

Our Lady of Providence High School

New Parent Information

The most important document to read is the Student-Parent Handbook that provides all information parents need to make a smooth transition into Providence. In addition, the school's web page is updated continuously and provides invaluable information for both students and parents – www.providencehigh.net. This Q & A is designed to provide a shortcut to the most important information you need as you begin your transfer into Providence.

PRIOR TO THE FIRST DAY OF SCHOOL

How does the school communicate with parents?

Providence primarily communicates with parents via email. You received an important Back-to-School mailer via email recently. If you did not receive this, please contact the main office immediately. We utilize Skyward Family Access features as well (grades/assignments/notes to parents). You will receive a letter from Principal Dr. Melinda Ernstberger with each progress report or quarterly report card posting. These letters provide a wealth of information! We also post daily announcements to our school website to help keep parents informed of upcoming events and due dates. This can be found on the main school website page (www.providencehigh.net) under “Daily Announcements.” A school calendar is also available on the main page.

Where do I find the Student-Parent Handbook and Sign-off Page?

Before the first day of school, you may view the updated Student-Parent Handbook under “current families” at www.providencehigh.net. All students and parents are required to read the handbook prior to the first day of school and to sign off that you agree to abide by its rules and regulations. The sign-off is found in your Skyward account under your Skyward Family Access account. You received specific directions in your back-to-school information packet emailed to you.

Where do I purchase uniforms?

Uniforms may be purchased through River City Workwear (4020 Earnings Way, New Albany). You may visit their store or order online via our website (www.providencehigh.net under the “Parents” tab.) River City Workwear will have a table set up at Freshmen Orientation for your convenience. Please see the Student-Parent Handbook for Dress Code specifications.

What are the iPad requirements?

All Providence students are required to purchase their own iPad for instructional purposes. The specific IT requirements can be found on the Providence webpage under the “academics” tab and then under “technology.” Prior to the first day of school, students should have *Keynotes*, *Pages*, *Notability*, and *myHomework Student Planner* apps downloaded to their iPADS. Students new to Providence will be connected to our iPad management system in the first week of school. If additional help is needed in technology, please contact our IT Manager, Jack Riddle, at jriddle@providencehigh.net.

How do I purchase books and supplies?

Log on to your Skyward Family Access account and select the “schedule” tab on the left. Once you have your student’s schedule, you may check the on-line Virtual Bookstore on the Providence webpage. Books and supplies that can be purchased virtually are listed by department and course. Most books

are ebooks to be downloaded to your student's iPad. If no book is listed, have the student go to class for further directions. Often times there are "free" ebooks being used by the teachers as well. Most teachers prefer that students come to class first before purchasing supplies.

How do I pay for my child's lunch at school?

Lunch accounts will need to be set up prior to the first day of school. You can either send in a check/cash to school with your student to load onto the account or use the online feature by logging in to your parent Skyward Family Access account. Select "Food Service" tab on the left side and then "Make a Payment". (There is a small fee for this service charged by the company, not Providence.) You will have an opportunity to do this at Freshmen Orientation. You can pre-load your child's account with any amount of money you'd like. You will receive a phone message when your child's balance drops low. Students are welcome to bring their lunch from home and a refrigerator is provided in the cafeteria for lunch boxes to be kept during the school day. No outside food can be brought in (ie: fast food, delivery, etc). If you are interested in the Free and Reduced Lunch Program, please contact Karen Hennessey, Cafeteria Manager (khennessey@providencehigh.net). If you'd like information about what constitutes a "plate lunch", please view the Cafeteria tab under the Parents tab on our school website (www.providencehigh.net).

What if my child needs to take medication during the school day?

If your child will need to take medication during the school day (including over the counter medications), you will need to obtain a medication form from the main office and have it completed by your child's physician. You will then provide us with the medication (in its original bottle) to keep in the main office. Your child will come to the main office and take the medication with us according to your physician's directions. This form must be on file with the school BEFORE any medication can be administered here.

What immunizations are required?

The Indiana Department of Education collaborates with the Indiana Department of Health on required immunizations. The updated requirements are posted to our webpage under "immunizations" in the parent tab. Indiana law requires that students be sent home after 20 days if they are not in compliance with immunizations, so it is imperative that parents work with their doctor offices to meet the requirements prior to the first day of school. Doctor offices usually enter the information into the CHIRPS registry where school officials can view that the required immunizations have been completed. If the information is not posted in CHIRPS, then the doctor will need to fax the information to the school. If you are objecting to the immunization for a religious or other health reason, contact the main office immediately for the process on how to do this.

THE FIRST DAYS OF SCHOOL

What are the times and procedures for drop off and pick up?

Drop off: Upon entering the main drive into Providence, you will stay straight (see signs) to drop your child off in the circle at the front of the building. He/she will then walk along the building to the student entrance doors. Please be aware that your student will be walking in different types of weather and should be prepared. Doors to the building open at 7:00 am. Breakfast items are available until 7:40 am in the cafeteria. Students who arrive prior to the morning bell will wait in the cafeteria until the bell rings that allows students into the hallways.

Pick Up: If at all possible, it is best to wait until approx. 3:20 to pick up your student. This allows time for our student drivers to exit the parking lot and allows you an easier path to pick up your student. If you wish to come earlier, you can park in any parking space in the lot and wait for your child to exit the building. Students waiting for rides are to wait in the main lobby of the school, and all students should be picked up in the front of the building. Please remember that we do not provide any aftercare services and only indirect supervision after school until 4:00pm. Campus hours are from 7:00am until 4:00pm, so all students must be picked up by 4:00pm or in extracurricular activities that are supervised by school personnel.

What are the guidelines for entering the building?

Our students are required to wear a lanyard with their school issued identification at all times. These are provided to new students at their orientations. This ID will allow them to enter through the student entrance door (these are the double doors next to the chapel) from 7:00am – 8:00am (Wed-Fri) and from 7:00 – 8:30 am (Mon-Tues). If school is delayed, the door code is changed to allow entrance into the building one hour prior to the beginning of classes. They will also use the ID to pay for lunch transactions, check out books from the Library and register for drug testing. Faculty and Staff also must use their IDs to enter the building. All other persons, including parents, must buzz in to the building via the main doors. If you visit school, please know that you may be asked to answer a question or two about your child in order to insure you are a parent/guardian and allowed to be in our building during school hours. We take our students' safety seriously and work very hard to insure a safe environment.

What is an "A Day" and a "B Day"?

Providence operates on a block schedule. Students attend 4 (four) approx. ninety (90) minute classes each day with approx. 30 (thirty) minute lunch break. Students take 8 (eight) classes per semester. We split them up into two days (A and B) so that the continuity of teaching is less disrupted. We always begin the year and a new semester on an "A" Day, and the days rotate from A to B days throughout the semester.

What is a BLUE day?

BLUE stands for **B**alanced **L**earning = **U**ndeniable **E**xcellence. On Mondays and Tuesdays BLUE day sessions are offered beginning at 7:30 am. Some students may be mandated to attend a specific session. You will be notified by email if this applies to your student. BLUE day offerings are listed on Skyward each week as well as on our school website (www.providencehigh.net) under the "BLUE DAY" tab on the main page. On BLUE days, regular classes begin at 8:30 am. **NOTE:** The first BLUE days of the school year (the first Monday and Tuesday of classes) are "Back to School Mornings" for parents to come in with their student and meet their teachers and explore the school prior to regular classes beginning for the day. Any student on campus during BLUE days either will be in the cafeteria or in BLUE day sessions.

How do I report my child will be absent from school or needs to leave early?

If your child will not be attending school (for any reason), you will need to call the Attendance Hotline (812-945-2538 x167) by 8:15 am of the school day he/she will be absent to let us know. You will also call this line if your child will need to leave early for an appointment or other reason. If it is past 8:15 when you realize your child will be absent or need to leave, please call the main office phone line 812-945-2538 and speak with office personnel.

OFTEN ASKED QUESTIONS

What is the best way to communicate with my child's teacher if I have concerns?

All of our teachers have school email accounts (first initial followed by the last name @providencehigh.net) and should be contacted via email. Our teachers do not have access to phones in their classrooms. First, ask your student to communicate with the teacher. If you feel your student is not receiving adequate information from the teacher regarding the issue, please email the teacher yourself. We do ask that you allow your student to advocate for him/herself as much as possible. If additional help is needed, you or your student should contact the Counseling Department.

How can I check my child's grades/assignments?

Grades and assignments are posted to Skyward. You will need to log in to your Skyward Family Access account (www.access.providencehigh.net) or via the "Parents" tab from the school website (www.providencehigh.net). Your log in will always be your lastname.firstname (ex: swartz.kelly). If you have forgotten your password, please click the "forgot password" link and you will be sent instructions via the email address we have on file for you.

What does it mean if my child receives a detention?

All of us will make a mistake from time to time! Your child is no exception. If your child receives a detention for not abiding by one of our school rules (see handbook), then you and your child will be notified via email. Instructions for serving the detention are stated in the email. Any questions regarding detentions may be directed to Mrs. Kelly Swartz (kswartz@providencehigh.net) or Mr. Scott Hutchins (shutchins@providencehigh.net) in the main office. Detentions are meant to gently correct your child's behavior/choices. It is not meant to discourage or condemn your child. Detentions are for internal use only and not part of a student's permanent record.

How will I know if school is canceled or delayed for weather or any reason?

Providence uses the SKYLERT program to alert you if school is closed or delayed. You will receive a phone call, email and/or text message to the phone or email address you provided when setting up your Skyward account. You can manage these settings through your Skyward Family Access account.

Will my child be drug tested?

Drug testing is mandatory for students attending Providence. This is a non-invasive hair test method completed at the school. All students will be tested for drugs at least two times per year. These will be done on a random basis at varied times throughout the year. Please refer to the Parent-Student Handbook for detailed information regarding our drug testing policy. The handbook is on our website (www.providencehigh.net) under the "Parent" tab.

How often do students attend Mass? Is my child required to attend?

On Thursdays, daily mass is offered in our Chapel at 7:30 am. Any student is welcomed and encouraged to attend! We gather for all school Masses about once a month. All students are required to attend all school Masses.

Will my student attend a retreat experience?

Students are provided with a retreat experience during all four years. The 9th and 10th grade retreats are held during the school day and overnight retreats for 11th and 12th grade students. Students will be given information on dates and you will receive a permission slip to sign and return to our Campus

Ministry office. If you have questions about any of our retreats, contact Leah Kelly in our Campus Ministry Office at lkelly@providencehigh.net.

What are the specific Service Learning requirements?

Students are responsible for a **yearly** requirement of 15 hours. A total of 60 hours is required for graduation. After the student's freshmen year, the hours are divided between "service" and "outreach".

Freshmen	-- Complete 15 hours of service
Sophomores	-- Complete 15 hours of service, 3 hours of which must be OUTREACH
Junior	-- Complete 15 hours of service, 6 hours of which must be OUTREACH
Senior	-- Complete 15 hours of service, 10 of which must be OUTREACH

For more information regarding Service Learning, please contact Leah Kelly (lkelly@providencehigh.net) Campus Ministry.

What if my child loses or misplaces his/her student ID?

Please encourage your student to keep track of his/her ID. If it is truly lost and you cannot find it, report this information to the main office immediately. We will deactivate the ID so no one else can enter the building with the lost ID. Your child is issued 1 (one) ID per year for free. If the student needs to replace it, he/she can obtain a new one from the main office at the beginning of the school day. The cost is currently \$5.00. Students may wear the ID on any lanyard they choose as long as it is appropriate. If your student simply forgot his/her ID at home and you know that it is safe, then a temporary one day ID can be issued at no cost with a limit of 3 (three) for the school year.

How do I know whom to contact for various issues?

Concern/Issue	Contact Person
Academic Counseling/Personal 9 th & 10 th	Jaimie McRae jmcrae@providencehigh.net
Academic Counseling/Personal 11 th & 12 th	Emily Losey elosey@providencehigh.net
Learning Differences	Karen Schueler kschueler@providencehigh.net
Attendance & Discipline	Scott Hutchins shutchins@providencehigh.net
Academics	Kerry Gerber kgerber@providencehigh.net
Information Technology	Jack Riddle jriddle@providencehigh.net
Cafeteria/Lunch	Karen Hennessey khennessey@providencehigh.net
Campus Ministry	Leah Kelly lkelly@providencehigh.net
Athletics	Paula Hoffman phoffman@providencehigh.net
Tuition/Business Office	Larry Weimer lweimer@providencehigh.net