

August 4, 2009

Dear Parents & Students:

The administration, faculty, and staff are busy preparing for the coming school year. Please carefully review all of the enclosed information as it will help the 2009-2010 school year begin smoothly. We are all looking forward to this school year to continue the growth of the Providence Catholic community.

**STUDENT ORIENTATION** – Please refer to the July 9<sup>th</sup> newsletter to review the necessary information about student orientation. It is mandatory that students be at their appointed orientation. Please be sure to make the orientation the primary commitment for that day because there is a great deal of school business that will be conducted. Students must be in dress code on this day.

**MAIN DOOR** – For your information! The main door of Providence Catholic High School is marked with a #1. It faces Route #30 with visitor parking in front of the cross. Visitor parking is marked with “visitor” and faculty and staff parking is designated with a number in front of the school.

**SPECIAL ATTENTION PARENTS – PICK UPS & DROP OFFS**

1. All pick ups at the school should be made by the west drive around the back to the cafeteria doors, the west gym doors, or the theology wing doors in the rear. **PLEASE REMEMBER – There is no parking along Route #30 to pick up students after school.**
2. The front drive along Route 30 will be blocked off at 2:00 PM for bus use only until after the buses have departed. No parents will be allowed to pick up in front of the school while buses are present. For morning drop offs we ask you to drive in the west drive and drop students off at the rear of the cafeteria, the large gym or the theology wing.

**LATE START DAYS** – On days when weather is not a problem, but the schedule calls for a morning teachers’ meeting, all Providence buses run one half hour later. Please keep this simple guideline in mind for the future.

**BOOK STORE VOLUNTEERS** – Want to be an angel? Bookstore angels are parents and grandparents who volunteer a little of their time for a specific shift each week either before school (7:00 AM to 8:30 AM) or after school (2:00 PM to 3:30 PM) to help in the daily routine of selling books, candy, and clothing to students. If you have time to share and can volunteer on a “once a week” basis, please call the bookstore at ext. 3155.

**PARENT DIRECTORY** – Included with this letter is a second letter specifically explaining the Parent Directory for Alcohol and Drug Free Parties for Providence students. Please read the letter carefully and return the attached form if you wish to have your name included in the directory.

**MANDATORY PARENT MEETING FOR THE PARENTS OF ALL FRESHMEN AND TRANSFER STUDENTS**

- At least one parent or guardian for each incoming freshman or transfer student is required to attend a meeting which will be held on **Tuesday, September 1<sup>st</sup>** at 7:00 PM in the Providence Cafeteria. This orientation meeting is required for all parents, except those who have had another student at Providence within the last four years. It will last approximately one and one-half hours. The cafeteria is air-conditioned and the bookstore will be open for your shopping convenience.

This is an essential meeting which creates linkage between the school adult community and the incoming parent adult community. If you are not able to attend, please contact my secretary, Kathy Ball at 815-717-3177. I am sure you will make every effort to attend.

**MEET THE TEACHER NIGHT** - **Wednesday, September 9<sup>th</sup>**, is **Meet the Teacher Night**. All parents are cordially invited to come and walk through a shortened version of the school day allowing enough time to meet each one of your student's teachers face to face for a few minutes. At this time you will hear the teacher's description of the class, the grading system, and the teacher's expectations regarding workload and performance. This is an excellent opportunity to meet each of your child's teachers personally and to initiate a relationship which will be beneficial for all.

The evening will begin with a brief prayer service at 7:00 PM in the Sacred Heart gymnasium. At approximately 7:20 PM you will be asked to go to the Immaculate Heart of Mary Gym to pick up your student's schedule. (If you are here before 6:50 PM you may pick up your schedule(s) before the prayer service.) After meeting the teachers, you are invited to the cafeteria for refreshments.

**STUDENT-PARENT HANDBOOKS** - Enclosed please find a copy of the following items included with this mailer.

1. Student-Parent Handbook. The parent copy of the Handbook includes a monthly planner along with the school Calendar.
2. A full-size calendar of all dates.
3. The Quick & Easy Guide to Providence Catholic High School.
4. Faculty & Staff Voicemail extensions. Voice mail should expedite return phone calls from your student's teachers. If a teacher does not respond within a forty-eight hour period, please contact Mrs. Auld, the Assistant Principal. Please acquaint yourself with the policies and procedures of the school, and refer to the calendar for scheduled events.

**PICTURES** - Pictures taken at Providence during orientation days serve as your student's yearbook picture as well as the identification card picture. A copy of this picture is available to you through Burns Photography. Purchase options for obtaining the picture are explained in the enclosed envelope. Simply complete the envelope and have your student bring it in on the **assigned picture day**, along with your pre-payment; checks are made payable to Burns Photography. Remember: the picture packages are optional, not required. Junior and sophomore yearbook & backup ID pictures will be taken on **August 19<sup>th</sup>**. Senior portraits were taken during the summer at the photographer's studio. A senior's ID picture will be created from their junior year yearbook picture; therefore, seniors will not need to have a picture taken at orientation. Freshman pictures will be taken on **August 20<sup>th</sup>**. A picture envelope is enclosed for each of your freshman, sophomore, and junior students. **One more reminder: all students must be in dress code on Orientation Day. This includes legal haircuts and polo shirts.**

**ACCIDENT INSURANCE** - It is important for each family to understand that accident and medical insurance coverage is necessary. When school begins, students are covered by an Accident Plan as specified in the Student/ Parent Handbook. Please read this information carefully. This insurance is SECONDARY insurance. It acts in addition to your primary medical coverage. **THE SUPERVISING TEACHER/COACH/MODERATOR MUST COMPLETE THE CLAIM FORM, AVAILABLE IN THE MAIN OFFICE, WITHIN 24 HOURS OF A STUDENT INJURY.** If you have not received your copy of the forms from the school within four (4) days of the injury, please call the Bookkeeping Office. Please remember that you are responsible as the principal payer to any doctor who treats your student. Be sure your insurance company will cover the cost. Providence will not be responsible for any doctors cost even if recommended by a Providence coach. See enclosed sheet.

**BUS ROUTE INFORMATION** - Those families who contracted for bus service this year will be sent notification showing your pick-up place, time, and bus number as well as a copy of the route sheet showing the time and place of all pick-ups on your route. Bus service will begin on **Monday, August 24<sup>th</sup>**, which is the **first full day of school**. If you have any questions with regard to the busing program, you may call the Transportation Company directly at **815-485-0638**.

Please note the additional information enclosed.

Sincerely,

Donald E. Sebestyen  
Principal

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Enclosures