STUDENT SERVICES

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

Academic Difficulties

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

Tutoring Opportunities

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

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

Guidance Department

The primary goal of the Providence Guidance Department is to help students find solutions to their individual academic, personal, social, and vocational needs. The office is staffed with two fulltime counselors and a secretary. The following services are available through the Guidance Department:

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

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

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

Chemical Dependency

We at Providence are committed to achieving a school environment free from the use of mood-altering chemicals (drugs/alcohol) by students at school and school- related activities. Because the students are in an early stage of their developments and are not of legal age, Providence advocates complete abstinence from mood-altering chemicals not prescribed by a physician. Providence recognizes that chemical dependency is a treatable illness. Our intention is to create an environment of concern and understanding with an emphasis on assisting the student and family in the area of concern. To this end, we are committed to understanding and caring about the chemically dependent. With the above philosophy as its basis, Providence strives to educate the school community about the devastating effects of chemical abuse or dependency, provide a confidential means of securing counseling and/or treatment for those in need of help in dealing with their abuse or dependency, and create an atmosphere of support for those who have received treatment. Toward these ends, Providence offers educational programs for students, staff and parents and confidential referral services for students, staff and parental concerns.

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

Pregnancy

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

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

Learning Support Services

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

Library Media and Technology

The library media center is open from 7:30 a.m. to 3:30 p.m. every school day. Students may visit the center before and after school, during lunch with a signed pass from a faculty member, and during study halls when permission is granted. Books may be checked out for four weeks, but reserved materials must be returned the next morning. A fine of 25 cents per day will be collected on overdue materials. Students are expected to work quietly and may lose library/media center privileges if disruptive.

Computers for individual student use are available in the library media center and classroom use in the technology lab, depending on availability. The school's information technology resources, computers and Internet access, are provided for educational purposes. However, parents should be aware that some material might be inaccurate, defamatory, illegal, or potentially offensive to some people. Therefore, parents may chose to opt-out their student for access to the Internet. However, doing so may make research and other class computer lab projects more difficult to complete.

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

1. Respect and protect the privacy of others.
   a. Use only assigned accounts. Students are not permitted to share login information.
   b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
   c. Not distribute private information about others or themselves.
   d. Must not provide personal information (name, address, phone number, etc.) about self or any student in any Internet webpage, email, instant message, social networking service, or message board without faculty knowledge and consent.

2. Respect and protect the integrity, availability, and security of all electronic resources.
   a. Observe all network security practices, as posted.
   b. Report security risks or violations to a teacher or network administrator.
   c. Not destroy or damage data, networks, or other resources that do
      not belong to them, without clear permission of the owner.
   d. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
   a. Not infringe copyrights (no making illegal copies of music,
      games, or movies!). b.   Not plagiarize.
   c. Not intentionally access, transmit, copy, or create material that is illegal (such as
      obscenity, stolen materials, or illegal copies of copyrighted works).
4. Respect and practice the principles of community.
   a. Communicate only in ways that are kind and respectful.
   b. Report threatening or discomforting materials to a teacher.
   c. Not intentionally access, transmit, copy, or create material that
      violates the school's code of conduct (such as messages that are
      pornographic, threatening, rude,
      discriminatory, or meant to harass).

   d. Not use the resources to further other acts that are criminal or
      violate the school's code of conduct.
   e. Not send spam, chain letters, or other mass unsolicited mailings.

   f. Not buy, sell, advertise, or otherwise conduct business, unless
      approved as a school project and with parent consent.

Students may, if in accord with the policy above

1. Use the resources for educational purposes.
2. Save data in appropriate places, as designated by class policy.
3. Print, provided pages are paid for where applicable.

Consequences for Violation.

Violations of these rules may result in disciplinary action, including but not limited to the loss of a student's privileges to use the school's information technology resources. Severe infractions—particularly those that compromise security or safety—may have harsher penalties up to and including suspension or expulsion.

Supervision and Monitoring.

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