

## Admission

As an Archdiocesan inter-parochial Junior-Senior high school serving the New Albany Deanery, Our Lady of Providence is open to all students of the deanery who have successfully completed the eighth grade and have been promoted to the ninth grade, as long as there are no circumstances that would impede the student's success at Providence. The school furthermore recognizes that it provides an important and valuable alternative form of education to the entire community and as such is open to all who share our school mission and philosophy. Students applying for admission to grades 7 and 8 and are eligible for admission to the junior high program – in order of priority:

- Catholic students who are members of parishes that do not operate a 7th and 8th grade Catholic school program and who have not been enrolled in a parish school of the Deanery on a continuing basis. Children of faculty and staff of Our Lady of Providence Junior-Senior High School who have not been enrolled in a parish school of the Deanery on a continuing basis.
- Catholic students who have not been enrolled in their parish Catholic school on a continuing basis due to some special circumstances.
- Non-Catholic students whose families have demonstrated a commitment to Catholic education in compliance with Archdiocesan Board of Education rule 5410A and our Board of Trustees rule 5410.
- All other students.

In support of existing 7th and 8th grade programs in the parish schools of the Deanery, the following are NOT eligible for admission:

Catholic students from parishes that operate 7th and 8th grade school programs who have been enrolled in those schools on a continuing basis unless an exception is made by the pastor.

Catholic students from parishes that do not have 7th and 8th grade school programs BUT who have been enrolled in a Catholic school of a different parish with the Deanery on a continuing basis unless an exception is made by the pastor.

**Students entering junior high must successfully complete sixth grade and be promoted to the seventh grade.**

**Students may be required to participate in a personal interview. The interview will be used as part of the admissions process to determine qualifications of students not enrolled in Deanery grade schools.**

**Providence does not discriminate in its admissions procedure on the basis of race, sex, age (within the law), or national origin. If conditions existed which would require the limiting of enrollment, students from our deanery would be given first consideration.**

Providence Junior-Senior High School strives to accommodate students with physical, emotional, social, or learning differences. However, families must fully disclose the nature and known extent of such differences at the time of registration. Providence is limited in its ability to serve students with significant learning differences. Since individual education plans (IEPs) are not formalized at Providence, students entering Providence Junior-Senior High School with previously written IEPs will need to meet with the Learning Support Services Coordinator to determine what accommodations are possible at Providence Junior-Senior High School. This meeting should occur before enrollment so that agreement can be reached on the most appropriate educational setting. Providence does not make significant behavioral accommodations.

## **Continuous Enrollment**

Acceptance of the registration fee does not guarantee admission for the upcoming school year. The student's academic achievements, behavior, attendance, and willingness to accept the school's mission and philosophy are all factors in continued enrollment. In addition, all tuition and fees from the previous year must be up-to-date. Students who have been asked to leave will not be readmitted unless the administration makes an exception due to extraordinary circumstances.

## **Parental Authority**

Any student enrolled at Providence Junior-Senior High School, regardless of age, is seen as the responsibility of his or her parents/legal guardians. Even if a student is 18 years of age, the student may not take over a parental role as it pertains to any of our policies. A student is required to live with his or her parents while enrolled at Providence. Any exceptions to this policy must have approval from the principal.

## **Transfer Policy**

Transfers are made only at the beginning of a semester; however, exceptions are made for students transferring from out of town during a semester. Students wishing to transfer to Providence must first contact the Office of Institutional Advancement to arrange a tour of the building and to receive introductory material on our program. If the student wishes to pursue the transfer after the tour, a transfer packet will be mailed to the student. The Guidance office will call for an interview. Report cards, transcripts, and standardized test scores must be sent in prior to the interview. The student's previous school will be contacted for an additional recommendation. In the case of a home school situation, the student may pursue transfer but he or she should be informed that we do not recognize home school credits on our transcript. Once the counselor completes the initial interview, an admissions committee determines if the transfer is in the best interest of both the student and Providence. The following criteria is used to determine this:

- The student has progressed at a normal rate throughout elementary, junior high and high school
- The transcript does not contain significant deficiencies
- The student can develop a course plan that will make up any differences between Providence and the previous school
- There is evidence that the student will be successful in our program
- There is room in the particular classes needed by the student
- The student is not under suspension, withdrawal, or expulsion from a previous school
- The student does not have extreme absences, tardies, or other disciplinary action from the previous school
- There are no personal circumstances that would seriously hinder success
- The student has demonstrated a sincere interest in attending Providence and fulfilling all requirements
- The student is not entering senior year. Providence does not take senior transfers unless there are exception reasons why the student cannot remain in his or her present school. If the admissions committee determines that the above criteria have been met, then the transfer is not official until the student's records from the previous school and all registration materials have been received.

***Note: All transfer students are admitted on a probationary basis. Academic, behavioral, and attendance records will be reviewed by administration at the end of the first quarter as well as at the end of the first semester. At that time a determination will be made concerning the probationary status of the student's enrollment.***

## Junior High Transfer Policy

*Families currently attending their parish school K-8 who wish to request a transfer for their student(s) from their school to Providence Junior High will be strongly discouraged.*

Providence Junior High School is available to students currently not attending a deanery school and/or those whose deanery school is only available up to sixth grade. *(Please refer to Providence Admission Policies p9 in handbook.)*

Parishes with K-8 grades provide a subsidized option at their parish school. Parishes also contribute to Providence. Therefore, transfer to Providence Junior High would result in that family being charged the non-deanery or full tuition rate at Providence. In addition, no multi-student discount would be afforded the student.

Any request for transfer would require the following steps:

1. Parent must make the request to the principal of their parish school.
2. If the principal of the school feels the student's needs are being met by that school, the transfer will be denied.
3. If the principal does not agree to the transfer and the parent still desires a transfer, that parent must approach the pastor of that parish who will consider their request.
4. If the pastor upholds the principal's decision and the parent still desires a transfer, the parent will be required to make a further appeal to the Dean of the New Albany Deanery. No further appeal will be considered past the Dean.
5. Only after all these meetings have taken place and the Dean has *in writing* approved a transfer, will the administration of Providence High School enter into discussions regarding student shadow visits, individual family tours, etc.
6. Students approved by the Dean for a transfer must meet the transfer policy requirements of Providence in order to be accepted for admission. Admission to Providence will be based on Providence Admission Policy. *(Student Parent Handbook p9 under Admissions at [www.providencehigh.net](http://www.providencehigh.net))*
7. Transfer students will not be considered for placement at Providence until the end of May of the existing school year, to allow for placement of students who are considered eligible to attend Providence Junior High School.

***Please note:*** Once transfer is approved and if membership at parish is transferred to a parish without a Junior High, the deanery discount will not be given until the year after the student has completed one full year.

## Withdrawal Policy

Any student who withdraws from Providence must do the following:

- Have a parent/guardian make contact with a school official and explain the reason for the withdrawal within one week of the last day of attendance
- Student completes an exit interview with guidance office
- Have the new school request records in writing
- Complete any outstanding work, return any school property, pay all tuition and fees

**Failure to do the above may result in the student being reported truant to the school corporation in the county in which he/she resides.**

## Financial Information

Tuition and fees are determined on a yearly basis by the Board of Trustees. Parents who are members of any of the New Albany Deanery parishes pay a deanery tuition rate. Parents who are not members pay a non-deanery rate for tuition. In addition, there are separate tuition rates for the junior and the senior high schools.

Arrangement for payment of high school tuition is to be made through the Business Office according to one of the following plans:

1. Pay the total tuition and other charges in one payment due August 1.
2. Pay the total tuition and other charges in two equal payments due August 1 and December 1. Pay the total tuition and other charges by a combination of a direct payment to the school and a loan through our designated bank. Both cash and loan are due August 1. The loan is for 10 payments.
3. Pay the total tuition and other charges by a loan through our designated bank due August 1. An additional amount of up to \$300.00 can be borrowed for books and other charges.

*\*Note: Junior High tuition is paid monthly as outlined in the financial facts sheet that is distributed each year.*

Financial Aid is available to any family by completing the appropriate application and by meeting the qualifications.

If an account becomes delinquent, Our Lady of Providence has the right to:

1. Withhold the student's report card.
2. Not allow the student to take semester or final exams.
3. Not allow the student to participate in school-sponsored extracurricular activities.
4. Withdraw the student from school
5. Withhold all official school records.
6. Turn the account over to an attorney for professional collection.
7. Not allow the student to attend classes in August until the previous year's tuition is paid in full.

Refund Policy:

Tuition refunds are at the discretion of the tuition committee.

Paid at registration are other expenses such as textbook rental, technology fee, parking registration fee, etc.

Questions as to procedures regarding tuition, fees, financial aid and textbooks should be directed to the Business Office.

## Fundraising

Fundraising is vital to keep tuition costs at an affordable rate. Each year our students participate in one important fundraiser, the Pioneer Raffle. Students are asked to sell raffle tickets for the Pioneer Raffle in the spring semester.

Periodically, our student clubs, organizations, and athletic teams also do fundraising. These are either to promote local community service projects or to help support the particular club, organization, or athletic team. Permission for this kind of fundraising is given through the Principal's Office or his/her designee. These are kept to a minimum and typically involve only those who participate in the particular club, organization, or team.

Any fundraising at Providence must have a sponsoring club, organization, or team. No individual student may raise funds on our campus for outside agencies, family members, or other charitable causes. In cases where community members are facing a financial burden due to tragic events, the school may be able to find a sponsoring organization to help secure donations. These kinds of requests go through the Office of Institutional Advancement.

## Communication

At the heart of Catholic education is the relationship established among the student, parent, and the school. Providence sees communication as the key to establishing and maintaining these important relationships. Throughout the year, several events are held to promote communication. These include the following:

- Orientations for students and parents new to Providence Junior-Senior High School
- “Back-to-School” night for all current parents to attend mini class sessions
- Parent-Teacher conferences for academic advising
- Student meetings by grade level held during the school day
- Open House for prospective students and parents
- Registration evenings for in-coming students and parents
- Other parent and student information meetings as offered

In addition, the administration, faculty, and/or parent may call for individual student/parent conferences to help support at-risk students or to keep all parties informed of concerns of a serious nature. Faculty and staff can be reached through the school’s voice mail system and faculty and staff email addresses.

The school communicates to parents through letters mailed home. Also, the school’s web site provides student, parents, alumni, prospective parents and students with a constant flow of pertinent information. We strongly encourage our community to stay up-dated through this web page: [www.providencehigh.net](http://www.providencehigh.net). Providence’s on-line grading system is also accessed through this website.

Please note that the school cannot be held liable for mailings or phone messages sent home but not received or opened by parents. It is imperative that parents keep us informed of up-to-date addresses and all home/work/emergency phone numbers.

## Resolving Concerns

Many problems can be prevented or quickly resolved through the use of proper communication. Questions or problems should be addressed at the appropriate level whenever possible. Thus, if a question or problem arises with an individual faculty or staff member, we ask both student and parent to first contact that person directly. If a satisfactory resolution is not achieved at this level, then the student and/or parent may be referred to another appropriate staff member or administrator.

For academic concerns, parents and/or students should **first make contact with the teacher**, who may initiate a Response to Intervention Plan. If concerns continue, then **the next contact is with the student’s counselor (or the Learning Support Services Coordinator if an Individual Educational Plan (IEP) or if a Catholic School Service Plan is on file.)**. If the matter cannot be resolved through the teacher or counselor, then **the final contact is made to the Assistant Principal, Director of Academics**. If you need assistance regarding the proper channel of communication within the school, call the main office and the receptionist will be glad to assist you. If you have made an attempt to contact the appropriate staff member and that contact has not been followed up within a 48-hour period, excluding weekends, please call the main office and a second contact will be made on your behalf.

## **Parent Expectations**

Providence Junior-Senior High School values the relationship it has with its students' parents. Central to the understanding of Catholic schools is that parents remain the primary educators of their children. For parents who choose Catholic education, they become an integral part in the collaboration among the school, their children, and themselves. In order to create an effective, respectful learning environment, faculty, staff, students, and parents must be committed to working together and treating each other with dignity and reverence. The following expectations guide parents as to their role in this partnership:

Providence parents must ...

- develop an understanding and appreciation of the mission and philosophy of this institution
- know and follow the rules and regulations in the student/parent handbook
- be supportive, courteous, and respectful of the school administration, teachers, and staff members  
communicate concerns and issues pertinent to the success of their children in a timely manner and to the appropriate people
- keep the school abreast of any changes in the student's registration information, physical and emotional health, and academic needs
- keep informed of their son or daughter's academic progress
- be good stewards and meet their financial responsibilities
- encourage their son or daughter to fully participate in the life of the school

## **No-Alcohol Policy**

School policy prohibits the use and/or possession of alcoholic beverages by adults attending a Providence function on or off school property where students and those under the age of 21 are present. Sanctions against the school by the IHSA may result where athletics are involved. This policy includes all tailgating parties before any athletic game, either home or away. Only the school president can make exceptions to this policy.

## **No Tobacco Policy**

School policy prohibits the use of tobacco products on this campus. This policy is in force at all times.