

ACADEMICS

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

Academic Integrity Policy

• GENERAL EXPECTATIONS

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

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

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

• CONSEQUENCES

Cheating on a quiz or homework assignment may result in a zero for that grade.

Cheating on a unit test, quarter exam or final exam may result in a zero for that grade and may result in a demerit from the administration.

Plagiarism may result in a zero for that assignment and may result in a demerit from the administration.

Any student who knowingly plagiarizes or cheats may fail for a quarter or semester, depending on the value assigned to the project or test. In addition, any student found in violation of the policy on academic integrity for a second time will be given a one day suspension from school.

Graduation Requirements

Academic Credit Requirements

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

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

Service Learning Requirement

Since Providence is committed to community and family, social justice, diversity, and promoting the dignity of all humankind, all Providence students must complete 60 hours of service between the sophomore and senior years in order to receive a diploma. This service is expected to serve the following: the elderly, the handicapped, schools, child care facilities, hospitals, social service agencies, churches, parishes, and approved non-profit organizations. Service requires that the students receive no compensation for their work, and must be completed through an agency or organization approved by the service learning coordinator and verified by the agency/organization's site supervisor with whom the student worked. It is important to note that service hours must be confirmed by a supervisor or someone working with the student volunteer that is not a relative.

Note: The service learning requirement is currently under review and will change beginning with the class of 2019

State of Indiana Exit Exam Requirement

Because Providence is accredited by the State of Indiana's Department of Education, all Providence students must also pass the required Graduation Qualifying Exam. Beginning with the class of 2012, the GQE consists of two tests: Algebra I End of Course Assessment and English 10 End of Course Assessment. Students may pass these exams as early as sophomore year and no later than senior year.

A student who does not receive passing scores on the graduation examinations may be eligible to graduate if the principal certifies that the student will within one (1) month of the student's scheduled graduation date complete all components of the Core 40 curriculum plus Providence's four-year Theology component with a grade of "C" or higher in all required and directed elective courses (Indiana State Board of Education; 511 IAC 5-3-2). Also a student who does not receive a passing score on the Graduation Qualifying Exam may be eligible to graduate if all of the following have occurred:

- The student must take the graduation examination in the subject area or subject areas in which the student did not receive a passing score at least one (1) time every school year after the school year in which the student first takes the examination. The student may take the examination once every semester beginning with the school year after the school year in which the student first takes the examination.
- The student must complete any remediation opportunities provided by the school.
- The student must maintain a minimum attendance rate of ninety-five percent (95%).
- The student must maintain a “C” average in the courses comprising the forty-four (44) credits plus Providence’s four year Theology component specifically required for graduation in 511 IAC 6-7-6
- The student must obtain a written recommendation from a teacher of the student in the subject area or subject areas in which the student has not achieved a passing score supporting a request for a waiver.
- The principal must concur with the recommendation. The recommendation must be supported by written evidence that the student has attained the educational proficiency standard in the subject area or subject areas based upon: (a) tests other than the graduation examination; or (b) classroom work.
- The student must otherwise satisfy all state and local graduation requirements.

Diploma Requirements

The Core 40 Diploma:

	<u>Semesters</u>	<u>Credits</u>
Theology	8	8
English	8	8
Math	6	6
US History	2	2
World History	2	2
Govt/Econ	2	2
Science	6	6
PE	2	2
Health and Wellness	1	1
Electives	12	12
(Eight semester electives are directed)		

Note: In addition to the above requirements, students are required to complete two semesters of Fine Arts and four semesters of World Language. The credits earned in these courses will fulfill six of the required twelve elective credits. According to the Indiana State Board of Education, students must also pass their core 40 proficiencies to be awarded the core 40 diploma.

The Core 40 with Academic Honors Diploma:**SEMESTERS**

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

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

Additional Requirements for the Core 40 with Academic Honors Diploma

Students must also complete one of the following:

2 Advanced Placement courses and exams

6 hours of dual college credit (2 courses)

1 AP course/exam & 1 dual college credit course

Score of 1200 or higher combined SAT Math and Critical Reading

Score of 26 ACT composite

The General Diploma:

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

* Prosser vocational electives are applicable.

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

Program of Study Requirements

All students are required to progress through the four years of high school at a normal pace. This is defined as a student graduating in four years after successive completion of 9th, 10th, 11th, and 12th grade coursework. Junior high students must complete 7th and 8th grade years consecutively in a period of two years. All students are required to take a minimum of seven (7) subjects each semester. Students may not “bank” credit in order to take less of the seven-subject minimum per semester. When not enrolled in a course, students will be placed in a study hall. All required courses must be initially taken at Providence High School unless the student has transferred in from another school or an exception is made by the principal due to extraordinary circumstances.

Course Selection Policy

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

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

Study Hall

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

College Courses/Credit

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

Academic Eligibility

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

BLUE Days (Balanced Learning = Undeniable Excellence)

In order to better meet the needs of all students, Providence offers opportunities for students to take part in enrichment and remediation activities. A special BLUE day schedule will now be used on Mondays and Tuesdays. This allows for students to meet with teachers if they are behind or having difficulty in a particular class. It is strongly encouraged that students take advantage of these opportunities, and in some cases students will be mandated to attend certain sessions. Examples of this include, but are not limited to students who have not passed required state testing, students who are at or near failing, or to meet the requirements of advanced coursework. If a Blue day session is required, both the student and parent will receive an email by noon on the preceding Friday notifying them of this obligation. If a Blue day session is required of a student and he/she does not attend, he/she will be ineligible to participate in any extracurricular activity for the remainder of that week. Any exceptions to this will be determined by administration. Blue day sessions will take place before school on Monday and Tuesday, beginning at 7:30.

Credit Make-Up

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

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

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

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

Indiana Academic Honor Diploma candidates may not repeat credit to reinstate eligibility for the diploma. Students may earn, by correspondence programs, a maximum of six (6) semester courses of credit during the four (4) years of high school to make up failed credits. The minimum completion time for a correspondence course is six (6) weeks and the maximum completion time is one (1) year. Grades for correspondence courses taken during the senior year must be reported to the Guidance office by May 1 of the year of scheduled graduation. Any exception to this policy must be approved by the principal.

Normal Progress Policy

Providence requires students to progress through our junior high and high school at a normal rate. Students in our junior high must matriculate at the end of two years. Students in our high school program must matriculate at the end of four years.

Credit Deficiencies

At the conclusion of each school year, all student academic records will be reviewed to determine if sufficient progress is being made toward meeting graduation requirements. Parents of students not making adequate progress will be advised of the problem and counseled on options, possibly including an alternative school setting. The administration reserves the right to decline continuous enrollment or to place students on academic probation based on the lack of academic progress. Academic probation means that the school could dismiss the student based on a lack of academic progress, defined as the failing of three (3) classes, at the end of any grading quarter within the next school year.

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

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

Additional Credit

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

Grading

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

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

As a means of working with parents to help students with academic problems, students may receive a weekly academic report from their teachers. They are to pick up the forms from the Guidance Department or the Learning Support Services Coordinator. In extreme cases, teachers may be asked to send weekly progress reports via e-mail, fax, or phone call. However, this arrangement is used as a temporary measure to help the student through an academic crisis, not as a regular vehicle of communication.

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

Final Exams

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

Homework/Make-up Work

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

LATE WORK POLICY

Late work *not* due to absence:

If an assignment is due on a particular day and the student does not have the assignment (not due to absence or illness) the student may turn in the assignment the next time the class meets. Late work maximum credit is 70%. Students in this situation may not make up these assignments any later, e.g. for progress reports or quarter grade reports.

Late work due to absence due to illness/extenuating circumstances:

If a student is absent due to illness or other extenuating circumstances, he or she will be given one make up day for each day absent. This does not pertain to students who have extended absences. Those students will be addressed with the extended absence policy.

Students who have an ICEP on file:

Students who have an ICEP and who require extra time to complete their work will be given their extended due date when the assignment is given. If the student does not have the project or assignment ready to turn in when it is due, he or she will follow the same policy as listed in #1: assignment will be due the next time the class meets for a maximum of 70%. The teacher will notify the Learning Support Services Coordinator if the student does not have his or her work by the original due date.

Junior High Late Work Policy

Junior high students have up to one week to turn in late work for 80% credit. After that it is a zero. For example, if an assignment is due on Monday, a student has until the next Monday to get 80% of the credit. Junior High students that have an ICEP have until the next grading window to turn in assignments, meaning that students can turn work in until progress report or the end of the quarter.

Teacher expectations/policies:

Teachers are expected to have their grades up to date on online and to post their syllabus and class information on ITeach. The syllabus/info sheet should spell out the individual teacher's policy regarding students who are absent on the day the assignment is given. For example, if the assignment is an extension of the work being done in class that day the absent student may not be able to complete the assignment because he or she has missed instruction. However, if an on-going project is due and the student knows about it ahead of time and has been working on it, the assignment due date would be the same for that student even though he or she may have missed the class prior to the due date. The same goes for tests. If a student misses the class meeting prior to the test, it is up to the individual teacher whether or not the student takes the test on the day everyone takes it. All of this information should be spelled out clearly to students at the beginning of each semester, written and published on ITeach.

College credit courses:

Dual credit classes and IUS classes will follow the individual college or university's policy: IUS, Advance College Project (ACP) and Ivy Tech.

Advanced Placement (AP) classes will follow a late work policy designed and adhered to by all teachers of Advanced Placement classes.

Grading Scale

The following grading scale is based on the Archdiocesan grading scale and is used by all teachers at Providence. This scale is effective for the 2010-11 school year, but is not retroactive to previous years.

<i>Grade</i>	<i>Score</i>	<i>Unweighted Points</i>	<i>Weighted Points</i>
A	95-100	4	5
A-	93-94	3.75	4.75
B+	90-92	3.5	4.5
B	86-89	3.25	4.25
B-	84-85	3	4
C+	80-83	2.5	3.5
C	76-79	2.25	3.25
C-	74-75	2	3
D	70-73	1	2
F	Below 70	0	0

Under unique and special circumstances with the approval of school officials, a student may withdraw from a course after the first two weeks of a semester with either a WP (withdraw passing) or a WF (withdraw failing) grade posted on the cumulative record. Administration reserves the right to make changes to a student's schedule during the semester for placement/leveling issues or other circumstances beyond the control of the student.

College Admissions

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

Colleges differ on their admission and scholarship criteria; however, since many of them use both class rank and/or GPA in their criteria Providence provides these on the final transcripts for the year starting at the end of the sophomore year. We do not compute junior high averaging or ranking. We encourage our students to maintain a healthy grade point average (GPA) during their years of high school. While class rank can be important in scholarship competition, we do not encourage our students to select courses based solely on achieving the highest class rank. Instead, students need to select their courses commensurate with their academic ability and their future plans, including college and program admissions and scholarship possibilities.

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

Class Rank

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

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

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

- 0 Weight: Driver's Education, summer school/correspondence courses, or any other courses taken off campus
- 4 Weight: All non-honors courses as listed in the Program of Studies
- 5 Weight: All AP, dual credit, and honors courses as listed in the Program of Studies

Grade Point Average

Grade point average (GPA) is calculated both on a weighted and unweighted scale. The unweighted GPA is based on a 4.00 scale and is used for determining the honor roll. Unweighted GPA is calculated by dividing the number of unweighted points earned by the number of classes taken. Weighted GPA is used only during the junior and senior years for purposes of college admissions and scholarship applications. Weighted GPA is calculated by dividing the number of weighted points earned by the number of classes taken. Both weighted and unweighted GPAs are based on semester grades and are cumulative. Neither weighted or unweighted GPA is used in determining class rank.

Honor Roll

The Honor Roll will be figured using the unweighted GPA for each quarter. The three classifications of the Honor Roll are:

Principal's List

GPA = 4.00

1st Honors

G.P.A. = 3.99 - 3.60

(NO GRADE BELOW B-)

2nd Honors

G.P.A. = 3.59 - 3.00

(NO GRADE BELOW B-)

Academic Records and Custodial/Non-Custodial Parents' Rights and Responsibilities

The official record of each student at Providence is the permanent record card maintained by the Guidance Office in conjunction with the office of the Principal. All academic records are governed by the 1974 Family Education Rights and Privacy Act (FERPA). Any student enrolled at Providence, regardless of age, is seen as the responsibility of his or her parent(s) or legal guardian(s). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial

parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Providence will provide the non-custodial parent upon request with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

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

Parents/legal Guardian have the right to inspect and review the student's education records maintained by the school. These records include transcripts of grades and courses taken, records of attendance/tardies, standardized test data, 504 plans, health records, and general registration information. Parents must give Providence a 24 hour work-day notice and pay for any requested copies.

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

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

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

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

Advance College Project (ACP) Classes

Providence offers several classes (ACP English 12, ACP/AP Chemistry, ACP Spanish 3, 4 and 5, ACP French 3, 4 and 5, and ACP Physics) that students may elect to take for college credit through Indiana University. These classes are open to all students who meet the prerequisites as stated in the Program of Studies as well as the additional requirements set forth by Indiana University. It is important to note that simply taking the class does not result in college credit. Students who do wish to earn college credit must complete a separate online application which can be accessed at the following website. A link to this website is provided at providencehigh.net.

[ACP Application](#)

The Indiana Department of Education has approved Providence to offer a virtual eLearning option on days that school is canceled due to inclement weather. We piloted eLearning for one school year, evaluated it, and believe it to be a viable option for Providence. It is our intention to apply for the eLearning option through the Indiana Department of Education every year it is offered by the state.

While our intention is to use as many days as possible for eLearning, parents and students should still keep available the weather-related (snow make-up days) provided in the school calendar for possible make-up days should inclement weather occur during final exams or so often that the educational process is compromised. No set number will be given as to when we might consider using snow makeup days instead of eLearning, but instead Faculty will discuss the issues and concerns when the number of virtual days begins to cause complications in educational programming. As a general rule, two days of virtual instruction per class in succession (4 weather-related days in a row) are thought to be nearing the limit.

eLearning

The following are guidelines for eLearning

- Providence teachers modify their instructional plans and deliver instruction and assignments via PHSiTeach no later than 9:00 a.m. on the day school is canceled. In rare cases some teachers may be a little later if they have three or more preps with little notice of the canceled day. Teachers post their lesson plans using the same template as they use on days when school is in session. Students should expect their classes to follow a similar structure as is used in a specific class in a normal school day.
- When planning instruction and assessments for days when the virtual option is taking place, teachers will take into consideration that students may not have access to textbooks or other classroom materials. If weather is predicted and students have been given notice to take home class materials, students are expected to have materials at home. However, in the event that unexpected weather does not allow for students to plan ahead, teachers will not give grade penalties for students who did not have materials home to complete work for the classes following the day canceled

- Faculty, Counseling, and Learning Support personnel are available from 9:00 a.m. – 3:00 p.m. via email and/or other communication vehicles to help individual students with their work if needed. Parents and students should use teacher school emails to make initial contact. Faculty and staff can be reached by email using their first name initial and last name followed by @providencehigh.net. In the case of power outages when phone service is available, contact teachers via their Providence phone extension. Teachers will check voicemail throughout the day remotely. In addition, there is a general SOS line available for students and/or parents to report power outages or to seek advice in contacting teachers:

SOS Contacts: Melissa Jackson 812-738-9142 or Karen Schueler 812-989-6496.

- Students are required to turn in work that will be graded the first day the class meets after the eLearning day. Except in cases where there are two eLearning days in a row, most of the time students will have a day in between to meet with teachers to go over information they do not understand. In the case of consecutive days missed, students needing additional help would need to contact teachers the day before the next class meeting to request any accommodations. Students with special learning needs may contact the Learning Difference Coordinator or a Counselor for additional help if needed. For any students who experience a prolonged power outage or do not have access to the internet, they may receive a one-day extension (the next day after the class meets not the next class period) to complete assignments ONLY if they report to the SOS line or make arrangements with the teacher on the day school is canceled.
- In the case of wide-spread power outages, the school may decide not to have an eLearning day or may extend the time for all students to complete assignments. In case of teacher power outage, the teacher will reach another teacher to help him/her post instruction, assignments, messages, etc.
- If teachers desire to use a virtual interactive class format where all students and the teacher in a particular class are on-line at the exact same time, the following schedule will apply:

Block One Classes:	9:00 - 10:30
Block Two Classes:	10:30 - 12:00
Block Three Classes:	12:00 - 1:30
Block Four Classes:	1:30 - 3:00