

# PROVIDENCE CATHOLIC HIGH SCHOOL

## MISSION STATEMENT

United in mind and heart, the Providence Catholic High School family embraces the gospel of Jesus Christ in an atmosphere of acceptance, respect and love. We are a co-educational, college preparatory school under the direction of the Joliet Diocese and leadership of the Order of St. Augustine. Our dedicated and caring faculty and staff integrate the core Augustinian values of truth, unity and love into all dimensions of student life. A demanding curriculum, inclusive service programs, competitive athletics and comprehensive extracurricular offerings challenge students in a safe and nurturing environment. Firmly rooted in the Catholic faith, our students are inspired to use their God-given talents and to live their lives with integrity and compassion.

## VISION STATEMENT

### *JESUS CHRIST IS THE REASON FOR OUR SCHOOL*

*We are a:*

**P**rayerful community of believers, striving to be one mind, one heart in God. We live and teach the gospel of Jesus with a strong sense of family. Together we worship, celebrate, learn and share our faith in Christ as the source of our love, compassion and strength.

**C**ollege preparatory school. We enhance the lives of our young people through a focused curriculum which develops their full human potential, nurtures a positive self-image, and guides them to strive for excellence. Our students become life-long learners who move beyond knowledge to wisdom, beyond information to truth.

**H**ealthy environment for spirit, mind and body. We provide a wide range of experiences both curricular and extra curricular that enhance the sense of belonging and well-being. We empower students to embrace the future with confidence, competence, faith and hope.

**S**ervice oriented community. In serving God and others, students show the dignity and respect due human life. Made in the image and likeness of God, and under the Spirit's guidance, we answer the call to become Disciples of Christ.

# PROVIDENCE

## CATHOLIC HIGH SCHOOL

1800 W. Lincoln Hwy.  
 New Lenox, IL 60451  
[www.providencceatholic.org](http://www.providencceatholic.org)  
 815-485-2136

**Direct Line Phone Numbers:**

To report an absence .....	815-717-3130
Emergency closing and cancellations .....	815-717-3131
Main Office .....	815-485-2136
Administration Office .....	815-717-3177
Principal's Office .....	815-717-3179
Assistant Principal's Office.....	815-717-3180
Deans' Office .....	815-717-3159
Athletics Office .....	815-717-3170
Guidance Office .....	815-717-3182
Pastoral Office.....	815-717-3173
Accounting Office.....	815-717-3174
Tuition Office .....	815-717-3176
Bookstore .....	815-717-3155
Harvest Drive .....	815-717-3163
Director of Institutional Advancement.....	815-717-3164
Transportation Department .....	815-485-0638
Providence Catholic Children's Academy .....	815-485-7129
Augustinian Friary .....	815-485-6880

**Fax Numbers:**

Main Office .....	815-485-2709
Athletics Office .....	815-485-8256
Business Office .....	815-485-5165

For a complete list of phone and email contacts,  
 visit our website and click on "*Personnel Directory*"

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2009 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

# TABLE OF CONTENTS

<b>Mission &amp; Vision</b> .....	<b>General School Regulations, cont.</b>
<b>1</b>	Absences..... 18
<b>Phone Numbers</b> .....	Homework Hotline/Edline..... 19
<b>2</b>	Illness at School..... 19
<b>Fight Song</b> .....	Vacations ..... 19
<b>5</b>	<b>Academics</b> .....
<b>Welcome</b> .....	Proficiency Exam..... 20
<b>5</b>	Study Skills Courses ..... 20
Admission..... 6	Graduation Requirements ..... 20
Enrollment Contract..... 6	Course Offerings by Department..... 21
Philosophy, Goals & Cornerstones..... 6	Valedictorian..... 22
<b>Parents’ Role in Education</b> .....	Class Rank ..... 22
<b>8</b>	National Honor Society ..... 22
Parents as Partners ..... 9	Honors Course ..... 23
<b>Pastoral Program</b> .....	Advanced Placement Courses..... 23
<b>9</b>	Schedule Change ..... 24
A.C.T.S ..... 10	Withdrawals..... 24
Programs ..... 11	Transfer Policy..... 25
Daily Prayers ..... 11	Calculator Policies ..... 25
<b>Financial Arrangements</b> .....	Suspensions & Academics..... 26
<b>11</b>	Student Records..... 26
Tuition & Fees ..... 12	Academic Integrity Code..... 26
Fundraising ..... 12	Grading Policies..... 27
Tuition Policies..... 12	Weighted Grades ..... 28
Summer Work Program ..... 13	Edline ..... 28
<b>General School Information</b> .....	Honor Roll ..... 28
<b>14</b>	Homework ..... 28
Bad Weather Policy ..... 14	MLA ..... 28
Bookstore..... 14	Progress Reports ..... 28
Late start – Buses..... 14	Report Cards ..... 28
Connect-Ed ..... 14	Promotion ..... 29
Doors Open..... 14	<b>Student Services</b> .....
Faculty Room..... 14	<b>29</b>
I.D. Cards..... 14	Guidance & Counseling..... 29
Library ..... 14	College Representatives ..... 29
Lockers ..... 15	Senior College Day..... 29
Lost & Found..... 15	Transcripts ..... 30
Lunch ..... 15	Drug & Alcohol Info. .... 30
Telephone Calls ..... 15	Student Assistance Program ..... 30
Work Permits..... 16	Learning Disabilities Program..... 31
<b>School Safety</b> .....	Peer Tutoring ..... 31
<b>16</b>	Math Lab..... 31
Fire Alarms ..... 16	
Tornado Drills..... 16	
<b>Transportation</b> .....	
<b>16</b>	
Automobile Parking ..... 16	
Busing ..... 17	
<b>General School Regulations</b> .....	
<b>18</b>	
Attendance ..... 18	

<b>Discipline.....</b>	<b>31</b>	<b>Acceptable Use Policy for Tech. ....</b>	<b>39</b>
Detentions .....	32	<b>Extracurricular Activities .....</b>	<b>43</b>
Suspension .....	33	Dances.....	43
Probation.....	34	Activities.....	44
Expulsion .....	34	Special Events.....	44
Cameras .....	34	Eligibility .....	45
Cell Phones .....	35	Fundraising Policy .....	45
Harassment .....	35	Student Council Approval .....	45
Inappropriate Gestures.....	35	<b>Athletics .....</b>	<b>45</b>
Gambling .....	35	Teams.....	45
Search Policy .....	35	Awards.....	46
Weapons .....	35	Letters .....	46
<b>Drug &amp; Alcohol Policy.....</b>	<b>36</b>	Weight Room.....	47
Prescription Medication.....	37	NCAA .....	47
Gum Chewing/Snuff.....	37	<b>Student Insurance Plan .....</b>	<b>49</b>
Breathalyzer.....	37	<b>President’s Role .....</b>	<b>50</b>
Campus Alcohol Policy .....	37	<b>Principal’s Role .....</b>	<b>51</b>
<b>Dress Code.....</b>	<b>37</b>	<b>Faculty Roster .....</b>	<b>52</b>
Clothing .....	38	<b>IHSA Regulations.....</b>	<b>57</b>
Hair & Facial Hair .....	39	<b>Athletic Schedules .....</b>	<b>61</b>
Hats & Jewelry .....	39	<b>Calendar/Planner.....</b>	<b>70</b>
Spirit Days .....	39		



## THE ADMINISTRATION

President.....	Fr. Richard J. McGrath, OSA Ph.D.
Principal .....	Mr. Donald Sebestyen
Assistant Principal .....	Mrs. Janlyn Auld
Dean of Students .....	Mrs. Patricia Foster
Pastoral Director .....	Fr. John D. Merkelis, OSA
Director of Institutional Advancement.....	Mr. Edward Barrett
Guidance Director .....	Mrs. Pamela Ryan
Athletic Director .....	Mr. Douglas Ternik

### PROVIDENCE CATHOLIC FIGHT SONG

*Providence High! Fight for victory!  
We are with you all the way!  
With your colors of green and white  
Hold our spirits always high. Rah! Rah!*

*Home of the Celtics, all hail to you!  
Our motto is "To Win!"  
Go! Go! Providence!  
Our hearts are true to you!*

---

## WELCOME PARENTS AND STUDENTS

---

Providence Catholic High School is a private, Catholic school. Attending school at Providence Catholic is voluntary by students, and is supported by their parents who want them to attend. Providence Catholic has standards and rules for religious formation, academic achievement, extracurricular participation and appropriate behavior. From the day they are accepted as students until they graduate, all students are bound to obey all rules. All parents are expected to support the rules which are contained in this book, in other places, or announced to the student body and the parents. The Administration of Providence Catholic reserves the right to make and enforce whatever rules it believes necessary for the good of the school.

The President and Administration of Providence Catholic High School reserve the right to: a) change the requirements for admission or graduation announced in this handbook; b) change the arrangement, scheduling and credit or content of courses; c) change the books used; d) change fees charged; e) change tuition charged; f) change regulations affecting students; g) to refuse to admit or readmit any student, h) and to dismiss any student at any time, should it be deemed to be in the best interest of the student or school.

Registration at Providence Catholic constitutes a voluntary contract recognized by law between parents and the school. Parents and students assume responsibility for all obligations – religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook.

Parents and students should understand that tuition accounts must be paid on time, that fund-raising obligations must be fulfilled, that detentions must be served when given, that school days take priority over vacation time, and that cooperation with the religious and academic mission of the school is essential.

Parents who are not able to meet their monthly tuition payment must call the tuition office. Any reasonable arrangements will be accommodated.

## ADMISSION

Providence Catholic High School admits students without regard to their race, color, sex, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Providence Catholic does not discriminate on the basis of race, color, sex, or national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

Providence Catholic High School accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. We seek to provide a high level of individual attention and a warm family atmosphere.

1. Students will be accepted from Providence Catholic families who have had a parent, grandparent, brother or sister graduate from Providence, or who have a brother or sister presently in attendance.
2. Students will be accepted to complete the available openings in our existing academic programs, yet maintain a reasonable class size. Providence Catholic reserves the right to serve a diversified student body composed of Catholic and non-Catholic students, and ethnic and racial minority students.

**It is the personal responsibility of each parent/guardian and student to acquire an active knowledge of all regulations set forth in this Providence Handbook. Before a student's registration is finalized, the parent/guardian and student must sign and submit a copy of the Enrollment Contract.**

## ENROLLMENT CONTRACT

I understand that I am entering into a voluntary contract between me as a parent of/or student, and Providence Catholic High School for my child's/my Catholic high school education. I understand that, as a parent, I am responsible to pay all tuition and fees by the due date which will be billed to me through the mail. I understand that the tuition policies explained in the Student/Parent Handbook will be enforced and I agree to abide by them.

I agree to abide by, conform with, and support the rules and regulations of Providence Catholic High School and be governed by those rules as published in the Student/Parent Handbook and as announced or published in other places by the school administration. I must be familiar with and will read the published rules, regulations and general policies and procedures governing enrollment, attendance, grading, and student discipline at Providence Catholic High School.

My signature, previously submitted on the enrollment contract, means that as parent and student we accept these conditions for my student's/my enrollment which are binding through my student's/my graduation from Providence Catholic High School.

## PHILOSOPHY OF EDUCATION

Providence Catholic High School is a Catholic, coeducational, diocesan secondary school administered by the Augustinians and staffed by religious and lay people.

As an Augustinian school, the philosophy and values of St. Augustine are reflected in its purpose. "Before all else...love God and your fellow man, for this is the purpose of your coming together," (St. Augustine: Rule). Providence Catholic has a deep respect for students' individual dignity and worth which engenders a strong sense of community. Gospel values unite parents, students, faculty and staff in a climate of warmth and affirmation. The Eucharist is the inspiration of this faith community: "Father, may they be one in us as you are in me and I am in you," (John 17:21).

Providence Catholic High School assists students in the development of their full spiritual, intellectual, emotional, moral, social, physical, and civic potential. To achieve this, a focused college preparatory curriculum is offered to all students respectful of their diverse intellectual capabilities. "He is called studious who with all earnestness seeks those things which pertain to liberal culture and adornment of mind, especially if we add he studies to hear the open and pure Truth, especially knowledge of God," (St. Augustine: The Value of Faith).

Providence Catholic High School is committed to maintaining a professionally competent faculty which fosters a positive self-image and self-awareness in each student. Faculty members encourage students in the discovery of their unique potential and the development of their individual gifts. Through self-discipline and personal responsibility, students are directed to enhance their own lives while reflecting the spiritual and moral values of the Catholic Christian community. They are challenged to be responsible citizens and to change society for the better.

Providence Catholic High School is committed to an on-going program of cultural, athletic, service, and extracurricular activities with the intent of strengthening the sense of belonging and cooperation in every student. Through involvement in these activities, students learn a sense of fair play, accountability, responsibility, interpersonal skills and an understanding of success and failure. Their faith values are an underlying factor in their behavior and performance.

Providence Catholic High School exists to teach the Gospel of Jesus Christ to the Catholic Christian community. We prepare students of all faiths and races for the challenges of college and adult life through a quality college preparatory education. We are a community who strives to love one another as God loves us.

## **GOALS OF A PROVIDENCE CATHOLIC EDUCATION**

In the light of its philosophy and in addition to the purposes stated therein, Providence Catholic High School seeks to develop:

1. An awareness of God as the source and goal of human life and activity, and the basis of all moral obligation
2. A thorough understanding of Catholic doctrine, practice, tradition, service and values
3. An appreciation for each person's individuality in an environment which fosters and nurtures a positive self image
4. An understanding of the necessity of personal relationships in building a positive self-image, leading to the development of strong interpersonal skills to build community
5. A healthy human person whose vocational choice expresses a unique response to the love of God in the context of a faith community
6. The ability to think clearly, critically and creatively
7. An appreciation for the American form of government which exists for the benefit of the people, who have certain inalienable, God-given rights
8. A knowledge of history and an appreciation for our unique American heritage
9. Knowledge, understanding and appreciation of diverse cultures, ideologies, and languages
10. A mastery of the logical and computational skills of mathematics
11. A knowledge of integrated technology for practical use in all curricular areas
12. Facility in the use of language, appreciation of literature, and competence in basic communication skills
13. A scientific awareness of the physical world, its structure and beauty
14. An understanding of and respect for the human body and an appreciation of physical fitness
15. An appreciation of the fine arts, and the development of talents in art, music and drama
16. The integration and analysis of available resources in the library media center and the Internet
17. An understanding of the world of business and economics

## **CORNERSTONES OF A PROVIDENCE CATHOLIC EDUCATION**

1. Many opportunities for religious growth through scheduled liturgical and other religious activities within an atmosphere of a sharing Christian community
2. Faculty members with a love for teaching who are mature, highly qualified and dedicated, who serve as positive role models for the students entrusted to them
3. Multiple levels of study so that teaching may focus on the student's abilities and achievements
4. Courses and programs designed to help students with unique learning needs accelerate and better prepare for the demands of college
5. Courses designed to meet and exceed college entrance requirements and to prepare qualified students for placement in advanced college credit courses
6. A nurturing environment which fosters a love of teaching and a love of learning
7. A program of guidance and counseling which assists each student to define, understand and reach his/her spiritual, academic, intellectual, and emotional goals
8. A code of student conduct which encourages students to practice self-discipline, responsibility, courtesy and honesty
9. One hundred percent student participation in Christian service programs
10. Significant student participation in extracurricular activities
11. Cooperation and communication with parents in the shared task of helping students develop into young adults
12. Community support and involvement through various parent sponsored functions

### **PARENT'S ROLE IN EDUCATION**

We, at Providence Catholic High School, consider it a privilege to work with parents in the education of students because we believe parents are the primary educators of their students. Therefore, it is your right and your duty to become the primary role models for the development of your student's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Providence Catholic High School involves a commitment and exhibits a concern for helping your student to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Providence Catholic High School, we trust you will be loyal to this commitment. During these important years (9 to 12), your student needs constant support from both parents and faculty in order to develop his/her moral, spiritual, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your student to become the best person he/she is capable of becoming.

## **PARENTS AS PARTNERS**

As partners in the educational process at Providence Catholic High School, we ask parents:

- To set rules, times, and limits so that your student:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code; and
  - Completes assignments on time.
- To actively participate in school activities such as Parent/Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To treat teachers with respect and courtesy in discussing student problems.

---

---

## **PASTORAL PROGRAM**

---

---

“You have made us for yourself, O Lord,  
and our hearts are restless until they rest in you.” (Confessions I,1,i)

St. Augustine believed that we are companions on a journey which leads to the discovery of self (interiority), an appreciation of friendship (community), and ultimately, a relationship with God. We do not have to seek God outside of ourselves; God is closer to us than we are to ourselves (City of God IX,7).

The Pastoral Department at Providence Catholic High School provides experiences to nurture the personal and communal prayer of the “Providence Family”. Our philosophy is most succinctly captured by the acronym, IALAC: I Am Lovable and Capable. Foundational to our Catholic Christian faith is the belief that each person is lovable, made in the image and likeness of God (Genesis 1:26).

We are steeped in prayer! A Mass is offered in the chapel prior to the beginning of class each morning. Our school community prays together every day during the all-school prayer. Each class period also begins with teacher- or student-led prayer, and our day ends in prayer. All-school liturgical celebrations occur at least once a month and include Masses, penance services and retreats.

In conjunction with the Theology Department, we seek to foster the spiritual, intellectual and emotional growth of the students and staff and to promote the Gospel message of love. This love calls us to form a community of “one heart and mind” (Acts 4:32) by loving God and our neighbor (Luke 10:27).

Academically, students are required to take three and one half years of Theology. It is also a graduation requirement that every student must participate in an annual, school-sponsored retreat. Seniors may opt for either a one-day Senior Retreat or the three-day Kairos Retreat.

## ACTS

The **A Call To Serve Program (A.C.T.S.)** is another opportunity for our students to practice our Faith. The primary focus of ACTS is to bring the message of Jesus Christ to life by providing an experience of Christian service in the everyday world. By virtue of our baptism, we are not just passive members of Christ's body, but we are also called to serve. Because Providence Catholic takes community service so seriously, the following obligations have been made an integral part of the Theology program:

**Senior A.C.T.S.:** As a graduation requirement, each Senior must fulfill 25 hours of service to the community. Failure to complete this requirement will result in a permanent failing grade for the second semester of Senior Theology. In addition, each Senior must complete all necessary evaluations, write a reflection paper, and meet all deadlines. Failure to do so will result in a failing grade for their fourth quarter Theology class. Transcripts will be withheld until all work is completed.

**Junior A.C.T.S.:** Each Junior must fulfill fifteen hours of service to the Providence Catholic community and complete a reflection paper. Failure to complete either requirement will result in the lowering of one letter grade in a second semester Junior Theology class.

**Sophomore A.C.T.S.:** Each Sophomore must fulfill ten hours of service to his/her neighborhood or parish community and complete a reflection paper. Failure to complete either requirement will result in the lowering of one letter grade in his/her second semester Sophomore Theology class.

**Freshman A.C.T.S.:** Each Freshman must fulfill ten hours of service to his/her family and complete a reflection paper prior to the end of the semester in which the course is taken. Failure to complete either requirement will result in the lowering of one letter grade in his/her Freshman Theology class.

Providence Catholic supports many other programs and activities that promote Christian spirituality, service and community within the Providence family. These include:

Adult Faith Sharing	Living Rosary
Augustinian Values Institute	Liturgical Ministries
Augustinian Youth Leadership Conference	Mission Awareness
Augustinian Youth Ministry	Monthly All-School Liturgies
Bible Study	Pastoral Assistants
Classroom Prayer	Pastoral Counseling
Community Day of Reflection	Preschool Liturgy Program
Daily Liturgy	Quarterly Faculty and Staff Masses
Eucharistic Ministry	Reconciliation
Fourth Day Gatherings	Sacramental Preparation
Freshman Liturgy Program	Sacristans
Freshman Retreat	Senior One-Day Retreat
Freshman Welcome	Sophomore Retreat
Induction and Recognition Ceremonies	Vocation Group
Junior Retreat Days	Vocations Presentations and Direction
Kairos Retreats	

Jesus said: *"You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength, and love your neighbor as yourself,"* (Mark 12:30-31).

The Pastoral Department seeks to make our Lord's words a reality for the entire Providence Catholic Community.

# DAILY PRAYERS

## COMMUNITY MORNING PRAYER

As a Catholic community, we do not bring God to others; God is already present within us. Through daily prayer we come together to ask the Lord within to help us become more aware of the common life we share and to channel our power to give life into healthy daily relationships - because it is in relationship to one another that all of Theology and faith is lived. Therefore each morning, using the language and experiences of our young people, we pray to better understand the all-present Lord in the ordinary events of our lives. At a designated time each day, the Providence family recites a Community Morning Prayer and the Pledge of Allegiance. Every period, class or study, begins with a prayer of the teacher's or student's choice.

Through the following prayer, we continue to journey through our ordinary life experiences with a hope to reach out and renew the oneness of our minds and hearts intent on the Lord Jesus.

### ACT OF CONSECRATION TO THE HEART OF JESUS

Eternal and ever loving Father, I offer you everything I do this day: my work, my prayers, my play, all my thoughts; my time with family and friends; my hours of relaxation; my difficulties, problems, distresses, which I shall try to bear with patience.

Join these, my gifts, to the unique offering which Jesus Christ, your Son, renews today in the Eucharist.

Grant, I pray, that, guided by the Holy Spirit and united to the Sacred Heart of Jesus, my life this day may be of service to you, and to all you send into my life, so that we can continue to respond with love to the mystery of your call, to be your special people. **AMEN.**

**LEADER:** Heart of Jesus burning with love for us

**RESPONSE:** Inflame our hearts with love for you.

## COMMUNITY AFTERNOON PRAYER

**LEADER:** You have made us for Yourself, O Lord,

**RESPONSE:** and our hearts are restless until they rest in You.

**LEADER:** St. Augustine

**RESPONSE:** Pray for us

## FINANCIAL ARRANGEMENTS

All tuition and bus fees must be paid monthly, in advance. A student who, for any reason, takes correspondence or tutored courses with the approval of Providence Catholic High School, must still pay the full tuition that would be required if all courses were taken only at Providence Catholic, in order to be given credit or a diploma issued by Providence Catholic High School.

### TUITION AND FEES FOR 2009-2010

#### TUITION

First student	\$ 8,335.00
Second student - 10% discount	\$ 7501.50
Third student - 25% discount	\$ 6251.25
Fourth student - No Charge	Free

#### BUSING FEES (PER STUDENT)

##### Zones:

1. East side of Joliet, New Lenox .....\$800
2. West side of Joliet, Rockdale, Crest Hill .....\$825
3. Manhattan, Frankfort, Mokena, Homer Township, Lockport.....\$850
4. Orland Park, Tinley Park, Orland Hills, Lemont, Elwood, Channahon, Shorewood, Green Garden Township, Matteson, Oak Forest, Palos and Plainfield areas .....\$900
5. Woodridge, Bolingbrook.....\$950

## FAMILY DISCOUNT FOR BUSING

Second Student--10%    Third Student--25%    Fourth Student--FREE

## ACTIVITY FEE

\$215 is charged per family to cover the cost of student accident insurance, student admission to all home games (other than IHSA tournaments), drama and choral productions (with I.D. Card), yearbook and school paper for each student.

## GRADUATION FEE

Each senior is charged \$150 to cover the expenses of graduation.

## TECHNOLOGY FEE

Each family is charged \$75 to cover use of computers and related materials.

## KAIROS FEE

Each senior is charged \$170 to cover the expense of this 3-day retreat.

## ADDITIONAL CLASSROOM/ACTIVITY FEES BILLED EACH SEMESTER

AP Testing fee for <b>each AP Class taken</b> (in addition to applicable lab fees):			\$90
Art (all courses)	\$70	<b>Intro to Comp Programming</b>	\$70
Band	\$120	Intro. to Graphics Design	\$70
Biology	\$70	Introduction to Technology	\$70
AP Biology Lab fee	\$70	AP Music Theory Lab fee	\$70
Chemistry	\$70	Physics	\$70
Choir	\$45	Winter guard	\$70
Color guard	\$70	Web Page Design	\$70
Computer Applications	\$70	AP Studio Art Lab fees	\$70
Human Physiology	\$70		

## FUNDRAISING

The student obligation is \$325 in fundraising per year, as part of the school-wide Harvest Drive Campaign. Families with two or more students are asked to fundraise a total of \$475. Any amount of the fundraising obligation not completed will be added to the tuition.

## TUITION POLICIES

1. All tuition payments are due on or before the **FIRST** of every month. If payment is not received by the **FIFTH** of the month, **a \$15 Late Fee will be charged**. If payment is not received by the **TENTH** of the month, an overdue notice will be sent. If your tuition account is two or more months past due, you will receive a letter excluding your student from classes until payment is received.
2. Tuition is billed monthly (August through May). Statements are sent to each family by the 15th of every month for the month following.
3. Payments may be made by check, cash, money order, cashier's check, Visa or MasterCard. Providence Catholic will gladly accept advance payments over the summer if this will help families with budgeting. **All payments made by credit card will be assessed a 3% service fee for the total amount charged per month.** PLEASE NOTE: Monthly credit card authorization forms may be requested by calling Mrs. Wojtkiewicz, the tuition officer, at 815-485-2136, ext. 551.
4. **If you are having a problem making your tuition payment on time, please call Mrs. Michelle Wojtkiewicz in the Tuition Office directly at 815-717-3176 to make a cordial tuition arrangement with her. Any reasonable temporary arrangement will be honored.**
5. When accounts are more than two months past due **and we have not heard from you**, Providence Catholic reserves the right to remove your student from class if you have not made an appropriate response. These removals are done by the President personally.

6. After May 5th, because of the late time of the year, personal checks are no longer accepted. After this date payment must be made by cash, money order, cashier's check, Visa or MasterCard.
7. Family accounts which have an unpaid balance on May 10th will receive an additional letter explaining that students will not receive report cards until the tuition has been paid in full. Seniors do not receive caps and gowns for Baccalaureate or Graduation or receive diplomas until all obligations have been met or a satisfactory arrangement has been made.
8. Checks returned by the bank marked "Non Sufficient Funds" will be assessed a \$25 fee per check. If the bank returns a second NSF check, no further checks will be accepted from your family. You may then pay by cash, cashier's check, money order, Visa or MasterCard only.
9. No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full.
10. We ask you to understand that if legal action is forced on us because of non-payment of tuition following the terms of the enrollment contract, action will be submitted only to the jurisdiction of the Circuit Court of Will County Illinois. You waive the right to a jury trial and you further agree to pay any of the cost of collection including, but not limited to attorney's fees and expenses in enforcing the enrollment contract.

It is our long standing policy that Providence Catholic will hold all official and unofficial transcripts of credit for the time the student is in attendance at Providence until the outstanding tuition and fees have been paid in full or an agreement satisfactory to Providence Catholic is concluded with you.

## **REFUND POLICY**

1. **Advance Deposits:** Advance deposits are applied evenly to the tuition balance over the ten month billing period. If the student withdraws from Providence Catholic High School, the deposit is forfeited and considered a donation to the school.
2. **Tuition Refunds:** Tuition refunds are prorated based on the amount of tuition billed and the number of weeks in the semester the student has attended at the time of withdrawal. Each semester consists of 18 weeks.

## **SUMMER WORK PROGRAM**

Providence Catholic provides summer work opportunities for students who wish to reduce a portion of the cost of their tuition by working it off during the summer. Those who apply for the summer work program must first complete the financial aid form provided by the FACTS Company, and send the completed application to the company by the deadline. Families which have not applied for need-based aid may not be considered for the Summer Work Program. Applications for the Summer Work Program are screened by the Student Aid Committee. Because the program requires skill and proficiency in performing manual labor such as painting, cleaning, repairing, hauling, shoveling, etc., preference is often given to older students or students who have previously worked. Consideration in hiring is given to families with greater financial need and who have a number of students attending Catholic Schools. Student who receive summer work positions are expected to work for the entire period of the program and not take vacation.

This program lasts between eight and ten weeks and begins immediately after the end of the previous school year. Students work under adult supervision between 8:00 AM and 3:00 PM. Students punch their time card in the building before 8:00 AM, receive a fifteen-minute break in the morning and one half-hour lunch. Ordinarily students receive two-thirds of their salary as tuition credit, and one-third is returned to the student by check at the end of the pay period. If parents would prefer, all money earned in the Summer Work Program may be credited directly to their tuition account.

Applications for the Summer Work Program are available in the President's office after January 1st, every year. All applications must be submitted by March 15th.

---

---

## GENERAL SCHOOL INFORMATION

---

---

### **BAD WEATHER POLICIES & ARRANGEMENTS**

All parents are aware that freezing temperatures may be dangerous to students who must wait in the cold. It is up to the individual parent to determine whether or not their student's health is at risk when the cold is intense. **School will always be held at Providence Catholic when extremely cold temperature is the only hazard to traveling.** When there is snow on the ground, or it is snowing, or there is a threat of snow, please listen to the radio for announcements from Providence. **We will also use our CONNECT-ED service to notify all Providence families when there is a schedule change.** If a snow schedule is in effect, school will begin **one hour later** and the buses will run **one hour later** to allow snowplows to open roads. School will be in session whenever the school buses can run safely. To receive information as to whether or not school is open you may do one of the following.

- Check the PCHS Website. Be sure to click your browser's "refresh" button so that you are viewing the most current information.
- Listen to any of the following radio stations for information: WMAQ 67 (AM), WGN 720 (AM), WLS 890 (AM), B96 (FM), WLS 94.7 (FM), WBBM 78 (AM), WONU/Shine (89.7) and WJOL 1340 (AM)

### **BOOKSTORE**

The Bookstore sells the required textbooks and classroom supplies as well as a wide variety of Celtic Spirit Wear. Bookstore hours are 7:15 AM to 8:15 AM and 2:15 PM to 3:15 PM.

### **BUS & GOUGAR SHUTTLE SCHEDULE ON LATE START DAYS**

On the days that we are using Schedule B (Late start), morning buses will run 30 minutes later than the normal schedule. The shuttle bus from the Gougar lot will leave the lot at 9:15 on a late start day.

### **CONNECT-ED**

Providence will make use of the CONNECT-ED automated calling system to notify parents of school closings, emergencies, and other urgent matters. If a parent's phone contact information changes, the parent should complete a new CONNECT-ED information sheet (found on our website) and return it to the main office as soon as possible.

### **DOORS OPEN**

The academic areas of the school are open from 7:00 AM until 3:15 PM. (See below for library hours.) Anyone coming earlier or staying later is to do so only at the request of and under the personal supervision of a faculty moderator or coach.

### **FACULTY ROOM**

The Faculty Room is reserved at **all** times and under **all** circumstances for faculty and staff members. It is, therefore, completely off-limits to students.

### **I.D. CARDS**

Students must carry I.D. cards at all times. Students will need to use I.D. cards to enter school tardy or leave school early, purchase lunch if doing so on an account, and also to present to school personnel upon request. As always, I.D. cards are used in the library, for riding the school bus and entrance into extracurricular events. Replacements cards are available in the Dean's Office for a fee.

### **LIBRARY**

The Bishop Blanchette Memorial Library at Providence Catholic High School is intended to enrich the curriculum by providing materials not otherwise available to students and teachers. A well-balanced print and non-print collection is maintained to meet the differing interests, abilities, needs and educational goals of both faculty and students.

The library is open from 7:00 AM to 4:00 PM on all school days.

A library period requires the same self-discipline and concentration as a normal class period. Therefore, all school rules and regulations in regard to silent study, politeness, and attendance are in effect as in any other class period. Students using the facilities must respect the needs of others who are present. Disruptive behavior may result in the loss of library privileges.

Vandalism or failure to properly check out library materials will result in school suspension. The majority of library collections may be signed out for two-week periods. These materials can be renewed for another two-week period. Reference books and books on the reserve shelf do not circulate but may be withdrawn after school for overnight use. Students will be required to use their I.D. Card to sign out books from the library.

A fine of ten cents will be charged for each school day that a book is overdue. Materials which are seriously overdue (six weeks) will result in the issuance of a detention. Students are held responsible for all books and materials that they withdraw or use, and must pay for lost or damaged library materials. Report cards will be withheld if obligations with the library are not settled.

## **LOCKERS**

Students are to keep both their hall and gym lockers locked at all times. Hall locks must be purchased through the Dean's Office while gym locks must be purchased from the bookstore. Students should not give their combinations or copies of lock keys to anyone. Graffiti will be considered vandalism. Lockers may be decorated on the inside with materials appropriate for a Catholic high school only.

Students who need assistance with their hall lockers should see the Dean before or after school. The lockers remain the property of Providence Catholic; therefore, the school has the right to unannounced search of both the locker and its contents. Any student proven to be invading or tampering with the locker of another will be subject to disciplinary action, not to exclude expulsion. Students are not allowed to carry gym/book bags during the school day except to and from physical education class.

**The lockers in the athletic and boys' P.E. locker rooms have been replaced over the last several years. These new lockers are impossible to break into if they are locked properly with the student's lock. Therefore, the responsibility for locker security rests with the student using the locker. Unless there is obvious evidence of tampering, the school will no longer be responsible for missing property for these locker rooms.**

No open bottles, cans, cups of liquid or food will be allowed in the hall lockers before or during the school day. No opened bottles, cans, cups of liquids or containers of food may be taken out of the cafeteria to be consumed near the lockers. Any food in the locker must be unopened or wrapped for consumptions at lunch or after school.

requested to leave them in the lost-and-found cabinet in the Dean's Office.

## **LOST & FOUND ARTICLES**

A lost-and-found cabinet is located in the Dean's Office. Students should mark their clothes and books before the school year begins. Students who find lost objects are

## **LUNCH**

All lunches must be eaten in the cafeteria. Weather permitting, lunches may also be eaten in the picnic area near the faculty parking lot. Food and beverages are not allowed anywhere outside the cafeteria.

## **TELEPHONE CALLS**

The Main Office is open from 7:15 AM until 3:15 PM. Telephone calls to the office should be made during these hours. The Main Office is not open on days when classes are not in session.

The faculty can be contacted by calling their direct numbers, which are posted on our website. If the faculty member is not available at the time of the call, a message can be left in that faculty member's voicemail box.

Except in case of **grave emergency** - telephone calls should **not** be made to students during the school day. Students should **not** request to use a school phone during the school day.

## **TELEPHONE CALLS - STUDENTS**

Students may use the student phone in the Dean's Office **with** permission before or after school hours.

## **WORK PERMITS**

Work permits may be obtained from the Registrar in the Main Office. A birth certificate and letter from the employer stating what hours will be worked and the occupation of the worker are needed for the work permit. There is a \$3 fee for a work permit. There will be no early job dismissals.

---

---

# **SCHOOL SAFETY**

---

---

## **FIRE ALARMS**

The fire alarm is denoted by a loud buzzer sound. When the fire alarm sounds, all students are to:

1. File out of the room to the designated location.
2. Walk briskly and maintain silence while leaving and returning to the classrooms.

## **TORNADO ALARMS**

The tornado alarm is denoted by a rapid succession of short bells signaling an alert situation. When the tornado alarm sounds, students are to:

1. Maintain silence so instructions may be heard.
2. Walk single file to the main corridor to designated areas and sit on the floor as close together as possible (not next to or directly below any glass walls or exits).
3. Place head between the knees with the hands over the head to be protected from falling debris.
4. Wait quietly and patiently for the all clear bell.

---

---

# **TRANSPORTATION**

---

---

## **AUTOMOBILE REGISTRATION & PARKING**

Parking on school property is a privilege due to the very limited parking area. Only those seniors, juniors and sophomores who secure a parking permit in the beginning of the year may park on **the property** (the property includes the East, Gravel, Stadium and the Gougar Lots). Sophomores who get a driver's license before or during their sophomore year may secure a parking permit for the Gougar lot through the Dean's Office. **Cars parked in the school lots must park only in the student parking areas and must always display their permit with the number visible on the rearview mirror; failure to do this could result in a detention.** Anyone found parking in the school lots who has not been issued a permit is subject to a detention and their car could be towed at the owner's expense.

**Any student who has not purchased a parking permit and whose car is in the school lot will be issued a detention the first time caught and a subsequent detention each time caught from then on, and will also be subject to loss of future parking privileges. Anyone who forges a permit will be suspended and placed on disciplinary probation, which will include future exclusion from the parking lot. Anyone found using an unauthorized permit will be excluded from parking lot privileges. Continued violation of parking rules could result in expulsion from Providence Catholic High School. Any student parking in the faculty parking areas will be subject to a detention.**

Anyone violating the no-tag parking policy or illegal parking policy will receive a first-warning sticker; each violation of either policy after that will result in a detention. Students may not

loiter in their cars in the parking lots before or after school. Students may not return to their cars during the school day without permission from the Dean's Office. Slow traffic speed must be followed as well as established traffic patterns. Any accidents occurring in the parking lot should be reported to the Dean's Office. The privilege of parking may be rescinded at any time for repeated parking and driving violations.

**Motorcycles may be driven to school and parked in the school lot if you own a parking tag. Motorcycles must be parked in one single parking area and your proper tag must be displayed. For safety reasons a motorcycle rider must wear a helmet while on Providence Catholic property.**

## **THE BUSING PROGRAM**

It is the intention of the Busing Program to provide transportation to families attending Providence Catholic High School. It is not the purpose of the Busing Program to provide door-to-door service for students, nor can we guarantee that students will be picked up a short distance from their homes. For some families, bus service may not be provided because of their remote "off the route" location. Parents and students must understand that the routes are provided as a convenience and they must make reasonable adjustments to them.

Providence Catholic High School charges families less than one-half of the actual cost of busing students to and from school. Therefore, parents and students are expected to make needed adjustments to pick-up and drop-off points and route times.

The bus driver and/or chaperone has the responsibility to see that proper conduct is being observed. Any student reported for poor conduct on the bus may be subject to removal from the Bus Program. This involves bus transportation to and from school and any school related activity.

Any bus that is owned, operated or chartered by Providence Catholic High School is considered to be a mobile classroom and the ride a school sponsored event. Therefore, all students are expected to show respect, order and listen to authority just as they would in the classroom or in the corridors at school. The bus driver has the authority to assign or change none, any or all seats at any time. **The directions of the bus driver with regard to behavior, attitude, seating, language and actions are to be obeyed.** Students who disobey the bus driver or cause trouble on the bus will be suspended from the bus or school as determined by the Dean's Office.

For insurance purposes, only Providence students may ride Providence buses. **The I.D. Card must be shown upon the driver's request.** The driver may not waive or disregard this school policy. Any student without an I.D. Card must purchase a one-way ticket to board the bus and send a note from that student's parent allowing the student to ride. The I.D. Card must be immediately and courteously surrendered to any driver upon request.

Food, beverages, smoking, tobacco, radios, pets, unbecoming language, noise or misbehavior, etc. are not permitted. Boisterousness, clowning, heckling, any abuse of windows, equipment, driver, fellow riders or outsiders will not be tolerated. Riders are to be ready and prompt in both boarding and leaving the bus.

Because failure to abide by these bus regulations can jeopardize the safety of lives, serenity of drivers, or reputation of the school, both parents and students must clearly understand that bad conduct will be considered even more serious than similar conditions elsewhere, and can result in immediate and permanent removal from the bus and perhaps from the school. **The signature on the Bus Contract is evidence that both parents and students have read and will abide by these regulations.**

On the days that we are using Schedule B (Late start), morning buses will run 30 minutes later than the normal schedule. The shuttle bus from the Gougar lot will leave the lot at 9:15 on a late start day. **(Repeated this section here – it is also in general school info section)**

Providence Catholic High School owns and operates the Busing Program. Bus personnel may be contacted by phoning the Transportation Office directly (815) 485-0638.

---

---

# GENERAL SCHOOL REGULATIONS

---

---

## ATTENDANCE POLICIES

The term “attendance” means presence at school at every assigned period on time. Both the parents and the students are expected to know and follow the all attendance policies.

Because of the school’s responsibility, both moral and legal, during the time when classes are in progress, the following regulations will be in effect:

1. School begins at 7:55 AM. Those who arrive after that time report to the Dean’s office for an admit slip, then report to class. Three tardies will result in a Saturday detention (the Dean’s office will determine excused tardies when appropriate).
2. Every attempt should be made to make all appointments outside of school time. If a student must arrive late or leave early, these things are required:
  - a) For late arrival, a phone call from a parent stating what time the student will arrive is needed.
  - b) For early dismissal, a phone call or a note from a parent stating what time the student is to leave must be received by the Dean’s Office by 9 AM.
  - c) A note from the appropriate medical or other agency on their stationary must be turned in to the Dean’s Office when the student returns to school. This note will be counted as an excused tardy. No detentions will be given for accumulating excused tardies. Students will have **no more than one week** to produce proof of an excused tardy.
  - d) **Whether a student is arriving late or leaving early, they must always sign in/out at the Dean’s Office.**
3. Tardies outside of #2 above are violations of the rule to be on time for school and class and will count toward detention. Parents may not give students permission to be late for school or excuse them from the obligation to be on time and in class. **Notes and calls from parents show that the student was not truant; however the student is still considered to be tardy.**
4. Those students who come late to a particular class will be sent to the Dean’s office. Three tardies to class will result in a Saturday detention (the Dean’s office will determine excused tardies when appropriate).
5. All students are to remain on campus from the time of arrival at school until the afternoon dismissal and are to report to all assigned classes, homeroom and study hall. Students leaving school without permission from the Dean’s Office are considered truant.
6. Excessive absence due to illness will be handled on an individual basis by the Administration and Guidance Department after consultation with student’s parents and teachers.
7. In order to participate in athletics and extracurricular events, students are required to be in attendance at school for the school day. Students may not arrive more than one hour late for school (unexcused) and still participate after school. Students may not go home ill from school before the end of the day and still participate after school.
8. Tardies are accumulated by the semester.

## ABSENCE REPORTING

A telephone call from the parent or guardian must be made on the day of absence. This call should be made before 9:00 AM. Messages may be left on our voicemail system. **The direct phone number for the attendance office is (815) 717-3130.**

## FUNERAL ATTENDANCE POLICY

If a student attends a funeral with his/her parent, he/she must follow the proper procedure for being absent or tardy, whichever applies. When no transportation is provided by the school, students who attend a funeral on their own and return to school are expected to return prior to the fifth period of the school day. These students must follow the proper procedure for being tardy. If transportation is provided by the school, all students are expected to take the bus. These

students must obtain a permission slip from the Theology Department/Dean's Office which must be returned with a signature by parent/guardian before the funeral. He/she must ride the bus both to and from the funeral. Providence will not be responsible for the whereabouts of students who do not ride a bus provided by the school. Providence students attending funerals as part of the "school sponsored" group are expected to dress to show respect; boys must wear ties, shirt and dress slacks, girls must wear dress, skirt or dress slacks and dress top.

### **HOMEWORK HOTLINE & EDLINE**

Some classroom teachers at PCHS utilize the homework hotline or their Edline website to post current assignments. If your son/daughter's teacher uses the homework hotline, you may stay current on homework assignments by accessing it. **Simply dial the teacher's direct line and follow the prompts for the hotline. All faculty phone numbers are posted on our website. To access the teacher's Edline page, simply click on the Edline link on the home page of the PCHS website, and login using your Edline username and password.**

### **ILLNESS AT SCHOOL**

Any student who becomes sick at school should report to the Dean's Office immediately. Under no circumstances should a student who is feeling ill leave school without consulting with the Dean's Office and a parent/guardian. If additional days of absence are taken in conjunction with this early dismissal regular absentee procedures must be followed.

### **PROLONGED ABSENCE**

If a student misses more than ten days (or the same class period more than ten times) during a given semester, the student's semester grades in all classes (or the ones missed) may be lowered one letter grade at the discretion of the Academic Committee.

Students who are absent for more than ten days due to illness must present written verification from a doctor explaining the illness. The grade earned by these students will not be changed by the Academic Committee.

### **TRUANCY**

An all-day truancy is understood to be any absence from school of three or more classes/hours without the proper approval of the student's parent/guardian.

1. A truancy will result in 3 Saturday detentions.
2. No make-up work is allowed for classes missed due to truancy.
3. If a student is truant for 3 days (whether consecutive or within a year), the matter could be referred to the Disciplinary Board. Such cases will be handled on an individual basis with consequences including, but not limited to, dismissal from school.
4. A student is considered truant from class/study period if he/she is missing without permission from a parent, teacher or other person of authority. A detention will result from every class/hour a student is truant up to three hours, after which it becomes an all day truancy.

### **VACATIONS DURING THE SCHOOL YEAR**

Families are not to remove their student from school for family vacations during instructional time. Students are also expected to be present for semester exams. Teachers are not expected to make special accommodations. Students who miss final exams due to emergency situations such as death in the family or serious illness will be given an opportunity to make up the tests after the schedule exam session. No final exams may be taken early, and all exams must be completed by the end of the make-up period, generally three days after the last exam. Students who miss the final exams due to vacations or other unexcused absences, as well as those who do not make up missed exams by the deadline will receive failing grades on those exams.

---

---

# ACADEMICS

---

---

## COLLEGE PREPARATORY PROGRAM

A Providence Catholic High School education is intended to provide each student with a four-year college preparatory program. A Providence education is one unified program of instruction which emphasizes a fundamental understanding of the basic skills and disciplines in the liberal arts which students will need for life after high school and success in college. The Providence Catholic curriculum emphasizes excellence in theology, language arts, social science, mathematics, foreign language, the sciences, the arts, computer education, physical education and business education. Providence Catholic graduates are expected to demonstrate mastery of many skills and disciplines.

Providence Catholic High School is capable of assisting learners with typical learning limitations and other less severe problems which affect learning. Providence Catholic is not capable of assisting learners with serious learning difficulties, or other serious physical, emotional, or physiological problems which interfere with learning. Failure to disclose accurate and correct information regarding academic limitations may lead to the cancellation of registration and removal of the student from Providence Catholic High School.

## PROFICIENCY EXAM

Incoming freshmen who have taken the equivalent of Algebra 1, French 1, Spanish 1, German 1, or Introduction to Technology in eighth grade may request a proficiency exam. Students who have demonstrated mastery of course content in any of these areas on the exam will receive credit and will be placed in the next level with the approval of the department chairperson. Credit for the successful completion of the exam will be indicated on the student's permanent record as a summer school course and as such will not be included in the grade point average.

## STUDY SKILLS COURSES

Providence Catholic High School believes all students can learn. We welcome and assist students who need additional preparation to master our college preparatory program.

Our Summer Study Skills Program is an essential part of the preparation for students who need help with basic skills. Incoming freshmen who score at or below the thirtieth percentile on the placement test are required to attend a three-week program which concentrates on improving study habits as well as skills in reading, literature, writing, and basic math. Summer classes feature small class size for individual attention. At the completion of this program, each student's placement will be reviewed and adjusted accordingly.

For those students who would benefit from further study skills assistance, the following courses are offered during freshman year to meet those needs:

English 1

Literature

Pre-Algebra

Our goal is to bring students to a level of skill where they can successfully complete a college preparatory program during their sophomore, junior and senior years.

## GRADUATION REQUIREMENTS

The following courses constitute graduation requirements to prepare graduates for the most appropriate and successful college placement. In order to receive a diploma from Providence Catholic High School, a student must complete the following:

1. Each student must earn at least 22 credits to meet the academic requirement for graduation. Therefore, each year a student must take and pass courses worth at least 5½ credits. If a student earns less than 5½ credits because of semester failures, these deficiencies must be made up in summer school to remain eligible to return to Providence Catholic for the next school year.
2. Each student must take and receive a passing grade in the following courses:
  - 3½ years of Theology
  - ½ year of Technology
  - 4 years of English
  - 1 year of Physical Education
  - 3 years of Math
  - ½ year of Health
  - 3 year of Laboratory Science
  - ½ year of Economics
  - 3 years of Social Science
  - 2 consecutive years of a World Language
  - (including U.S. History and Western Civilization)

**The remaining credits are electives. A student must earn at least 5½ credits per year and 22 credits over a four year program of study.** A student may not have more than one study period per semester.

\* The Principal or Assistant Principal may substitute designated courses from the Fine Arts Department for the two year foreign language requirement when needed. Each student will take at least ½ credit of Theology per semester, except freshman year when Introduction to Catholicism and Health are required.

3. Each student is required to pass an examination on the United States and Illinois Constitutions.
4. Each senior must complete a retreat.
5. Each junior must take the ACT test in April or June of his/her junior year.
6. Each student, in order to participate in commencement exercises and/or receive a diploma, must satisfy penalties imposed for poor conduct, financial obligations, and attend all Baccalaureate and graduation practices and/or services.

### **COURSE OFFERINGS BY DEPARTMENT**

*\*\* denotes ½ credit; one semester class*

#### **FINE ARTS DEPARTMENT**

Introduction to Art **	Band
Drawing 1 **	Choir
Drawing 2 **	Music Appreciation **
Painting **	AP Music Theory
Two-Dimensional Design **	
Studio **	
AP Studio Art	

#### **ENGLISH DEPARTMENT**

English 1	English 1 Honors	Literature
English 2	English 2 Honors	Journalism **
English 3	English 3 Honors	AP English Language & Composition
English 4	English 4 Honors	AP English Literature & Composition
		Speech **

#### **MATHEMATICS DEPARTMENT**

Pre-Algebra	Algebra 1	Algebra 1 Honors
Plane Geometry	Geometry	Geometry Honors
Algebra 2	Algebra 2 Honors	
Pre-Calculus	Pre-Calculus Honors	Trigonometry/Advanced Topics
Calculus Honors	AP Calculus AB	
Statistics	AP Statistics	

#### **PHYSICAL EDUCATION DEPARTMENT**

Fitness **	Intro.Sports Medicine **
Health **	Physical Education (½ credit; full year)

#### **SCIENCE DEPARTMENT**

Biology	Biology Honors	AP Biology
General Chemistry	Chemistry	Chemistry Honors      AP Chemistry
Physics	Physics Honors	AP Physics C: Electricity and Magnetism
Human Physiology		

## **SOCIAL SCIENCE DEPARTMENT**

Accounting	Economics **	Macro-Economics **
Geography	U.S. History	AP United States History
American Govt.	AP United States Govt. & Politics	
Psychology	AP Psychology	
AP European History	Western Civilization	

## **TECHNOLOGY DEPARTMENT**

Introduction to Technology **	Web Page Design **
Computer Applications **	Graphic Design **
Introduction to Programming **	AP Computer Programming

## **THEOLOGY DEPARTMENT**

*Each student will take at least 1/2 credit of Theology per semester except during freshman year, where Health is required for the opposing semester.*

Theology 1:	Introduction to Catholicism **
Theology 2:	Old Testament ** New Testament **
Theology 3:	Christian Morality ** Catholic Church History **
Theology 4:	Sacraments ** World Religions ** Social Justice ** Ethics **

## **WORLD LANGUAGE DEPARTMENT**

French 1	German 1	Spanish 1
French 2	German 2	Spanish 2
French 3	German 3	Spanish 3
French 4	German 4	Spanish 3 Honors Spanish 4 Spanish 4 Honors AP Spanish Language

## **VALEDICTORIANS/SALUTATORIANS**

The student(s) will be declared valedictorian who, at the end of seven semesters:

1. has received "A's" in all courses and has taken the greatest number of weighted courses.
2. has the highest GPA.
3. has received all credits at Providence Catholic High School.

The student(s) will be declared salutarian who, at the end of seven semesters:

1. has the next highest G.P.A. with the greatest number of weighted courses.
2. has received all credits at Providence Catholic High School.

## **CLASS RANK**

Providence Catholic has discontinued the public use of class rank.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization that promotes academic excellence, extracurricular participation, exemplary character, service to the school and community, and leadership. Membership is conferred on students by invitation, and is not guaranteed by nor based solely on academic performance. The combination of leadership, service, and character produce the distinction between the National Honor Society and the honor roll.

Academically eligible students (minimum 3.5 grade point average) are invited to submit an evaluation sheet concerning their leadership, service, and character. Leadership is shown through

involvement in sports, theatrical productions, offices held, or events organized/ founded, etc. Service is shown through participation in PCHS and/or community groups and volunteer work. Character is attested to in the form of a recommendation letter. In addition, faculty members are asked to comment on visible leadership, service, and character. Based on all aforementioned qualifications, each candidate is then evaluated by a faculty council. A serious deficiency in any of the necessary qualifications shall automatically disqualify a student from membership.

## **HONORS COURSES**

Providence Catholic welcomes the challenge of gifted academic students and provides them with honors courses to meet their needs. Honors courses are intended to challenge and promote independent logical thinking, good study skills and academic achievement. Students are invited to participate in honors courses based on the following criteria.

1. Students must score in the 85th percentile or above in the particular academic subject area on the placement exam.
2. The student's academic ability must be verified by the elementary or junior high school.
3. Students must be invited to participate in honors courses by the Providence administration.
4. Students must maintain a "B" or better grade for each semester in order to take honors courses in a particular subject area the following year.
5. Students in honors courses must demonstrate high motivation and good work and study habits.
6. Students seeking admission into an honors course must have the approval of the chairperson of the academic department in which the course is taken. Selection criteria will include academic performance, motivation, study habits and attitude.
7. Students who did not take honors courses as freshmen but wish to take them after freshman year must have an "A" in the subject matter for each semester of the previous year and also receive the recommendation of the Department Chairperson.

## **ADVANCED PLACEMENT COURSES**

Advanced Placement courses are available for students who are capable of sustaining the demands these courses impose. All students taking Advanced Placement courses are required to complete the Advanced Placement examination at the end of the year. Students must have school approval to take one or more Advanced Placement courses. Failure to take the AP exam will result in the student's final semester grade being lowered by one letter grade. Providence Catholic reserves the right to add or delete Advanced Placement courses.

**The Honors and AP Courses currently offered at Providence Catholic and the year they are usually taken are:**

<b>Freshman Year</b>	<b>Sophomore Year</b>	<b>Junior Year</b>	<b>Senior Year</b>
English 1 Honors	English 2 Honors	English 3 Honors	English 4 Honors
Algebra 1 Honors	Algebra 2 Honors	Algebra 2 Honors	Pre-Calculus Honors
Algebra 2 Honors*	Geometry Honors	Pre-Calculus Honors	Calculus Honors
Biology Honors	Chemistry Honors	Language 3 Honors	Language 4 Honors
	AP U.S. History	Band Honors	Band Honors
		Physics Honors	AP Biology
		AP English Language & Composition	AP Calculus AB
		AP European History	AP Chemistry
		AP Music Theory	AP Studio Art
		AP Statistics	AP Computer Programming
		AP United States Govt. & Politics	AP English Literature & Composition
			AP European History
			AP Music Theory
			AP Physics C: Electricity and Magnetism
			AP Psychology
			AP Spanish Language
			AP Statistics
			AP United States Govt. & Politics

*\* The quality points for this course are adjusted to enable students to receive quality points equal to 5 honors credits in mathematics.*

### **SCHEDULE CHANGES**

Schedule changes initiated by the school will not incur a fee. If the master schedule necessitates a change, an alternate class from the student course election sheet will be substituted. If the master schedule necessitates a further change in an academic course, the student and parents will be contacted.

Student-initiated requests for schedule changes are generally not allowed. However, a request for a schedule change to enhance a student's academic program or a request due to extenuating circumstances will be considered. The schedule change request must be presented in writing from the parents to the designated person. The request must be received before the announced deadline and must be accompanied by \$40 fee. Student-initiated requests for a schedule change after that date will incur a \$75 fee. If the change is not approved, the fee will be refunded.

### **WITHDRAWALS**

If after ten class days of any semester a student withdraws from any class, an "F" may be given and counted in the GPA. However, the student is always required to take the minimum class load (5.5 credits). Students may not withdraw from an AP course past the designated date.

## TRANSFER POLICY

1. Students who withdraw from Providence will not be readmitted at a future date.
2. Providence Catholic High School will accept transfer students under the following conditions if openings exist within the specific class and program of studies.

### FRESHMEN, SOPHOMORES, JUNIORS:

- A. Students must have credits up-to-date to satisfy Providence Catholic High School graduation requirements.
- B. Students must have not been expelled or asked to leave their former school.
- C. Students will be admitted at an appropriate time.
- D. Students will be on:
  1. Academic Probation
    - a.) Students must maintain at least a 2.00 grade point average for each semester in attendance.
    - b.) Students' academic records will be reviewed at the end of the year.
  2. Disciplinary Probation
    - a.) Students must observe Providence Catholic High School rules and regulations.
    - b.) Students must refrain from any one action which would warrant a suspension.
  3. Attendance Probation
    - a.) Students are to be on time for school and for class periods.
    - b.) Students' attendance must be good (ten days absent in a semester will be considered a violation of probation).
    - c.) Students must provide doctor's verification for longer absences due to serious illness.

### SENIORS:

- A. Students will be accepted only if the family is moving into the area.
- B. Students must meet the above stipulations.

### ALL TRANSFER STUDENTS:

- A. All transfer students are subject to review at the completion their first year at Providence Catholic High School.
- B. Students must take at least one Theology course each semester while in attendance at Providence Catholic High School.
- C. The student's grade point average and credits will be refigured on the Providence Catholic High School grading scale.

### ORIENTATION FOR ALL TRANSFER STUDENTS

Transfer students will be required to attend their particular class orientation and to be present for the morning of freshman orientation.

One parent of each transfer student will be required to attend the **Mandatory Meeting for Parents of Freshmen and Transfer Students** which is held at the beginning of the school year. It is at this meeting that school policies, procedures, rules and regulations are explained.

## ACADEMIC POLICIES

### MATHEMATICS CALCULATOR POLICY

Students enrolled in the following mathematics courses are required to have a Texas Instrument (TI83) graphing calculator: Algebra 2, Algebra 2 Honors, Pre-Calculus, Pre-Calculus Honors, Trig/Advanced Topics, Calculus, AP Calculus AB.

## SCIENCE DEPARTMENT CALCULATOR POLICY

Calculators will be used at the teacher's discretion. If a TI83 calculator or model similar in capabilities is to be used in class during quizzes or exams, the student may be asked to show the teacher "RAM CLEAR" on his/her calculator before and after use. If a student should choose not to clear their calculator, he/she will use a calculator provided by the teacher.

## SUSPENSION AND ACADEMIC CONSEQUENCES

A student on suspension will be given no credit for work due or work completed in class on the day of the suspension. Students will receive a failing grade (65) for tests given on the day of a suspension.

## REVIEW OF RECORDS

The records of all students are reviewed at the end of the first semester and at the end of the year. Discipline, attendance and academic records are included in this review. If, in the view of the faculty and Administration, a student has not been performing up to reasonable expectations in any of these areas or all of these areas, he/she may be asked to leave Providence Catholic High School.

## STUDENT RECORDS

Rights of Non-custodial Parents: Providence Catholic abides by the provisions of the Family Educational Rights & Privacy Act with regards to parents/ rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his/her child's school records.

In the absence of a court order to the contrary, Providence Catholic will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **It is the responsibility of the custodial parent to provide the school with an official copy of the court order if the non- custodial parent is to be denied access to school records.**

Divorce or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. Providence Catholic will not be held responsible for failing to honor arrangements that have not been made known.

## ACADEMIC INTEGRITY CODE

The PCHS Academic Integrity Code is a statement about the importance of honesty and integrity within our academic community. It articulates PCHS expectations of students in maintaining the highest standards in academic work.

Academic integrity lies at the heart of the values expressed in the PCHS mission statement and is inspired by the spirit of Saint Augustine. When one comes to PCHS, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

The Academic Integrity Code is an undertaking of the students, individually and collectively. They will do their share and take an active part in seeing that others as well as they themselves uphold the spirit and letter of the Academic Integrity Code.

While the faculty alone has the right and obligation to set academic requirements, the students, faculty, and parents will work together to establish optimal conditions for honorable academic work. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Academic Integrity Code.

Listed below are examples of situations that would be in violation of the Academic Integrity Code of PCHS:

1. Plagiarism – submitting another person's writing as one's own
2. Obtaining or illegally accepting a copy of a test or test key
3. Giving or receiving test questions or answers to/from other students

4. Copying from another student's test or knowingly permitting another student to copy during a test
5. Using materials or means which are not permitted during a test
6. Copying – having someone other than the student prepare the student's homework, paper, project, report or take home exam for which credit is given
7. Permitting another student to copy one's work or ideas
8. Changing grades in a grade book or on a computer grade sheet
9. Engaging in any action intended to obtain credit for work not one's own
10. Impersonating another student to assist him academically
11. Engaging in any other action that is in violation, either of the spirit or the letter, of this Code.

The following procedure will be implemented for violations of the PCHS Academic Integrity Code:

1. The teacher will discuss the incident with the student.
2. The teacher will contact the parents/guardians and inform them of the incident.
3. The teacher will assign a zero for the academic work.
4. The teacher will record on an Academic Integrity Report Form the date and time of the contact with the parents/guardians, a written narrative of the incident and, when possible, attach a photocopy of the academic work in question.
5. The teacher will submit this Academic Integrity Report to the student's counselor for inclusion in the student's file.
6. The counselor will submit this Academic Integrity Report to the moderator of the National Honor Society when applicable.
7. If the infraction of the Code is discovered by a teacher or staff member other than the teacher for whose class the academic work is intended, that teacher or staff member will assist the classroom teacher in following the procedure outlined above.

Violations of the PCHS Academic Integrity Code are cumulative throughout the student's career at PCHS. Upon the third documented violation, the student will be called before the school Academic Committee. The Academic Committee will decide the appropriate sanction for the accumulated violations.

All students of PCHS are expected to know the contents and meaning of the Academic Integrity Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty.

## **GRADING POLICIES**

Quarter grades reflect the numerical average of all quizzes, tests, papers, and other assignments completed for that quarter. All assignments included in the grade must receive a numerical equivalent. Numerical grades should be based on a system of 100 points. The relative weight of each assignment is at the discretion of the teacher. Student work may be weighted differently, such as quizzes versus exams, but should be based on the decimal system.

Semester grades are a combination of two quarter grades of equal weight and the semester examination. The relative impact of the semester exam on the semester grade shall be no greater than twenty percent. The semester examination may be included in the second and fourth quarter grades at the discretion of the teacher. Students may not be exempted from any semester exam.

## **GRADING SCALE**

Grades reflect a range of achievement. Numerical averages within these ranges receive the following grades:

A = 100 - 93          C = 84 - 77          F = 69 and below

B = 92 - 85          D = 76 - 70

To provide for consistency in all disciplines, individual assignments which receive only a letter grade earn these numerical equivalents:

A = 96    B = 88    C = 80    D = 73    F = 69 and below

Grades in academic classes may be lowered by the Academic Committee due to excessive absences (see section on "Prolonged Absences").

## WEIGHTED GRADES

Honors courses and AP courses receive weighted grades beginning in the freshman year. Each academic year features three or more weighted courses. A weighted course provides more “quality points” towards the grade point average than a non-weighted class. This weighted system is used in the computation of grade point averages. The student transcript, which is forwarded to colleges and universities, will indicate honors courses and AP courses. **All Honors and AP courses are weighted on a 5.0 point scale.**

### Weighted Point System

A = 5.0 points

B = 4.0 points

C = 3.0 points

D = 1.0 point

F = 0 points

### Normal Point System

A = 4.0 points

B = 3.0 points

C = 2.0 points

D = 1.0 point

F = 0 points

## EDLINE

To enhance parent-student-school communication, Providence teachers will regularly post student grades online through our Edline website. Parents and students will receive individual accounts which give them access to only their student’s/their own information. A link to Edline can be found on the home page of the school website: [www.providencecatholic.org](http://www.providencecatholic.org).

## HONOR ROLL

The Honor Roll is published at the conclusion of each quarter. Honor Roll includes:

First Honors            GPA of 3.51 or higher, with no grade below a “C”

Second Honors        GPA of 3.50 - 3.00 with no grade below a “C”

A student on disciplinary probation at the time the Honor Roll is published will be ineligible to be included on it.

First and second honor roll certificates are mailed to students at the end of each semester. Academic letters and/or pins are mailed to students who maintain first honor roll status.

## HOMEWORK

Homework is an integral part of the college preparatory curriculum. Teachers assign home study and written work to reinforce and amplify material taught in class. Students are expected to do assigned homework whether it is written work, material to be read, or material to study, when told to do so by the teacher. Parents should expect that homework will be the rule each day, not the exception.

## MLA

All research papers assigned by teachers should conform to the MLA format. This technical information on this format is found in the textbook Writing Research Papers, which is one of the required texts for English 2.

## PROGRESS REPORTS

All students receive a grade on the progress report for every class. This letter grade is an accurate indication of progress at that time.

Beginning with the 09-10 school year, **progress reports will be posted to Edline**. Parents who are not able to access the progress report electronically may request a written progress through the Assistant Principal’s office.

Parents may also be informed of progress by parent-teacher conferences arranged by the parent or teacher. Teachers may keep the parent informed any time during the quarter by phone or in writing.

## REPORT CARDS

Report cards are issued quarterly. End of quarter dates are listed on the calendar. Report cards are sent directly to the parents no later than ten days from the deadline date listed on the calendar.

## PROMOTION

Student promotion from year to year is based on the satisfactory annual completion of at least five and one-half credits. Students with more than three semester failures will be asked not to return to Providence the following fall. Students with three or fewer semester failures must attend summer school to make up the deficiency of credits. Courses must be approved in advance, in writing, by the Assistant Principal. Courses must be completed before the student will be readmitted for the following school year.

Previous consultation should be made with the Assistant Principal before students enroll in enrichment courses elsewhere, in either summer school or night school, to preclude the danger of taking courses that should be taken at Providence in day school.

Summer school credits and enrichment credits will be entered on the student's permanent record but will not be figured into the grade point average.

Some courses require a certain amount of first semester material to be mastered in order to attain success during the second semester. Hence, a student who attains at least a "C" for the second semester in foreign language, mathematics, physics, chemistry, or accounting after having failed in that subject for the first semester, can have the failure removed and a "D" given for each semester.

---

---

## STUDENT SERVICES

---

---

### GUIDANCE & COUNSELING

Guidance is a systematic process of assisting students in making choices, plans, adjustments, undertaking self-direction, and solving personal problems. The Guidance Department of Providence Catholic High School is designed to provide information to students that will enable them to make wise decisions essential to their spiritual, academic, social and emotional growth.

The goal of guidance in the school is consistent with the goal of education: to assist in producing Christian men and women who are spiritually alive, intellectually alert, culturally aware, socially oriented, emotionally stable and worthy, responsible citizens. To accomplish this, the Guidance Department provides the following services for its students:

1. Group guidance
2. Personal counseling
3. College guidance
4. National Testing Program
5. Vocational and military guidance
6. Discover - College and Career Computer Program
7. Spectrum Program (*Rainbows for All God's Children*)

To affect these programs, all the educational staff of the school participates (Pastoral Department, teachers, administrators, and guidance specialists).

### COLLEGE REPRESENTATIVES (VISITS)

A calendar of visits for scheduled college representatives will be posted in a glass case outside the Guidance Office. Students are to check the calendar and request a pass from the college counselor at least two days before the representative's visit. The student will then take the pass to the teacher of the class that will be missed at least one day prior to missing class. The teacher has the option of signing the pass to excuse the student from class. Seniors may meet with the representatives throughout the school year; juniors may meet with them only during second semester.

### SENIOR COLLEGE DAY

Each senior is allowed to take one college day to visit a prospective college. This is an excused absence. The student is to get the appropriate form from the college counselor to take with him/her. The form must be validated by an admissions counselor at the college that is visited and submitted to the Dean's Office upon return to school. Arrangements must be made in writing with the college counselor for the visit at least **one week** prior to the visit. Students are to take their college day **before May 1st**.

## **RELEASE OF TRANSCRIPTS**

At the beginning of the senior year, a form must be completed and returned to the Guidance Office to allow Providence to release transcripts with college applications. At the end of the senior year, another form must be completed and returned to the Guidance Office so final transcripts can be released.

## **TRANSCRIPT OF CREDITS**

All financial obligations must be met before any transcript of credits may be issued.

Transcripts are sent to another school, scholarship or employment organization, upon written request of the student, parent or guardian.

The first transcript upon graduation is sent free of charge. The fee for subsequent transcripts is \$3 per transcript.

## **DRUG & ALCOHOL INFORMATION**

A copy of the Alcohol and Drug Policy Booklet is distributed yearly to parents. Parents are asked to read this booklet carefully and discuss it with their student(s). For example, it features sections on:

1. PCHS Alcohol and Other Drug Policy
2. Pointers for parents on teens attending a party
3. How to host a drug-free party
4. Laws of the state, including driving under the influence
5. Curfews
6. Signs of problem use of alcohol and other drugs
7. Resource list

Providence has three major concerns with regard to alcohol and drug use:

1. Parents chaperone parties where there is underage drinking.
2. Parents rent hotel rooms for their students to use after school sponsored events (prom, senior dinner dance, state tournaments).
3. Parents hire limousines which allow students the opportunity to consume alcohol.

The mixture of teenagers, alcohol and other drugs with the permissive attitude of some parents courts disaster. Use of alcohol and other drugs by students is illegal. Parents are asked to cooperate when making decisions concerning their student's welfare.

## **POLICY CONCERNING MARRIED STUDENTS & PREGNANCY**

A student must live with a custodial parent/guardian while attending Providence Catholic High School.

Married students are not allowed to attend Providence Catholic High School.

When the Administration becomes aware that a student is pregnant, because of due concern of the health and safety of the mother and unborn child, and due to the decorum and example to present Providence Catholic High School students, at a reasonably appropriate time, the student will be requested to stay at home. Teachers will help with class work and assignments for the student and the counselor will be the liaison between the student and teachers. Each situation will be reviewed case by case.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) at Providence Catholic High School consists of a group of faculty and staff who have been trained to recognize the signs and symptoms of alcohol and other drug use among students. This team will attempt to intervene in the lives of the students who are exhibiting inappropriate behavior in or out of the classroom. These behaviors may be caused by or linked to the use of alcohol and other drugs. Without strategic intervention, a student who is experimenting with chemical substances (including alcohol) may develop symptoms which become progressively worse.

It is our goal to help our students replace their harmful, self-destructive behavior with more positive actions and attitudes. The Student Assistance Program is modeled on the employee assistance program used in the corporate world. It is not disciplinary in nature. As a matter of fact, a well-timed intervention may save disciplinary consequences at a later time. In keeping with our philosophy, Providence Catholic High School encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff or administrators. The adult contacted will refer the student to the Guidance Department and Student Assistance Program.

The Student Assistance Program's purpose is to create an environment for positive change. The S.A.P. is an expression of care for students who may be in academic, emotional or physical distress.

## **PROGRAM FOR STUDENTS WITH LEARNING DISABILITIES**

The Learning Resource Program (Celtic Learning Center) responds to the needs of students who have mild learning disabilities and who demonstrate the potential to succeed in a college preparatory program. To be eligible for this program, students must be diagnosed by a certified professional. For more information, please contact Mrs. Eileen Ryan, Learning Resource Director, at 815-717-3146, or Mrs. Rachel Ellingson, Director of Enrollment, at 815-717-3160.

## **THE PEER TUTORING PROGRAM**

The Peer Tutoring Program is intended to help students who, while making sincere effort, are experiencing difficulty in an academic class. Tutoring is a one-on-one instructional time between a volunteer student tutor and another student. Both students enter the Peer Tutoring Program for a period of approximately four weeks, meeting either one day a week during study hall (45 minutes) or two days a week during TDT (total of 40 minutes). The Peer Tutoring Program procedures are:

1. The student who is in need of extra help must ask for a *Tutor Request Form* from a Guidance Counselor or the Main Office, or download it from the "Academics" section of the PCHS website.
2. The *Tutor Request Form* is to be completed by the student.
3. The completed *Tutor Request Form* is to be returned to the main office, a Guidance Counselor or the Tutor Coordinator and a tutor search will begin.
4. Because this is a volunteer program, one week or more may be needed to find a tutor match. Occasionally, a match between a student and a tutor cannot be found.
5. After a match is found, both tutor and tutee will be contacted regarding time and location of tutoring sessions.
6. The tutee's progress will be reviewed after approximately four weeks. The peer tutoring service will be renewed or terminated **based on this evaluation.**

## **MATH LAB**

The Math Lab is intended to help students who need immediate, short term assistance in Mathematics. Students may "drop in" to math lab to receive tutoring on a difficult concept or get help with Math homework. Students who need long term math tutoring should request a peer tutor through the Peer Tutoring Program. The Math Lab is open from 7:15- 7:45 on Schedule A days and Schedule C days, during study halls, and during TDT.

---

---

## **DISCIPLINARY PROCEDURES**

---

---

### **THE ROLE OF DISCIPLINE**

One of the very important values we emphasize at Providence is the place of discipline in our lives. The disciplinary code at Providence is intended to instill within the student a sense of responsibility, morally good conduct and integrity. All students are bound to obey all rules from

the day they are accepted as students until they graduate. All parents are expected to support the rules. If a student is issued a detention by a teacher or an administrator, the detention must be honored. Interpretation of school rules and the dress code rules rests with the Dean's Office. Decisions made by the Dean's Office are not subject to being reversed or overruled by any other higher authority. We will not compromise our expectations that all students behave at all times, both in school and at any school related function.

## **RESPECT FOR TEACHERS AND STAFF**

All students are expected to give all faculty members the respect due to an adult professional person. Disrespect to any faculty or staff member is considered a serious breach of discipline.

Classroom discipline must be maintained at all times. Any misconduct by a student or students will be handled by the individual teacher. Disciplinary action taken by the teacher will include any or all of the following:

- a) Extra or discretionary assignments
- b) Staying after school
- c) Phone call to parents
- d) Detention referrals
- e) Ejection from class

## **DETENTIONS**

Students are expected to behave properly and respectfully at school and all school sponsored activities. Students who violate Providence Catholic High School rules and regulations may be given a detention by any faculty or staff member.

All rule violations and their consequences are divided into two levels. These are merely examples of infractions and their penalties and are in no way meant to represent the sum total of all possible infractions and potential penalties.

### **Level I – The following are examples of infractions that may result in an after-school detention:**

- a) Gum chewing
- b) Misbehavior
- c) Dress Code
- d) Tardies
- e) Cell Phone Use
- f) No ID card
- g) Inappropriate language
- h) Not serving a cleaner
- i) Parking violations
- j) Other minor infractions that warrant a detention in the judgment of a Dean

After-school detentions will be served on Tuesday, Wednesday or Thursday for 1 hour. This will be a silent study hall; on some occasions, students will be assigned work, such as litter removal, cleaning of a specific area, clerical tasks, or other jobs that meet the needs of the school at that time. Students must be on time (ten minutes after the end-of-the-day prayer) or they will not be admitted. The student will have three detention days (including the day they receive the detention) to serve the detention. Failure to do this will result in a Saturday detention. Students after school must remain in school dress code.

Once a student goes on Probation for accumulation of detentions, **all** future detentions will be served on Saturday.

### **Level II – The following are considered examples of infractions that may result in a Saturday detention. (\* indicates infractions that automatically result in suspension.)**

- a) Leaving school grounds before the end of the school day without permission
- b) Blatant disrespect
- c) Harassment

- d) Failure to serve an after-school detention
- e) Truancy
- f) \* Smoking
- g) \* Class dismissal
- h) \* Fighting
- i) \* Drug/Alcohol Use
- j) \* Repeated use of a cell phone
- k) \* Theft
- l) \* Vandalism
- m) Other major infractions that warrant a Saturday detention in the judgment of a Dean
- n) Other infractions that warrant serious consequences in the judgment of a Dean

Saturday detentions are from 8:00 AM to 10:00 AM. Students will be notified of the date of their Saturday detention in advance. Saturday detention takes priority over all other school activities, including sports games and practice, ACT preparation classes, and/or any other school event as well as a student's job. Students who are late for Saturday detention must return the next week to serve an additional Saturday. Any student who fails to serve a Saturday detention must repeat the detention. Students on Saturday should always dress appropriately for going outside (inappropriate dress does not exclude the student from going outside).

On some occasions, students will be assigned work, such as litter removal, cleaning of a specific area, clerical tasks, or other jobs that meet the needs of the school at that time.

## **SUSPENSIONS**

Suspensions are served at home. Students who are suspended from classes will not be allowed on campus or at school activities for any reason until the suspension has been served. Parents will be notified of any suspension and, if necessary, must meet with a dean. Any student found on campus or at any school sponsored activity while on suspension will be subject to further disciplinary action.

## **SUSPENSIONS WILL RESULT FROM THE FOLLOWING INFRACTIONS**

- a) Unexcused absence from a Saturday detention.
- b) A suspension will automatically result after the fifth Level I detention and a parent meeting will be required for re-admittance of the student. A suspension will automatically result after the combined (from Level I and Level II) total of nine detentions.
- c) Use or possession of tobacco, alcohol or any other drug on school property or knowingly being in the presence of someone violating this policy.
- d) Flagrant disrespect to a teacher or staff member.
- e) Ejection from class.
- f) Destruction of school property or vandalism.
- g) Fighting. All participants in a fight will receive suspensions and equal detentions. It is not the responsibility of Providence Catholic to determine how the fight began or who instigated the fight. Participants in a fight must attend Peer Mediation.
- h) Pornography of any kind.
- i) Possession of stolen materials.
- j) The Deans are empowered to suspend a student or students at any time for any action deemed serious misconduct upon notification of parents and/or referral to the Disciplinary Board.

Suspensions will be one or more days at the discretion of the Dean's Office.

A student on suspension will be given no credit for work due or work completed in class on the day of the suspension. Students will receive a failing grade (65%) for tests given on the day of a suspension.

A student who is suspended for any reason other than acquiring multiple Saturday detentions or failure to serve a Saturday detention will serve two Saturday detentions in addition to the suspension.

## **PROBATION**

A student will be placed on disciplinary probation for the combined (from Level I and Level II) accumulation of nine detentions during the school year or for what is determined to be a serious violation of the disciplinary code. Suspension of a student twice in the same semester could be cause for that student to be placed on probation at the discretion of the Deans.

Probation will ordinarily be one semester in length during which the student will not be allowed to attend any Providence activities. Student participation in extracurricular activities in which the student is directly involved will be determined at the discretion of the Disciplinary Board or Dean of Students. **Once a student is placed on probation for accumulations of detentions, all future detentions will be served on Saturday.**

The records of students placed on probation during the current school year are subject for review by the Disciplinary Board at the end of the school year. At that time, the student may be asked to leave Providence Catholic High School.

## **EXPULSION/DISMISSAL**

Expulsion from Providence Catholic is used as the last resort by the administration for students who have seriously broken faith with the Providence community by their words or actions. While Providence Catholic seriously tries to include all members within its family, it is primarily a school where the safety and well-being of all students must be protected above all else. Therefore, on rare occasions and for serious reasons, a student may be expelled.

## **DISCIPLINARY BOARD**

All cases involving possible expulsion or dismissal are referred to the Discipline Board. The Discipline Board is composed of the President, Principal, Dean of Students, and two teachers. The individual student's counselor will also be present at any board hearing. Decisions of the Discipline Board with regard to retention or expulsion are final.

Decisions of the Disciplinary Board are based on an evaluation of the individual student's involvement in the action under question. Board hearings may result from:

- a) Use, possession or sale of alcohol or abusive drugs or drug related paraphernalia.
- b) Possession of a weapon.
- c) Theft.
- d) Vandalism.
- e) Violation of probation.
- f) Behavior warranting probation for a second time in an academic year.
- g) Any action or pattern of behavior which is judged as a seriously negative influence on the community of Providence.
- h) Any behavior which shows the student is unable or does not want to conduct himself/herself in a manner expected of Providence Catholic High School.

Any student expelled or dismissed from Providence for disciplinary reasons may not attend extracurricular events at Providence or be on school property for any reason without permission from the Dean of Students.

## **MISCELLANEOUS BEHAVIORAL POLICIES**

### **CAMERAS**

Any student who is caught using any type of camera (including, but not limited to a camera phone or digital camera) inappropriately will be suspended from school and given two Saturday detentions. Because of the gravity of this act, a parent meeting will be held.

## **CELLULAR PHONES, BEEPERS, AND I-PODS**

In order to maintain a quiet and orderly learning environment, students should not bring a cell phone to any class. Students are not allowed to turn on or use any electronic signaling device, listening device (I-Pod) and/or cellular radio-telecommunication device while at Providence Catholic High School during the hours of 7:50 AM to 2:40 PM. Providence Catholic High School is not responsible for lost or stolen communication devices.

Any student violating this policy will have his/her electronic device taken away with the following consequences:

- First offense merits an after-school detention
- Second offense merits a Saturday detention and a letter sent home
- Third offense or more merits a suspension and Saturday detention

## **HARASSMENT, BULLYING & CYBER BULLYING**

A productive learning environment will be supported. Verbal or physical conduct by any student which harasses another individual will not be tolerated. Students who engage in any type of harassment or bullying will be subject to appropriate disciplinary action.

Harassment or bullying is any activity that humiliates, degrades or risks emotional and/or physical harm. Harassment or bullying includes, but is not limited to, unwanted touching, name calling, rumor spreading, hazing and intimidation, whether physical, spoken, written or online.

Any student who feels that he/she is being harassed or bullied in any way should report the incident to the Dean of Students.

## **INAPPROPRIATE GESTURES OR ATTIRE; GANG SIGNS, SYMBOLS, OR ATTIRE**

The use of profane, vulgar, obscene, racist, or sexist words, attire, or gestures will not be tolerated at school or at school functions. Students will not be allowed to be in possession of and/or distribute profane, vulgar or obscene materials/items.

Signs, symbols, colors or attire that are publicly known to be representative of, or affiliated with, street gangs will not be tolerated at school or school functions. Students who violate these policies will be subject to disciplinary action.

## **PLAYING CARDS/GAMBLING**

Students are never allowed to play any type of card game at any time either during the school day, before or after. No games of chance or gambling are permitted at any time on school property.

## **SEARCH POLICY**

The Dean's office of Providence Catholic High school reserves the right to search the locker, coat and personal belongings of the student at the school or at a school-sponsored event. Any car that is parked on Providence property is subject to the same search. This search may be conducted by any of the Deans or anyone chosen by the Deans to conduct such a search. Students who do not cooperate with the search may be expelled.

## **WEAPONS & OTHER DANGEROUS OBJECTS OR MATERIALS**

Possession, use, control or transfer of any objects or materials which are commonly used to inflict harm and which are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code will result in the student's immediate expulsion. Any other object or material, including "look-alikes" (paint ball guns), if used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be subject to immediate expulsion.

Student possession or use of objects designed for self-defense which are perceived by the administration to be dangerous or have the potential to disturb the safety and well-being of individuals or the school community are strictly prohibited on school property or at school-related events, regardless of location. Violation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

---

---

## DRUG & ALCOHOL POLICY

---

---

**Providence Catholic High School is a Catholic community whose primary concern is the value of the human person.** We challenge our students to grow as Christians and to live as positive active members of the larger community, while encouraging them to live out the consequences of faith with a moral conscience.

Providence Catholic High School recognizes that student use of alcohol and other drugs is illegal and has a damaging effect on the normal development, well-being, and performance of students. We recognize that the use of chemical substances often leads to the disease of chemical dependency and we take seriously our role to assist the student with prevention, intervention, aftercare **and our support**. We believe that the use of alcohol and other drugs cannot be condoned as responsible, mature or healthful to the student. We believe there are consequences for one's use. Thus, we are committed to a comprehensive program which addresses these issues and which utilizes community resources.

The consumption, possession, distribution and sale of alcohol and/or other drugs is illegal and shall result in disciplinary action which may include suspension or expulsion. "Alcohol and/or other Drugs" shall include unlawful drugs and controlled substances as defined by the laws of the United States, the State of Illinois and the City of New Lenox (under the "Illinois Controlled Substance Act"). Also included are prescription and non-prescription drugs which are taken or sold in an unauthorized manner, as well as "look-alike" drugs or any substance sold as a drug. In addition, the student who possesses, distributes or sells drug-related paraphernalia will be subject to disciplinary action.

These behaviors are forbidden at all times during the school day, on school premises, or during school-sponsored activities, whether on campus or off campus. Providence Catholic High School reserves the right to search the locker, coat and personal belongings of a student at school or at a school-sponsored event when a reasonable suspicion of alcohol and/or other drugs exists. Students who refuse to cooperate with the search may be expelled.

In keeping with our philosophy, Providence Catholic High School encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff or administrators. The adult contacted will refer the student to the Guidance Department or Student Assistance Program. The counselor or Student Assistance Team member can assist the student in evaluating the negative consequences of the chemical on the student's intellectual, emotional, spiritual, physical or social well-being. All self-referrals will be treated confidentially. All students who voluntarily seek help do not risk disciplinary action unless a violation of the school drug and alcohol policy is observed by faculty or staff prior to self-referral, **or unless the public nature of such a violation becomes an embarrassment to the school.**

A counselor or Student Assistance Team member may recommend that a student who voluntarily seeks help consider an assessment by a drug and alcohol counselor. The school counselor or Student Assistance Team member will provide support for the student in issues such as communicating to the parents the extent of the problem, advising on an appropriate drug and alcohol agency and developing a plan to address the student's chemical involvement.

### **POSSESSION, INFLUENCE, AND WITNESSED USE**

Students who use or possess alcohol and/or other drugs, and/or drug paraphernalia (or who are knowingly in the presence of students who do), at school or at a school sponsored event will be subject to the following disciplinary action:

1. Immediate suspension for a minimum of 3 days and notification of parents. **The student must have a drug screening test within 24 hours of leaving school.** The student must bring evidence of having taken the drug-screening test to be readmitted into school.
2. The dean and parents will hold a meeting; the Disciplinary Board will meet if necessary.
3. The student will be required to undergo a drug and alcohol **assessment** and enroll in an Early Intervention Program at a **school-approved** agency, as soon as possible, at the parent's expense. We will offer two choices for the families.

4. The parents will be required to sign a release of information form so that the results of the screening and the completion of the educational program can be communicated to Providence.
5. The student will receive a detention and serve two consecutive Saturdays as per the suspension rule in the handbook.
6. The student will be placed on probation and allowed to continue studies at Providence as long as the student follows the stipulations of the probation.
7. If the parents refuse to agree to the screening, assessment and/or the Early Intervention program, expulsion hearings will be immediately implemented.
8. A second violation of this policy will result in expulsion.

### **SALE, DISTRIBUTION, AND/OR TRANSPORT**

Students who distribute, transport, share or sell alcohol and/or drugs at school or a school sponsored event will be subject to the following disciplinary action:

1. Immediate suspension and notification of parents.
2. The parents will be notified that a Disciplinary Board meeting is being set.
3. The incident will immediately be reported to the local police.
4. The Dean will recommend expulsion to the Discipline Board.

### **PRESCRIPTION MEDICATION**

Students are not allowed to carry prescribed medications with them, nor have medications in their lockers during the school day. All prescribed medications must be turned in to the Dean's Office and kept under lock for the school day. Providence personnel are not responsible for the timely administration of said medications. This responsibility is entirely up to the student involved.

### **GUM CHEWING/SNUFF/HERBAL SNUFF**

Students are forbidden to chew gum, snuff, and herbal snuff at any time during the school day.

### **BREATHALYZER**

A student suspected of being under the influence of alcohol while attending school or at a school-sponsored event will have the opportunity to prove his/her innocence by submitting to a breathalyzer test. If a student tests positive for any trace of alcohol, the disciplinary consequences as listed in the Student-Parent Handbook will be enforced. A refusal to submit to a breathalyzer test when asked to do so will bring the same disciplinary consequences as a positive test result.

### **SAFE SCHOOL ZONE**

Providence Catholic High School is a **Safe School Zone**. Criminal penalties are severely increased for laws broken in this zone (i.e., gang recruitment, possession, use, sale of drugs or weapons).

### **CAMPUS ALCOHOL POLICY**

Providence Catholic High School is a drug-free school zone. The possession, use, distribution, sale, or consumption of alcoholic beverages or any other controlled substance is prohibited at student related events. We at Providence ask all students, parents, guests, friends and visitors to honor this policy and refrain from bringing alcohol or any other controlled substances onto the property at Providence Catholic High School. This policy is required by and enforced by Providence Catholic High School, the Illinois High School Association, and the New Lenox Police Department.

---

---

## **DRESS CODE**

---

---

Providence Catholic High School places importance on the appearance and grooming habits of students. We believe that the appearance of students reflects their preparation for learning, their focus in study, and their desire to prepare themselves for adult life by conforming to a standard of dress and appearance which reflects the seriousness with which they take educa-

tion. A student's appearance should reflect confidence, modesty, self-respect, and respect for others. Appearance and dress contribute toward establishing a positive learning environment.

## **POLO SHIRTS, FLEECES, SWEATSHIRTS AND SWEATERS**

Only long and short sleeve polo shirts, one-quarter zip type fleece, one-quarter zip type sweatshirt, and V-neck sweaters purchased from Midwest Promotional Group may be worn in school. These articles of clothing may be purchased on the Internet or a very small inventory is available in the Bookstore. The exceptions being: any clothing of this style that was purchased before 2008 that bears a Providence logo of any type. No hoodies, even Providence hoodies, may ever be worn during the school day. You may not wear long sleeved shirts under short sleeve polos.

All tops must be loose fitting – allowing a tennis ball to move freely under the garment. All polo shirts must be of the length that allows them to remain tucked in at all times. Any shirt that does not fit in accordance to Providence policy will not be allowed to be worn. Shirts that do not fit properly will be covered with an oversized loaner shirt and the student will surrender their ID (until the end of the next day when the loaner shirt is returned clean) and receive a detention.

## **DRESSES & SKIRTS**

Students may not wear dresses or skirts.

## **PANTS, SLACKS & DRESS SHORTS**

Students may wear solid color pants, slacks and dress shorts. Pants, slacks, and shorts may be Dockers or similar brands **in the following colors only: tan (khaki or stone), navy blue, black, gray or olive green.** All pants/slacks must do the following things: 1) Come to the waist and be worn there. 2) Have a waistband and belt loops. 3) Be worn with a leather or cloth belt inserted through belt loops. 4) Have a finished leg (cuffed or hemmed) which is not frayed, slit or torn. 5) Not be made of denim, corduroy, spandex, leather or leather look-alike materials, or have "the worn" look. 6) Not be tight fitting. 7) Not have any cargo pockets or hammer loops on the lower leg. 8) Be at least ankle length. 9) Any label must be small and at the waist. 10) Not have any stripes down the side seam of the leg.

Dress shorts must meet all rules mentioned above; however, the length of the **shorts may not be longer than the bend in the knee or shorter than 4 inches above the knee.** Dress shorts may be worn in August, September, April, May, and June only. Students may not wear bib overall style pants, jeans, canvas pants, cropped pants, baggy or oversized pants, cargo or carpenter style pants, hip hugger pants or low waist pants.

## **SHOES & STOCKINGS**

**Students must wear dress shoes. All shoes must be: leather or suede and solid brown or black. Shoes may be clogs or sling backs. Shoes must be tied at all times if designed to do so. Socks or stockings must be worn at all times. Students may not wear lace or fishnet hose.** Students may not wear gym shoes, shoes with lines, designs, or fabric of any kind, any type of shoe that is over stuffed with fleece lining, flip flops of any kind, high heels, extremely high platform shoes, any type of sandal (even with stockings), moccasins, house slippers, military or construction style work boots worn on the outside of their pants or with shorts, or clogs or slip on shoes made of cloth of any kind.

## **DRESS CODE FOR STUDENTS HONORED AT ASSEMBLIES OR ON SPECIAL MASS DAYS**

Eucharistic Minister Induction	Student Council Induction
Junior Recognition Mass	National Honor Society Induction
AYM Induction	Academic Awards
Baccalaureate Mass	

On these special days students who are honored are expected to “dress up” which means: Boys: Dress shirt (no rolled sleeves and must be tucked in), dress pants (any color), dress shoes. If desired, a tie, sport coat or sweater with shirt may be worn. Girls: Dress slacks (any color and the length down to the ankle), a sweater (with or without a shirt under it), and/or any color blouse with sleeves, a skirt that is not tight fitting (not made of denim corduroy, spandex, leather, or leather look-alike materials, no slit of any type) with the length of the skirt at least below the entire kneecap, dress shoes (dress sandals are permissible but no flip flops!). No sweater or blouse may have a plunging neckline. Dresses may be worn provided they have sleeves, no plunging neckline, cover the kneecap and are loose fitting. **ALL CLOTHING MUST BE MODEST AND APPROPRIATE.**

### **HAIR & FACIAL HAIR**

Students must have only natural hair color that is neat and clean. Neither boys nor girls may shave their heads nor wear their hair in any type of Mohawk style. Boys may have only one approved natural color. Boys’ hair must be neatly combed. Hair from the top of the head must be above the eyebrows and the top of the ears. Hair must be tapered across the back of the head, from the top of the head to the neck, and along the neck. Hair may not extend below the top of the collar. Boys’ hair must not be bushy, hooked behind the ears, unkempt or have long spikes. It must not have multiple lines, designs, tails or braids. Boys must be clean-shaven at all times and sideburns may not be below the earlobes or with a flare at the bottom. Girls’ hair must not be bushy, unkempt or have spikes. It may not have multiple lines or tails. Girls may not wear excessive beads or barrettes in their hair.

### **HATS & JEWELRY**

Hats and/or “do-rags” must be removed upon entering the school building and must remain off the entire school day until leaving the building. Hemp necklaces may not be worn by anyone. Chains from belts to pockets are not allowed, i.e., attached to keys or wallet. Climbing hooks attached to belts, belt loops or pockets are not allowed. Boys may not wear earrings, nose rings, eyebrow rings or have their tongue pierced in school or at any school function. Girls may not wear nose rings, eyebrow rings, excessive earrings or have their tongue pierced in school or at any school function. Girls may not wear excessive decorations in their hair.

### **SPIRIT DAYS**

A student who participates in “Spirit Days” may be out of dress code if he or she is wearing a **top** that has that has “Providence” or “Celtics” on it. The “spirit clothing” can not be homemade, i.e., “Celtics” spray painted on a T-shirt. The clothing must be worn, not tied on, and showing, not underneath another article of clothing. Team uniform tops, shirts and merchandise purchased at school athletic competitions are not acceptable unless “Providence” or “Celtics” is on the item. Hats are not allowed. Athletic shoes may be worn.

---

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET**

---

### **PHILOSOPHY REGARDING THE EDUCATIONAL USE OF TECHNOLOGY**

Providence Catholic High School recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred, those changes may also alter instruction and student learning. Providence Catholic supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources for legitimate purposes.

### **SCHOOL RESPONSIBILITIES**

Electronic information research skills are fundamental tools to prepare learners as college students, citizens and future employees. The school expects that staff will blend thoughtful use of such information throughout the curriculum and will provide guidance and instruction to students in the appropriate use of these resources. In order to match electronic resources as closely as possible to the approved school curriculum, school personnel will continue to review

and evaluate resources in order to organize, create and use materials to enhance curriculum. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school's curriculum. All students will be instructed by staff of their rights and responsibilities as users of the Providence Catholic network prior to gaining access to that network, either as an individual user or as a member of a class or group.

Filtering software is used on all school computers with access to the Internet. This blocks or filters access to material that is obscene, contains child pornography, or is harmful to minors. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Educational staff will, to the best of their ability, monitor students' use of the Internet in school, will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors. As much as possible, access to online information resources will be designed to point students to resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission in writing and have submitted a specific written note granting the permission. Permission is not transferable and may not be shared.

## **STUDENT RESPONSIBILITIES**

**Use of the Providence Catholic High School network resources must be in support of educational goals.** Providence Catholic reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, cyber bullying, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Such acts constitute a violation of the student conduct code and will lead to disciplinary consequences.

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information about themselves or others without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff. Chat rooms, online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendsters®, Facebook®, YouTube®, Twitter®, etc., and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized in writing.

## **A SPECIAL WARNING FOR STUDENTS**

It is very important for all PCHS students to understand the legal, moral, and safety factors involved when publishing anything online. You may think that whatever you put on the Internet at school or from the privacy of your own home is no one's business but your own. You are mistaken. Providence Catholic does not give you the same right to free speech that students in public schools receive. We want to make it clear to you that you may not criticize your teachers or other students, your friends, or the name and reputation of Providence Catholic on any blog or website. Providence Catholic students are expected to show respect toward fellow students, faculty and staff, and all others in their use of the Internet. All statements, images, and other data should be considered very carefully before putting them on the net to be sure that it will not insult, defame, disparage, disrespect, criticize, ridicule, embarrass, harass, or in another way harm any individual. PCHS students should have no expectation of privacy when publishing and communicating online. Students need to understand that actions on the Internet mentioned above may be held against them in admission to colleges

or universities, on applications for jobs, or could lead to legal actions brought by those who may be the victims of their postings.

Any published information may potentially be seen anytime by anyone with access to the Internet and a search engine. Furthermore, while data and images posted on personal websites or blogs can be changed at any time, the data may have been saved by others. The possibility always exists for this data to be used in the future to harm the original author in some way. Students must keep their private life private, and realize that anything posted anywhere on the Internet is not private, but is in fact a public document. Those who use Internet blog sites and other personal web pages are making themselves vulnerable to people who may take advantage of them, especially if the websites depict immoral activities such as drinking, doing drugs, or other illegal activities. Sometimes people who search the Internet and enter these blog sites and chat rooms are not whom they claim to be. They may, in fact, be people who are looking to take advantage of teenagers in one way or another. No teenager should ever provide personal information in order to gain access to any Internet site. Chat rooms and personal blogs are probably the most dangerous areas on the Internet. They may seem like a comfortable place to meet people, but you can never be sure that the people you are chatting with are really whom they claim to be. Chat rooms and blog sites may be used by evil people to find victims to abuse.

## **PARENT RESPONSIBILITIES**

Providence Catholic believes that the benefits to students from access to information resources and opportunities for collaboration exceed the disadvantages. Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

All students and their parents will be required to review and agree to the rules governing access to PCHS technology resources as well as Internet resources. The review will be required:

- for all first time users (typically freshmen and transfer students)
- at the beginning of each subsequent school year

## **STANDARDS FOR USE OF TECHNOLOGY AND THE INTERNET**

- The Providence Catholic High School network is provided for students to conduct research, complete assignments, and possibly communicate with others. Access to network services is provided to students who agree to act in a safe and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility.
- Students are responsible for good behavior on school computer networks just as they are in a classroom, on campus or at any Providence Catholic High School-sponsored event. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students must comply with the school's standards and will honor the agreements they have signed.
- Network storage areas will be treated like school lockers. School officials may review files and communications at any time to maintain system integrity and insure that all users are using the system responsibly. Student users should not expect that files stored on the school's servers will be private.
- During school, teachers will guide students toward appropriate materials. Outside of school, parents bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.
- Use of the network resources must be in support of educational goals. Students are not to intentionally access material which may be dangerous, immoral, defamatory or illegal.
- Whether on or off campus, students must not send, or display offensive messages or images about anyone connected to the Providence Catholic High School community. Publishing any text or images online which defames, libels, criticizes, ridicules, embarrasses, harasses, bullies or in any other way harms any member of the Providence Catholic High School community or the reputation of Providence Catholic High School is strictly prohibited.

- Students are responsible for any activity originating from their personal accounts. Therefore, students should not share passwords.
- Students should never share their own or any one else's personal information when using the Internet. This includes complete name, address, phone number, social security number, photos or images, and any other information which may jeopardize individual safety.

### **ACTIONS NOT PERMITTED WHILE USING PROVIDENCE CATHOLIC HIGH SCHOOL RESOURCES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Intentionally wasting limited network resources (this includes printer supplies, network space, bandwidth, etc.)
- Employing the network for commercial purposes, financial gain, or fraud
- Attempting to gain access to others' passwords, modify others passwords or misrepresent others on the network
- Trespassing in others' folders, documents, or files
- Engaging in practices that threaten the security of the network and computers
- Abusing, misusing or modifying hardware or software in any way
- Changing the computer configurations on any computer workstation (this includes desktop appearance, screensavers, printer setup, hiding the task bar, deleting or modifying icons, etc)
- Downloading, installing or attempting to install unauthorized software
- Communicating via any form of instant messaging or chat room unless authorized in writing
- Engaging in any disruptive use which interferes with other users, the network and equipment (examples of disruptive use are spamming, online gaming, propagation of viruses, broadcast messages, chain letters, and hacking)

### **ACTIONS NOT PERMITTED WHILE USING THE INTERNET (WHETHER ON OR OFF-CAMPUS) INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Transmitting personal information (such as complete name, address, phone number or identifiable photo, etc.) about one's self or anyone else
- Transmitting material that is offensive, pornographic, obscene, or sexually explicit
- Intentionally accessing or transmitting at school any material which may be dangerous, immoral, defamatory, illegal, offensive, pornographic, obscene, bullying or sexually explicit
- Publishing any material (text or image) online which defames, libels, criticizes, ridicules, embarrasses, harasses, bullies or in any other way harms another person, particularly members of the Providence Catholic High School community
- Any form of gambling or any game of chance, including illegal lotteries, sweepstakes and contests.
- Violating copyright laws
- Using others' passwords or sharing your own school password
- Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendsters®, Facebook®, YouTube®, Twitter®, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty/staff, or other students.

### **DISCIPLINARY CONSEQUENCES**

Students discovered to be engaging in any of the prohibited behavior as described above may:

- lose access to technology resources at Providence Catholic High School
- be required to write an apology letter to all involved parties
- be issued one or more detentions
- be suspended

- if applicable, be required to publish a retraction on the identified website for four days
- if applicable, be required to permanently removed the identified website after four days
- be placed on probation
- be subject to expulsion

The Providence Catholic High School administration will evaluate each case individually to determine the severity of the infraction. The severity may affect the length of probation, the involvement of police department(s), and a mandated appearance by the student before the Discipline Board that may result in expulsion.

If the administration becomes aware of any online harassment or bullying by one student against another taking place whether on or off campus at Providence Catholic High School, all parents will be made aware of the situation. Providence Catholic High School may issue disciplinary consequences where deemed appropriate.

---



---

## **EXTRACURRICULAR ACTIVITIES**

---



---

### **GUIDELINES FOR EXTRACURRICULAR EVENTS**

At school events, both home and away, students of Providence Catholic High School are expected to act as representatives of their own families and their school. Any student, therefore, participating in any act of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Dean's Office for review, not excluding expulsion.

The following are rules and regulations for all events held at Providence Catholic:

1. Students are to show their I.D. cards at the door/gate upon request.
2. Smoking is not allowed.
3. Alcohol or other drugs are forbidden on campus at all times, as is coming on campus under the influence of alcohol or other drugs.
4. Anyone coming to a dance or game must enter the building as soon as he/she arrives and leave the grounds as soon as they depart the building. Re-entry will not be allowed.

### **DANCES**

1. One date or guest from outside Providence Catholic High School per Providence student is welcome. Guests must show at least a high school ID to gain admittance to the dance. He/she must have a picture ID card and sign in at the door. The guest must adhere to all PCHS rules and the PCHS student is responsible for their guest. No other outsiders may attend a Providence Catholic High School dance. If a non-Providence student is dismissed from the dance, he/she will not be permitted to enter subsequent dances and the Providence student who invited the guest will be required to confer with the Dean of Students.
2. No hats may be worn in the building.
3. All dances will run 7:30 p.m. to 10:30 p.m. No one may be admitted to any dance at school after 8 p.m. Students may not leave formal dances before 10 p.m.
4. Homecoming and the Spring dances require **semi-formal dress** unless otherwise announced by the Dean's Office prior to the dance.
5. The Christmas dance will be a casual dress dance. Students may wear jeans or pants, with tops that have sleeves, and do not have low cut necklines or bare midriffs.
6. Students may attend the Homecoming, Christmas and Sweetheart Dances with or without a date. Prom is the only Providence dance where a student is required to bring a date to attend. All of the dances have an appropriate dress code.
7. No inappropriate dancing will be allowed. Students will be given a warning. If they are caught dancing inappropriately again parents could be contacted and the student sent home.
8. The Prom is a formal boy-girl couple dance. Everyone is expected to arrive at the dance within an hour of the listed starting time and remain, at least, until one hour before the listed conclusion of the dance. Students will be notified of the starting and ending time of Prom at least one month in advance.

9. No glow sticks (oral or worn) are allowed.
10. Girls' dresses worn to dances must: a.) have a neckline that does not plunge; b.) cover the midriff area entirely (if it is a two-piece outfit, the top must overlap the bottom); c.) have the back modestly covered (note: a dress or outfit is unacceptable if there is no material under one armpit to the other armpit and no material down to the waist or below--straps or laces in this area do not count as a "back or a dress".); d.) be no higher than three inches above the top of the kneecap, when wearing a short length dress or skirt; e.) not have a slit higher than three inches above the top of the kneecap.
11. Shirts must be left on while at dance.
12. Once a student has checked his/her coat and/or shoes, the student will not have access to these items until leaving the event.
13. The price of tickets for the following dances will be \$10 per person: Homecoming, Christmas, and Spring Dance.

## **STUDENT ACTIVITIES**

A.Y.M. (Augustinian Youth Ministry)	National Honor Society
Art Club	P.B.S. (Providence Broadcasting Service)
Book Club	Pom Pons
Bowling Club	Proviscope (school newspaper)
Chess Club	Scholastic Bowl
Drama Club	Science Club
Habitat for Humanity	Student Council
International Club	Yearbook
Law Club	Webcasting
Math Team	Winterguard
National Art Honor Society	

## **SPECIAL EVENTS**

Afternoon with the Arts	Homecoming Week
All School Assemblies	Incoming Freshman Dance
Baccalaureate Mass	Junior Recognition Day
Choir & Band Concerts	Pep Assemblies
Christmas Dance	Poetry Slam
Computer Match Day	Prom
Dress Down Days for Charity	Quetico Wilderness Trip
Easter Egg Hunt	School Musical & Drama Productions
Fine Arts Week	Senior Dinner Dance
World Language Week	Senior Week
Freshman Family Picnic	Spirit Days
Halloween Costume Contest	Spring Fling Week
Harvest Drive	Spring Sock Hop
Homecoming Dance	Sweetheart Dance

## **EXTRACURRICULAR REFUND POLICY**

1. No money will be refunded for the following events: Senior Dinner Dance, Prom, and any other extracurricular trips where a reservation needs to be made.
2. No money will be refunded for all other events unless an emergency does not allow the student to attend. This decision will be made by the moderator for the event.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The following regulations are in effect for all students participating in extracurricular activities:

1. Students must show a passing grade in every subject on the day the eligibility list is due in order to be eligible to participate in any extracurricular activity.
2. Students receiving failing grades will be ineligible from Sunday through Saturday.
3. Only the Assistant Principal may look into questions of eligibility.

## **ELIGIBILITY OF TRANSFER STUDENTS**

Transfer students must fill out the IHSA Transfer Form. Another form must be completed by the former high school principal or athletic director and mailed back with transcripts before eligibility can be determined.

## **EXTRACURRICULAR FUNDRAISING POLICY**

Fund raising is a difficult but necessary part of conducting a private school. The fundraising obligation allows Providence families to share some of the burden of tuition with people of good will who understand the need for financial support for private schools.

The cost of each student's education is not covered entirely by tuition. The difference between tuition and the cost of education is covered by the contributed services of the teachers who receive lower salaries than their public school colleagues, the contributed services of priests and religious, fundraising and the generosity of the Providence parents' clubs.

The sum total of our student fundraising efforts is directed toward having a successful Harvest Drive. This is the only effort in which students will be required to participate. Fundraising in addition to Harvest Drive is discouraged.

1. All families are required to fulfill the fundraising obligation through the Harvest Drive.
2. No additional fundraising which interferes with the Harvest Drive will be allowed (September 1 through October 10).
3. Any additional fundraising must be done on a low key basis and not as an obligation for parents and students.
4. All fundraising projects must be approved in advance by the Administration on a case by case basis. These requests will be presented by the moderator of the extracurricular activity to the Administration through the Development Office.
5. Fundraising cannot take place at an event where there is another approved program already operating.

## **STUDENT COUNCIL & CLASS OFFICERS APPROVAL**

All students nominated for a Student Council Office or Class Office must be approved in advanced by the Administration. Academic and disciplinary records will be reviewed at that time.

---

---

## **ATHLETICS**

---

---

### **BOYS' ATHLETIC TEAMS**

Baseball	3 Teams :	Varsity, Sophomore, Freshmen
Basketball	5 Teams:	Varsity, Junior Varsity, Sophomore, Freshmen A & B
Cross Country	2 Teams:	Varsity, Sophomore
Football	4 Teams:	Varsity, Sophomore, Freshmen A & B
Golf	2 Teams:	Varsity, Sophomore
Ice Hockey	2 Teams:	Varsity, Junior Varsity
Soccer	3 Teams:	Varsity, Sophomore, Freshmen
Tennis	2 Teams:	Varsity, Sophomore
Track	2 Teams:	Varsity, Sophomore
Volleyball	4 Teams:	Varsity, Junior Varsity, Freshman A & B
Wrestling	4 Teams:	Varsity, Junior Varsity, Sophomore, Freshmen

## GIRLS' ATHLETIC TEAMS

Basketball	4 Teams:	Varsity, Sophomore, Freshmen A & B
Cross Country	2 Teams:	Varsity, Sophomore
Golf	2 Teams:	Varsity, Sophomore
Soccer	3 Teams:	Varsity, Sophomore, Freshmen
Softball	3 Teams:	Varsity, Sophomore, Freshmen
Tennis	2 Teams:	Varsity, Sophomore
Track	2 Teams:	Varsity, Sophomore
Volleyball	4 Teams:	Varsity, Sophomore, Freshmen A & B

## CHEERLEADING SQUADS

2 Squads: Varsity, Junior Varsity

## POM PON SQUAD

1 Squad

## ATHLETIC INDIVIDUAL PARTICIPATION

Any athlete at Providence Catholic High School who is interested in participating as an individual in an IHSA sport which is not offered by Providence Catholic may do so by:

1. Registering with the Athletic Director and the Registrar during the first full week of the school year.
2. Competing actively in meets or contests outside of Providence Catholic during the season in that sport.
3. Showing proof of official times or scores to the Athletic Director from outside contests.

## ATHLETIC AWARDS

**Athletic Spirit Award** - This award is given to the senior athlete who has shown the greatest degree of spirit and personal motivation toward Providence Athletics during his/her high school career.

**Jaime Garcia Scholastic-Athlete Award** - This award is given to the graduating varsity athlete who has maintained the highest grade point average, as computed at the end of seven semesters.

**Most Valuable Player Award** - This award is given in each varsity sport to the athlete who is voted by the coaches as the "most valuable" contributor to his/her respective team effort.

**Most Improved Player Award** - This award is given in each varsity sport to the athlete who has made the "most improvement" in the judgment of the coaches.

**Captain Award** – This award is given to the captains of the varsity team.

## LETTERS

1. The coach has the option to give a letter if he/she feels the athlete has earned it.
2. A **senior** who has been on the varsity for two years but does not have enough playing time will earn a letter.
3. If an athlete is dropped from or quits the team, he/she will not earn a letter.
4. An athlete must faithfully attend all practice sessions unless excused by the coach for some important reason.
5. An athlete must conduct himself/herself in a worthy fashion as a representative of Providence Catholic High School both on the athletic field and off it.
6. In case of an injury, the earning of a letter will be left to the decision of the Athletic Department and respective coaching staff.
7. An athlete must remain scholastically eligible for the entire season.
8. The sequence of awards will be as follows:
  - a. Minor Letter
  - b. Major Letter
  - c. Gold Bar

Unless otherwise designated by the Athletic Department, a minor letter can be attained for freshman, sophomore or junior varsity participation. One can earn a major letter only in varsity competition. A gold bar is given to the athlete who has lettered for the second, third, etc. time in that particular varsity sport.

**STATE CHAMPIONSHIPS** An all-school assembly will be held on the first school day after a State Championship in a sport has been achieved.

### **WEIGHT ROOM USE**

1. Students not in a season sport will use the weight room 2:45 PM - 4:30 PM.
2. Students in a season sport will use the weight room after 4:30 PM.
3. Supervision will be provided at all times by the assigned coach or the coach of the sport in season.

## **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION**

### **SUBJECT: NCAA Divisions I and II Freshman Eligibility Requirements**

The provisions regarding NCAA Bylaw 14.3 (commonly known as “Proposition 48”) stipulates that a student-athlete entering an NCAA Division I or II member institution must meet certain specified requirements to be eligible for financial aid awarded by the institution or to practice and compete on an intercollegiate team during the first year of attendance.

At the 1993 NCAA Convention, the members of Divisions I and II approved the establishment of an initial-eligibility clearinghouse to certify the fulfillment of these freshman academic requirements by prospective student-athletes. On August 1, 1993, the clearinghouse began to certify the initial eligibility of prospective student-athletes who were freshmen during the 1994-95 academic year.

The documents needed to assist in establishing the initial eligibility of prospective student-athletes who are attending your high school are:

#### **1. Clearinghouse Form 48-H.**

The school administration is asked to identify and list on this form the courses offered which meet the definition of a core course under Bylaw 14.3. The completed form should be returned to the initial-eligibility clearinghouse and a copy should be kept on file at the school.

When authorized by the involved student, the clearinghouse will use the Form 48-H, together with the student’s official transcript, to determine which core courses the student has completed and to calculate the student’s core-curriculum grade point average.

Form 48-H can be downloaded via the NCAA Clearinghouse web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

The school will need to send one Form 48-H to the clearinghouse; it will not be necessary to send 48-H Forms to member institutions.

#### **2. Clearinghouse Student Release Form.**

A prospective student-athlete will complete this form to authorize the student’s high school to send a transcript, including test scores, proof of graduation and other academic information to the clearinghouse. By completing this form, the student also will authorize the clearinghouse to send this information to the colleges that the student identifies in the event that they ask for it. On the Student Release Form, there is a fee listed.

## **NCAA DIVISION I FRESHMAN ELIGIBILITY STANDARDS**

All Student-Athletes Must Register With the NCAA Initial-Eligibility Clearinghouse

**QUALIFIER: Eligible to, compete and receive athletic scholarship as a freshman.**

### **REQUIREMENTS**

- Satisfy high school graduation requirements;
- The highest scores achieved on the verbal and mathematics section of the SAT or highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores;

- Students first entering a collegiate institution on or after August 1, 2005, must meet the 14 core course rule;
- The following core GPA in 14 courses meeting the NCAA core-course definition with the corresponding ACT sum or SAT total score is needed.

### **HIGH-SCHOOL CORE-COURSES**

At least 4 years English; at least 2 years math; (at the level of Algebra 1 or above.) At least 2 years natural or physical science (including 1 lab course, if offered by any high school you attended); at least 1 year of additional courses in English, math or natural or physical science; at least 2 years social science; and 3 additional academic courses in any of the above areas, or foreign language, philosophy or non-doctrinal religion.

### **NONQUALIFIER: DOES NOT MEET STANDARDS FOR QUALIFIER**

No practice or competition during freshman year. Three seasons of competition. May receive institutional need-based aid during freshman year, but it may not be from an athletic source. Non-qualifiers may earn the fourth season of competition back if the student-athlete graduates prior to the start of the fifth academic year.

For more information about NCAA initial-eligibility standards, please contact the NCAA's Web site at [www.ncaa.org](http://www.ncaa.org)

### **NCAA DIVISION II FRESHMAN ELIGIBILITY STANDARDS**

All Student-Athletes Must Register With The NCAA Initial-Eligibility Clearinghouse. (Division II requires 14 core courses.)

**QUALIFIER: Eligible to practice, compete and receive athletic scholarship as a freshman.**

### **REQUIREMENTS**

- Satisfy high school graduation requirements;
- Have a GPA of 2.000 in 14 core academic courses; and must achieve a 68 (sum of scores on the four individual tests) on the ACT, or an 820 on the SAT and;
- The highest scores achieved on the verbal and mathematics section of the SAT or highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores;

### **HIGH-SCHOOL CORE COURSES**

At least 3 years English; at least 2 years math (at the level of Algebra I or above); at least 2 years natural or physical science (including 1 lab course, if offered by any high school you attended); at least 2 years additional courses in English, math or natural or physical science; and at least 2 years social science; and 3 additional academic courses in any of the above areas, or foreign language, computer science, philosophy or non-doctrinal religion.

### **PARTIAL QUALIFIER**

Eligible to practice at institution's home facility freshman year. No competition during freshman year. Will have four years of eligibility during college career. May receive institutional financial aid, including athletic scholarship during freshman year.

### **REQUIREMENTS**

- Does not meet requirements for qualifier
- Satisfy high school graduation requirements
- Successfully complete the 14 core-course with a minimum 2.000 core-course grade-point average; or
- Attain minimum 68 ACT (sum of scores) or 820 SAT.

## NONQUALIFIER

Cannot practice or compete during freshman year. Will have four years of eligibility during college career. May not receive athletic scholarship freshman year but may receive regular need-based financial aid if the school certifies that aid was granted without regard to athletics ability.

- Has not graduated from high school; or
- Did not achieve the core-curriculum grade-point average and SAT/ACT score required for a qualifier or partial qualifier.

For more information about NCAA initial-eligibility standards, please contact the NCAA's Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or call toll-free 877-262-1492.

## STUDENT ACCIDENT INSURANCE PLAN

### ALL STUDENTS ARE AUTOMATICALLY COVERED

1. **Plan:** This Plan is a program designed to reimburse parents/guardians for out of pocket expenses incurred from hospital, physician and other eligible medical expenses which occur as a result of an accident to their dependent child who is a full-time registered student in a school which has agreed to participate in the Religious and Charitable Risk Pooling Trust. **The Plan is an "Excess" Plan over other valid collectible coverage, as explained below.\***
2. **Administration:** The Plan is organized under the Student Accident Plan of the Religious and Charitable Risk Pooling Trust of the Brothers of the Christian School and Affiliates. Administration of the Plan is provided by Christian Brothers Services, Inc., 1205 Windham Parkway, Romeoville, IL 65446-1679.
3. **Regular School Year Student Coverage includes:**
  - a) attending school and participating in any classroom activity during regular school hours;
  - b) traveling directly to or coming directly from school on regular school days;
  - c) attending religious activities and retreats, including travel directly to and directly from;
  - d) attending or participating in any school-sponsored extracurricular activity, including athletics, except for football, hockey and lacrosse, if Plan B is purchased by the School;
  - e) attending or participating in any school-sponsored extracurricular activity and athletics, including football, hockey and lacrosse, if Plan C or Plan D is purchased by the school.
4. **Medical Coverage:** Coverage is included up to the Usual, Reasonable, and Customary Charges for eligible medical care expenses incurred as a result of an accident which occurs while a student is participating in a covered activity as described above, with a limitation of \$50,000 for each accident per benefit period not to exceed 104 weeks. Coverage includes licensed hospital, physician, nursing, lab, x-ray and other eligible medical expenses. Hospital room and board charges are limited to the most common semiprivate rate of the hospital. Dental treatment is limited up to \$300 per natural tooth. Chiropractic treatment is limited to \$50 per visit and \$300 per covered accident.
5. **Other Benefits:** \$2,500 for accidental loss of life; \$2,500 for accidental loss of both hands, both feet, both eyes or any combination thereof; \$1,250 for the accidental loss of one hand, one foot, or one eye.
6. **\*Non-Duplication or Excessive Provisions:** This plan will pay in excess of other valid coverage available to or on behalf of the student, such as accident and health, prepaid for service or HMO plans, whether on an individual or group basis. Plans containing a Non-Duplication or Excess Provision similar to this plan will be paid on a 50% basis.
7. **Exclusions & Limitations:** This Plan does not cover expenses for
  - a) eyeglasses, contact lenses, hearing aids, or prescriptions;
  - b) intentionally self-inflicted injuries, suicide or any attempt thereof while sane or insane;
  - c) committing or attempting to commit a felony;

- d) injury sustained due to the use of alcohol or drugs, unless taken under the advice of a physician;
  - e) disease or bacterial infection (except pyogenic infections due to accidental cut or wound);
  - f) treatment administered by a person employed or retained by the school or by any member of the students' immediate family;
  - g) hernia in any form;
  - h) accidental bodily injury occurring prior to the period of coverage;
  - i) illness or disease in any form;
  - j) any loss which is an employer's liability or any loss payable under any Workers Compensation Law or Employers' Liability Law;
  - k) any injury caused by air travel, or injuries occurring while operating, learning to operate, or serving as a member of the crew of any aircraft, except as a fare-paying passenger on a regularly scheduled commercial airline, or any accident where the insured IS the operator and does not hold a valid motor vehicle operator's license (except in a Driver's Education Program);
  - l) travel in or upon any 2 or 3 wheel motor vehicle;
  - m) any injury that is caused by war or any act of war, or caused by taking part in a riot;
  - n) injuries resulting from participation in extracurricular activities of the school if Plan A coverage is purchased by the school;
  - o) injuries resulting from participation in football, hockey, or lacrosse in any form including practice sessions and travel directly to and from such activities if Plan B coverage is purchased by the school;
  - p) any part of a charge for confinement, treatment or service that exceeds Prevailing
  - q) injuries which occur while participating in an activity which is not sponsored by the school.
8. **Summer Coverage:** Coverage purchased for the regular school year extends through the summer for Plans A, B, and C for school sponsored activities.
9. **Reporting Injuries & Initiating Claims:** Report the injury immediately (within 24 hours) to the school authority (teacher/coach) who will inform the Christian Brothers Student Accident Plan. Then submit your claim to YOUR OTHER VALID COLLECTIBLE COVERAGE ORGANIZATION. After having collected from the OTHER valid collectible insurance, submit the UNPAID balance of the claim to the Christian Brothers Student Accident Plan. Treatment must commence within thirty (30) days and medical and dental expenses are only reimbursable if incurred within one hundred-four (104) weeks from the date of injury. Bills must be submitted within one hundred-eighty (180) days of treatment.
10. **Send Claims to:** For further information, please write to: Student Plans, Inc.; Attn. Risk Management Services; 1205 Windham Parkway ~ Romeoville, IL 65446-1679 or call 1-800-807-0300.

## **PRESIDENT OF PROVIDENCE CATHOLIC**

The President (Superintendent) is appointed by the Augustinian Provincial and his Council. He is the chief executive officer of Providence Catholic. He has final authority for Providence Catholic High School and is responsible for the overall direction of policies as set forth in the school handbooks. He is the Catholic educational leader of the entire Providence Catholic community, and is free to approach anyone in the school with regard to their role and/or their responsibility.

The President is responsible for maintaining the Augustinian nature of the school and for obtaining Augustinians for the staff.

The President delegates the day-to-day responsibilities of school administration to the Principal and other assistant administrators. The President works closely with the Principal to formulate policy and to set future goals for Providence Catholic. The President has final authority in the admission or expulsion of any student.

## **FINANCES**

The President has ultimate financial responsibility and gives final approval to the budget and major expenses. He and the Principal work with a Finance Committee to guide the school's finances, budget, and maintenance. The President performs the functions of Business Manager and Treasurer of the school. The President assumes responsibility for:

1. Management and use of scholarship funds, endowments, and cash assets of the school, in consultation with the Finance Committee.
2. Setting tuition and approving fees, in cooperation with the Principal and the Advisory Board.
3. Overall maintenance, capital improvements, building and grounds and other changes in the physical plant, in cooperation with the Principal.

The President and Principal cooperate to prepare and oversee the annual budget, including calculating salary scales and benefits.

## **ADVANCEMENT & PUBLIC RELATIONS**

The President works directly with the Institutional Advancement Office and is involved in institutional advancement activities. He shares with the Director of Advancement the major responsibility for fundraising projects and events. He is responsible for long-range advancement planning and works with groups including alumni, their parents and the parents clubs.

He is the public spokesperson for the school. The President approves public relations releases and is the official representative of the school at civic and religious functions. He attends Augustinian Secondary Education Association Meetings; moreover, he represents Providence Catholic at the Augustinian Province Education Commission Meetings.

## **OTHER DUTIES**

The President evaluates the Principal annually. They meet regularly in order to coordinate their efforts on behalf of the school. The President has final approval to hire or release all administrators.

The President is the Superintendent of the Providence Catholic Children's Academy. He is ultimately responsible for curriculum improvement and implementation in cooperation with the Academy Principal. He is directly involved in the school through presence, visibility, and interest.

## **PRINCIPAL OF PROVIDENCE CATHOLIC**

The Principal is the chief operational officer of Providence Catholic High School and is responsible for day-to-day operations and supervision. He is appointed by the President. He is present, active, and involved in all school, faculty, and student events and activities. He assists in supervising the curriculum and oversees the Academic Committee. The Principal is responsible for student admissions, services, and student activities.

## **FACULTY & STAFF RESPONSIBILITIES**

The Principal is the instructional leader of the school. He employs, assigns, evaluates, supervises, and releases faculty and staff with recommendations from the Administration and Department Chairpersons (in consultation with the President). He is responsible for programs which provide teacher supervision, visitation, and development. All administrative positions report to the Principal, except the Advancement Director, who reports to the President.

The Principal is assisted in his tasks by the Assistant Principal. They work together to assign teacher schedules, class loads, and extracurricular responsibilities. They promote open communication with the faculty and staff. They oversee faculty and staff meetings and in-service programs.

### **PASTORAL RESPONSIBILITIES**

The Principal provides particular care and attention to the Pastoral Department. Both the Principal and the Pastoral Director are primarily responsible for the spiritual development of the faculty and staff.

### **FINANCE RESPONSIBILITIES**

The Principal, in cooperation with the President, is responsible for financial planning and budgeting of all areas of the school. The Principal works with the Finance Committee to supervise the school's budget. The Principal supervises the daily financial affairs of Providence and oversees the academic and nonacademic areas of the school, except for the Development Office.

### **OTHER DUTIES**

1. The Principal is the contact person for the police and fire departments, the Catholic School's Office, the Diocesan Religious Education Office, public schools, educational agencies, Vocations Office, and the IHSA.
2. He is responsible for those tasks contained in the job description of the Assistant Principal, and may delegate responsibilities to other administrative positions.
3. The Principal is responsible for admissions to and withdrawals and dismissals from Providence Catholic High School.
4. He assists with communications with the Men's and Women's Clubs.
5. He oversees day-to-day repairs and maintenance.
6. He is responsible for ESEA Title Programs and State Programs.
7. He attends Principals' meetings, and may attend the NCEA Convention along with meetings of the ASEA.

## **FACULTY MEMBERS**

*For faculty phone and email contact information, please visit our website and click on "personnel directory".*

#### **Mrs. Nancy Airola**

1973

B.S.Ed., Northern Illinois University

#### **Mr. Paul Anderson**

2007

B.A., Eastern Illinois University

#### **Mrs. Janlyn Auld**

2006

B.S.in Ed., Illinois State University

M.A., Illinois State University

M.A., Governors State University

#### **Mr. Brock Austrums**

2002

B.A., Illinois State University

M.A., North Carolina State University

M.A., Lewis University

#### **Mr. John Baier**

2009

B.S., Loyola University

M.A., Illinois Institute of Technology

M.A., University of Notre Dame

#### **Mr. Edward Barrett**

1990

B.S., Southern Illinois University

#### **Mrs. Marynell Begeske**

1999

B.A., College of St. Francis

#### **Ms. Jacquelyn Bennett**

1990

B.S., Illinois State University

M.S.Ed., College of St. Francis

**Mr. Michael Burke**  
2000  
B.A., Bradley University

**Mrs. Diane Campbell**  
2007  
B.S., DePaul University  
M.A., St. Xavier University

**Mr. Rocco Carioto**  
2008  
B.A., Elmhurst College

**Mr. Frank J. Cavallone, Jr.**  
1984  
B.S., Millikin University

**Mrs. Socorro Cichoracki**  
2000  
B.S., University of Illinois, Chicago

**Ms. Gina Clarizio '91**  
1997  
B.A., Illinois Benedictine  
M.S.ED., Benedictine University

**Mr. Mark Coglianese**  
1988  
B.S., Millikin University  
M.S., Illinois State University

**Ms. Mary Colbert '77**  
1981  
B.A., Lewis University

**Mrs. Eileen Copenhaver**  
2006  
B.B.A., Loyola University of Chicago  
M.B.A., Loyola University of Chicago

**Mrs. Carolyn Dailey**  
1974 – 1977, 1989 – 1994, 2008  
B.S., Northern Illinois University

**Ms. Mary-Eileen Davey, '03**  
2008  
B.A.; Eastern Illinois University

**Ms. Erin Drexl**  
2009  
B.A., University of Illinois

**Mr. David Devine**  
2007  
B.S., University of Illinois, Urbana-Champaign  
M.Ed., University of South Florida

**Mrs. Colleen Dillon**  
1989  
B.S.Ed., Northern Illinois University  
M.S. Ed., Northern Illinois University

**Mr. Josh Ditzler**  
2008  
B.A., University of St. Francis

**Ms. Molly Duffy '04**  
2008  
B.A., University of Illinois, Urbana-Champaign

**Dr. Stacy Eckert**  
2008  
B.F.A, University of Kansas  
M.M., University of Illinois, Urbana-Champaign  
D.M.A., University of Illinois, Urbana-Champaign

**Mrs. Rachel Ellingson '90**  
2004  
B.S., Miami University-Ohio  
M.A., Lewis University

**Mrs. Patricia Foster**  
1997  
B.S., Eastern Illinois University

**Ms. Chrystal Gregory**  
2009  
B.A., DePaul University

**Mrs. Rosanne Grigoletti**  
2000  
B.S., Lake Forest College  
M.A., Governors State University

**Ms. Dawn Gura '88**  
1993  
B.A., DePaul University  
M.A., Governors State University

**Mr. John Hamilton '74**  
2003  
B.A., Loyola University of Chicago  
M.A., Loyola University of Chicago  
M.ED., Loyola University of Chicago

**Mrs. Mary Beth Harris '82**  
2003  
B.A., Loyola University of Chicago

**Mrs. Diane Hart**  
2007  
B.A., St. Xavier University  
M.A., DePaul University

**Mrs. Maureen Harton**  
2005  
B.S., Loyola University of Chicago  
J.D., Loyola University of Chicago  
School of Law

**Mr. Keith Healy**  
1992  
B.S., University of Illinois

**Mr. Brett Krapil '00**  
2005  
B.S., Bradley University  
M.A., Lewis University

**Ms. Judith Legan**  
1971  
B.A., College of St. Francis  
M.ED., Loyola University of Chicago

**Mr. Thomas Lenahan '99**  
2005  
B.A., University of St. Francis  
M.ED., University of St. Francis

**Ms. Catherine Lyons**  
2005  
B.A., Northern Illinois University

**Mr. Tallen Mahaffey**  
1996  
B.S., Illinois State University

**Ms. Jan Maratea**  
2006  
B.A., St. Xavier University

**Ms. Heather McCuan**  
2003  
B.S., Eastern Illinois University  
M.S., Eastern Illinois University

**Fr. Richard J. McGrath, OSA**  
1985  
B.A., Tolentine College  
M.Div., Catholic Theological Union  
M.A., DePaul University  
M.Ed., Loyola University  
Ph.D., Loyola University

**Ms. Loretta Ellen McKee**  
2001  
B.S., Marillac College  
M.A., Southern Illinois University

**Fr. John Merkelis, OSA**  
1988-2000 & 2004  
B.A., Villanova University  
M.A., St. Louis University  
M.Div., Catholic Theological Union  
M.A., Lewis University

**Mr. Mark Mistina**  
1999  
B.A., Chicago State University

**Mr. John Murphy '95**  
2004  
B.S., University of Illinois  
M.A., Olivet Nazarene University

**Mrs. Jamie O'Brien '94**  
2003  
B.S., University of St. Francis

**Mrs. Linda O'Keefe**  
2001  
B.S., Northern Illinois University  
M.A., Chicago State University

**Mrs. Cynthia Olczyk**  
1990  
B.S., George Williams College  
M.A. Lewis University

**Mr. Kevin Oliver**

2002

B.A., The Catholic University of America  
M.A.T., Olivet Nazarene University

**Ms. Kathleen D. Rabbers**

1985

B.A., Governors State University  
M.A., Governors State University

**Ms. Moira K. Olivetti '81**

1992

B.S., Illinois State University  
M.A., Governors State University

**Mr. Michael Rassman '81**

1988

B.A., College of St. Francis  
M.A., Governors State University

**Mrs. Marie Osborne**

2000

B.S., Illinois Benedictine College  
M.A.T., Rockford College

**Mr. Kenneth Raymond**

1965

B.A., Lewis College

**Ms. Soteria Papagiannopoulos**

1995

B.A., Northeastern Illinois University  
M.A., Northeastern Illinois University

**Ms. Eileen Ryan**

2006

B.S., Western Illinois University  
M.S., Chicago State University

**Ms. Angela Pascente '90**

1996

B.A., Rosary College  
M.A., Benedictine University  
M. Ed., Benedictine University

**Mrs. Pamela J. Ryan**

1976

B.A., College of St. Francis  
M.A., Governors State University

**Mr. John Pergl**

1992

B.A., John Carroll University

**Mr. Donald Sebestyen**

2001

B.A., Illinois Benedictine College  
M.S. Ed., Northern Illinois University  
M.S., Northeastern Illinois University

**Mrs. Annie Persicketti**

2007

B.A., College of St. Francis

**Mr. Greg Smith '98**

2004

B.A., University of St. Francis

**Mr. Matthew M. Picchietti**

2008

B.A., St. Olaf College  
M.Ed., Loyola University

**Mr. Mark Smith '88**

2006

A.A., Joliet Junior College  
B.S., MacMurray College

**Mrs. Amy Potempa '93**

1999

B.A., University of Notre Dame

**Mr. John Sosnowski**

1988

B.A., University of Illinois

**Mr. Daniel Potempa '97**

2001

B.S., St. Ambrose University

**Fr. John Sotak, OSA**

2006

B.A., DePaul University  
M. Div.

**Ms. Jacquelin Quirke '05**

2009

B.A., Eastern Illinois University, Charleston

**Ms. Barbara Stukel**  
2006  
B.A., College of St. Francis  
M.A., Governors State University

**Mr. Christopher Tagler**  
2007  
B.S., Northern Illinois University

**Mr. Douglas Ternik '89**  
1994  
A.A., Brevard Junior College  
B.A., Columbus College  
M.S., Concordia University

**Ms. Cynthia Vernon**  
2009  
B.S., University of Illinois at Urbana-Champaign  
M.A., Southern Illinois University, Carbondale

**Mr. Patrick White**  
2000  
B.S., Pfeiffer University  
M.S., Illinois State University

**Ms. Stephanie Wiora**  
2009

**Mr. Allan Wibiral**  
1967  
B.A., Monmouth College  
M.A., DePaul University

**Mrs. Jennifer Williams**  
2003  
B.A., Eastern Illinois University

**Mr. Aloysius Wycislo**  
1984  
B.A. Lewis University

**Mrs. Denise Zlogar**  
1983  
B.A., Western Illinois University  
M.Ed., St. Xavier University

