

School Regulations and Routines

Campus Hours and Security

Providence's official campus hours are 7:00 a.m. – 4:00 p.m. on days when we are following our regular school schedule. When the schedule is adjusted, school hours will be one hour before arrival time and one hour after dismissal. Students should not arrive any earlier than 7:00 a.m. and should be picked up no later than 4:00 p.m. Direct supervision is provided in the cafeteria from 7:00 until 7:47. Upon the 7:47 bell, students are allowed to proceed to their lockers and classrooms. For students waiting for transportation home, they must wait either in the lobby area of the school or outside on the lobby patio entrance. Providence provides only general supervision for students after school in this area. General supervision means that students have access to school personnel but are not given direct visual supervision. While on campus, students may not sit in their cars or congregate in the parking lot. Once students leave campus they may not return unless they are in an extracurricular with a staff member providing direct supervision. Any exceptions to the above policies must be approved by the administration. Security cameras are present throughout the building and outside areas of campus. **Note: When school is on a late opening schedule due to inclement weather, all before school activities, including Blue day and detentions, are cancelled.**

Leaving Campus

Providence has a closed campus; therefore, students may not leave the campus during the day without parent and administration approval. No student may leave the building nor go to the parking lot without the permission of the main office. Individual teachers or staff members may never give students permission to go to any area of the building or campus or off campus where students will not be properly supervised. Students who leave our campus during school hours without permission will receive a day of out-of-school suspension.

Student Lockers

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

Health and Wellness

Providence follows the guidelines of the Indianapolis Archdiocese's Wellness Policy. This policy provides recommendations to schools in the areas of health and nutrition education, school nutrition, and physical activity. In the policy, parents are encouraged to obtain BMI (Body Mass Index) information during your child's annual physical examination, in addition to a blood pressure check on a regular basis. Also, parents and students are encouraged to make healthy food choices at home and when carrying breakfast or lunch to school. The policy recommends fruits and vegetables as the primary snacks with water as the primary beverage. Soft drinks may not be brought to school.

Student Identification Cards

All students will be issued a student ID card during the first week of school. These cards allow students to access the building each morning between 7:00 and 8:00 am. They may also be used to purchase lunch each day. Beginning with the 2013-14 school year, all students are required to wear the ID around their neck during the school day. Failure to do so will result in a detention. If a student loses their card, a new one may be purchased in the main office for a \$5.00 fee.

Indoor/Outdoor Air Quality

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

Any questions or concerns regarding carbon dioxide levels, humidity, temperature, mold, water damage, excessive dust, or other possible hazards to air quality in the school should be addressed to the Director of Facilities, Toby Wright.

email: twright@providencehigh.net

phone: 812 – 945 – 2538 x 327

Immunization Requirements

Indiana State Department of Health Immunization Requirements for School Entry Grades 6-12

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose.)
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.)
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubella) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

Notice of required immunization for incoming seniors. A booster dose of MCV4, the meningococcal conjugate vaccine, is now required. We will need documentation from your doctor that the vaccine has been administered prior to the first day of school in July. There is one exception from the state: Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

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

Student Illness and Medication

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

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

Requested Legal Documents and Health/Emergency Information

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

Student Accident Insurance

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

Media Release Consent

On occasion, Providence will use a student's unidentified likeness in published photographs or videos either online, in social media or in local or school publications for marketing or informational purposes. By signing off that you have read the handbook, you are agreeing to have your child's likeness used in these instances as well as to be photographed and identified in *The Pioneer* yearbook.

If you do not wish your child's unidentified likeness to be used in publications or online or identified in the yearbook, please send a written request to the Director of Communications in the Providence Advancement Office.

Please note, the Office of Catholic Education requires all its schools to seek specific parental consent when the use of published images is accompanied by identifying information, and an Individual Media Release must be signed by the parent on each occasion.

Visitors

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

Retreats, Field Trips, and School Activities

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

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

Student Messages and School Deliveries

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

In addition, the main office is limited to the number of student messages that can be given to students throughout the day. Parents are asked not to call and leave messages on a routine basis. In cases of emergency or when the information cannot be given ahead of time, parent messages can be delivered during 4th block. The school cannot guarantee that the message will be delivered outside of this time.

Lost and Found

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