honor Society: A national organization that seeks to serve the school and community as well as honor students who have shown superior achievement.

Eligible: grades 11-12; based upon excellence in four areas scholarship, leadership, service, and character; see previous requirements in this section; Tutoring responsibilities required in 11-12

Pioneer Aerospace Club: The Pioneer Aerospace Club explores the exciting fields of aviation, aerospace engineering, space exploration, and aeronautics. Members will learn about aircraft design, flight principles, drones, rocketry, and emerging aerospace technologies through hands-on projects, guest speakers, simulations, competitions, and field trips. The club provides opportunities for students to develop leadership, teamwork, problem-solving, and STEM skills while connecting with careers in aviation and the aerospace industry.

Eligible: grades 9-12

Quick Recall Team: The team meets regularly to practice and prepare for local Quick Recall competitions. Hosts a Quick Recall competition for the deanery Catholic junior high students.

Eligible: grades 9-12; ability-level required

Robotics Team: The Robotics Team provides students with hands-on experience in engineering, design, programming, problem-solving, and teamwork through competitive robotics. Team members collaborate to design, build, program, test, and refine a robot for participation in RECF and VEX Robotics competitions. Students develop technical skills while learning project management, communication, critical thinking, and collaboration in a competitive environment. The team meets three times per week to prepare for competitions, troubleshoot designs, and improve robot performance.

Eligible: grades 9-12, regardless of prior robotics experience

World Language: Students with a high interest in world languages beyond the classroom. Clubs meet regularly to learn more about other customs and cultures.

Eligible: grades 9-12

Leadership

House System: The House System promotes leadership, student involvement, and school community. It encourages relationships across grade levels through mentorship opportunities and provides students with a voice in extracurricular activities and school events. The House System also creates additional opportunities for leadership through Student Government and House committees.

Student Executive Advisory Council: A student led organization of the Junior and Senior Executive Delegates from each House. This organization meets on a monthly basis with school administration to discuss and offer input on school related issues and activities.

Underclass Executive Advisory Council: A student led organization of the Freshman and Sophomore Executive Delegates from each House. This organization meets on a monthly basis with school administration to discuss and offer input on school related issues and activities.

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Student Ambassadors: 11-12th grade students may apply to be a part of this elite group of students who are dedicated to serving and representing the school through leadership and service. Ambassadors will assist with school functions and events while interacting with current and prospective students, families, and the community as a whole.

Visual and Performing Arts

Popcorn Players: Acting/improvisational company that performs during the holiday season.
Eligible: grades 11-12; audition required

Providence Players: Theatre group that performs an annual fall show, children's theatre show and spring musical production. **Eligible:** grades 9-12; audition required

Providence Singers: Show choir that performs Holiday music **Eligible:** grades 9-12; audition required

St. Genesius Society: Performing arts honor society for theatre. **Eligible:** grades 9-12; Providence performing arts participation

International Thespian Society: Theatre arts honor society. Students participate in regional/state workshops and competitions. **Eligible:** grades 10-12; Providence performing arts participation

Art Club: Students with a high interest in art meet regularly to discuss, create, and display their talents. **Eligible:** grades 9-12

Ministry

Bible Study Club: A student led Bible study group that meets weekly on Friday mornings. Student leaders select and lead discussions on different Bible passages in order to gain a better understanding of scripture and the Catholic faith.
Eligible: grades 9-12

Eucharistic Ministers: Students participate in the distribution of Holy Communion during daily and all school masses. They are involved in the planning, preparation, set-up, and clean-up of school liturgies. **Eligible:** Seniors only; application and training workshop required; must have received the Sacrament of Confirmation and be regularly attending Sunday Mass.

Lector Ministers: Students read the readings and petitions at weekly morning Mass, morning prayer services, and all school Masses. They also assist with morning prayer over the PA. **Eligible:** grades 9-12; training workshop required.

Servers: Students serve as altar servers at school liturgies. **Eligible:** grades 9-12; some serving experience preferred, but not required.

Music Ministry: Musical group that provides music for school liturgies and other prayer experiences. Includes both vocal and instrumental. Involved in the planning of school liturgies.
Eligible: grades 9-12; audition required

Pro Life Club: Student-led organization that promotes and supports the dignity and sanctity of all human life, consistent with Catholic teaching. Through education, prayer, service, and advocacy, members seek to foster a culture of life within the school and broader community.
Eligible: grades 9-12

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Athletics

Providence is a member of the Indiana High School Athletic Association (IHSAA). It is the responsibility of parents and students to know, understand, and abide by all IHSAA regulations, particularly those referring to undue influence. These regulations can be found on the IHSAA web site, and the athletic director and coaches are responsible for ensuring that they, their assistant coaches, players, parents, and boosters abide by these rules. Failure to comply with IHSAA rules and regulations will have devastating consequences for the athletes, coaches, and the school. Providence follows all IHSAA guidelines concerning transfers both in and out of Providence. Students and parents should expect limited eligibility in that hardship must be fully documented and fall under specific IHSAA rules and regulations. Providence does not retain students for the sole purpose of improving the students ability to participate in extracurricular athletic programs. Questions of eligibility and additional information on our sports teams should be made to the Providence Athletic Department. The following athletic teams are available:

Boys: Baseball, Basketball, Cheerleading, Cross-Country, Football, Golf, Soccer, Swimming and Diving, Tennis, Track, Wrestling

Girls: Basketball, Cheerleading, Cross-Country, Dance Team, Golf, Soccer, Softball, Swimming and Diving, Tennis, Track, Volleyball

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