



PROVIDENCE CATHOLIC HIGH SCHOOL

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Mr. Paul Houston, Principal
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Parents and Guardians,

Providence Catholic has updated its attendance policy, and I wanted to contact you directly to make sure you were aware. The language in the student handbook (the printed version and the online version available on our website) reads as follows:

ABSENCES

PCHS values partnership with parents to maintain student attendance and prepare students for work/career expectations. Students must be present in school in order to participate in athletics, activities, and events. Excessive absences result in a loss of instruction, making it difficult to attain and demonstrate mastery of material and affecting grades. The attendance guidelines for PCHS are as follows:

EXCUSED ABSENCES

*We recognize students may need to miss school for illness, doctor's appointments, religious observances, illness/death in their family, court appearances, mental health needs, and college visits. Since regular attendance is crucial to a student's learning, the school discourages any absence that is not necessary. **PCHS has a limit of 7 excused absences from any class per semester.***

It is the responsibility of the parent/guardian to call the Dean's Office before the start of school on the day of the absence. Calls should be made before 9:00 a.m. Messages may be left on the voicemail system. The direct phone number for the attendance office is (815) 717-3130.

UNEXCUSED ABSENCES

When a student has reached 7 absences in any class (or all classes) in a semester, the school will require appropriate written documentation (e.g., doctor's note or court documentation) for any subsequent absences. If appropriate documentation is not provided, the absence(s) will be considered unexcused and result in the following consequences.

First unexcused absence: The Dean's Office will contact the student's parent or guardian, notify them of the excessive absence(s) and the student will conference with the Dean.

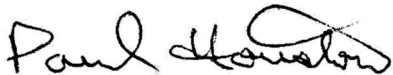
Second unexcused absence: The Dean's Office will contact the student's parent or guardian and the student will be assigned a detention.

Third and subsequent unexcused absence: The Dean's Office will contact the student's parent or guardian and the student will be assigned a Saturday detention.

In addition, any periods or days when a student is not in attendance and has not been excused by a parent or guardian will be considered unexcused (cut), and the consequences will be issued.

This new language is designed to improve student attendance, ensure student engagement, and prepare students for responsible behavior in the future. The policy will be periodically reviewed and updated as needed to ensure its effectiveness, as part of our commitment to promoting regular attendance and creating a positive learning environment. Please feel free to call or email me if you have any questions.

In Truth, Unity, and Love,

A handwritten signature in black ink that reads "Paul Houston". The signature is written in a cursive style with a large, sweeping initial "P".

Mr. Paul Houston
Principal