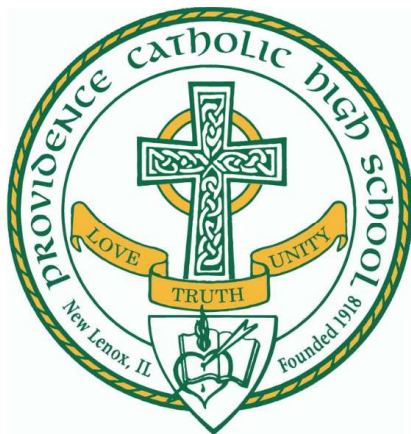




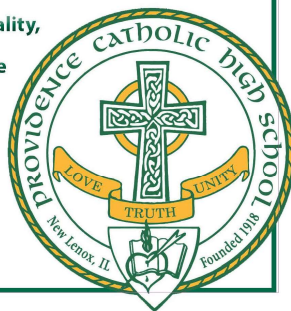
STUDENT HANDBOOK

2026-2027

PROVIDENCE CATHOLIC HIGH SCHOOL

Mission

Inspired by our Augustinian values of truth, unity, and love, the Providence Catholic High School family is a vibrant community of believers and learners, one in mind and heart on the way to God. In our spirited pursuit of excellence as a college-preparatory school, we provide rigorous programs at all levels in academics, arts, and athletics, along with extensive extracurricular activities and opportunities. In our authentic desire to witness the Gospel message of Jesus, we provide spiritual programs that foster and promote an enduring commitment to a life of faith, prayer, and service. In a safe and supportive environment, our dedicated, talented, and highly qualified faculty and staff guide students to embrace individuality, challenge assumptions, and grow in confidence and compassion. We invite young men and women, along with their families, to join us in the blessing that is Providence, and in so doing, become something greater, together.



PROVIDENCE CATHOLIC FIGHT SONG

*Providence High! Fight for victory!
We are with you all the way! With your
colors of green and white Hold our
spirits always high. Rah! Rah!
Home of the Celtics, all hail to you!
Our motto is "To Win"! Go! Go! Providence!
Our hearts are true to you!*



Providence Catholic High School

1800 W. Lincoln Hwy.

New Lenox, IL 60451

www.providencecatholic.org

815-485-2136

Direct Line Phone numbers:

Attendance.....	815-717-3130
Main Office.....	815-485-2136
Administration Office	815-717-3186
Advancement Office.....	815-717-3164
Athletics Office	815-717-3170
Business Office.....	815-717-3175
Counseling Office	815-717-3182
Deans' Office	815-717-3130
Enrollment Office.....	815-717-3160
Harvest Drive.....	815-717-3162
Pastoral Office.....	815-717-3173
Providence Catholic Children's Academy ...	815-485-7129
Tuition Office.....	815-717-3174
Transportation Department	815-717-3031

Fax numbers:

Main Office	815-485-2709
Athletics Office	815-485-8256

For a complete list of phone and email contacts, visit our website and click on
"Personnel Directory."

PROVIDENCE CATHOLIC ADMINISTRATION

President & Pastoral Director, Fr. John Merkelis, OSA

jmerkelis@providencecatholic.org

Principal, Mr. Paul Houston

phouston@providencecatholic.org

Assistant Principal, Mrs. AnnMarie Toutant

atoutant@providencecatholic.org

Dean of Students, Mr. Keith Healy

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Director of Institutional Advancement, Mr. Steve Cardamone

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Director of Counseling, Ms. Huda Hamdan

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Athletic Director, Mr. Douglas Ternik

dternik@providencecatholic.org

Technology Director, Mrs. Rosanne Grigoletti

rgrigoletti@providencecatholic.org

Controller, Ms. MaryBeth Carroll

mcarroll@providencecatholic.org

PROVIDENCE CATHOLIC WELCOMES YOU!

God created man in His image, in the Divine image He created him;

Genesis 1:27

*All that the Father gives me will come to me,
and whoever comes to me I will never cast out.*

John 6:37

*You are the salt of the earth... You are the light of the world.
Just so, your light must shine before others, that they may see
your good deeds and glorify your heavenly Father.*

Matthew 5:13-16

Believing that all human beings are made in the image and likeness of God, Providence Catholic High School (PCHS) admits students without regard to their race, gender, religion, national or ethnic origin and other unique needs which can be reasonably accommodated in a healthy and productive learning environment. All students must be made to feel welcomed, loved, and accepted as they are.

All students are entitled to the rights, privileges, programs, and activities generally accorded or made available to all students of the school. PCHS does not discriminate in the administration of its educational policies, admission policies, and athletic and other school administered programs.

PCHS is pleased to provide reasonable accommodations for students with special needs. Students with special needs must have the support of their parents or guardians, and acceptance by the school for registration and participation in the specific programs and roles which they fulfill as students. In accepting students as they are, PCHS asks and expects all students to uphold the basic tenants of our faith and our family community by being respectful, patient, kind, welcoming and accepting of all other students.

PCHS accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. PCHS provides a high level of individual attention in a warm family atmosphere. Following the teachings of the Catholic faith, all students are accepted with respect, compassion, and sensitivity. All students are required to follow the rules and eligibility regulations of the school, of the IHSA, and other groups which govern participation in religious, athletic, academic, and non-athletic activities.

PCHS operates under the auspices of the Diocese of Joliet. Therefore, PCHS adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrators, staff, and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by the Diocese of Joliet.

NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition. All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382(1982).

PHILOSOPHY OF EDUCATION

PCHS is a Catholic, coeducational, diocesan secondary school administered by the Augustinians and staffed by religious and lay people.

As an Augustinian school, the philosophy and values of St. Augustine are reflected in its purpose. "Before all else...love God and your fellow man, for this is the purpose of your coming together," (St. Augustine: Rule). PCHS has a deep respect for students' individual dignity and worth which engenders a strong sense of community. Gospel values unite parents, students, and staff in a climate of warmth and affirmation. The Eucharist is the inspiration of this faith community: "Father, may they be one in us as you are in me and I am in you," (John 17:21).

PCHS assists students in the development of their full spiritual, intellectual, emotional, moral, social, physical, and civic potential. To achieve this, a focused college preparatory curriculum is offered to all students respectful of their diverse intellectual capabilities. "He is called studious who with all earnestness seeks those things which pertain to liberal culture and adornment of mind, especially if we add he studies to hear the open and pure Truth, especially knowledge of God," (St. Augustine: The Value of Faith).

PCHS is committed to maintaining a professionally competent staff which fosters a positive self-image and self-awareness in each student. Staff members encourage students in the discovery of their unique potential and the development of their individual gifts. Through self-discipline and personal responsibility, students are directed to enhance their own lives while reflecting the spiritual and moral values of the Catholic Christian community. They are challenged to be responsible citizens and to change society for the better.

PCHS is committed to an on-going program of cultural, athletic, service, and extracurricular activities with the intent of strengthening the sense of belonging and cooperation in every student. Through involvement in these activities, students learn a sense of fair play, accountability, responsibility, interpersonal skills and an understanding of success and failure. Their faith values are an underlying factor in their behavior and performance.

PCHS exists to teach the Gospel of Jesus Christ to the Catholic Christian community. We prepare students of all faiths and races for the challenges of college and adult life through a quality college preparatory education. We are a community who strives to love one another as God loves us.

ADMISSION & ENROLLMENT CONTRACT

PCHS, operating under the auspices of the Diocese of Joliet, admits students without regard to their race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs, and activities generally available to students at the school.

PCHS accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. We seek to provide a high level of individual attention and a warm family atmosphere.

1. Students will be accepted from PCHS families who have had a parent, grandparent, brother, or sister graduate from PCHS, or who have a brother or sister presently in attendance.
2. Students will be accepted to complete the available openings in our existing academic programs yet maintain a reasonable class size. PCHS reserves the right to serve a diversified student body composed of Catholic and non-Catholic students, and ethnic and racial minority students.

It is the personal responsibility of each parent/guardian and student to acquire an active knowledge of all regulations set forth in this PCHS Handbook. Before a student's registration is finalized, the parent/guardian and student must sign and submit a copy of the enrollment contract.

Parents and students understand that they are entering into a voluntary contract between themselves and PCHS. Parents understand that they are responsible for paying all tuition and fees by the due date which will be billed through FACTS Management. Further, parents understand that the tuition policies explained in the Student/Parent Handbook will be enforced and agree to abide by them.

Parents and students also agree to abide by, conform with, and support the rules and regulations of PCHS and be governed by those rules as published in the Student/Parent Handbook and as announced or published in other places by the school administration. Parents and students must be familiar with and will read the published rules, regulations and general policies and procedures governing enrollment, attendance, grading, and student discipline at PCHS.

The parent and student signatures, previously submitted via the online enrollment contract, mean they accept these conditions for enrollment which are binding through graduation from PCHS.

LEARNING READINESS

PCHS is capable of assisting learners with mild learning limitations which affect learning. PCHS is not capable of assisting learners with moderate to severe learning difficulties, or other physical, emotional, social, autism spectrum or psychological disorders which interfere with learning or the educational environment. The information parents completed on the Learning Readiness Statement, part of registration information provided by parents, may be shared with those directly involved in your student's education. Parent signatures on the Learning Readiness Statement implies permission to share this information. Failure to disclose accurate and correct information may lead to cancellation of registration and removal of the student from PCHS.

PARENT'S ROLE IN EDUCATION

We consider it a privilege to work with parents in the education of students because parents are the primary educators of their students. Therefore, it is your right and your duty to become the primary role models for the development of your student's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of PCHS involves a commitment and exhibits a concern for helping your student to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with PCHS, we trust you will be loyal to this commitment. During these important high school years, your student needs constant support from both parents and staff to develop his/her moral, spiritual, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, parents must make investigation of the complete story their first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your student become the best person they are capable of becoming.

As partners in the educational process at PCHS, we ask parents:

- To set rules, times, and limits so your student:
 - gets to bed early on school nights.
 - arrives at school on time and is picked up on time at the end of the day.
 - is dressed according to the school dress code.
 - completes assignments on time.
- To actively participate in school activities such as Parent/Teacher Conferences.
- To see that the student pays for any damage to property or school textbooks.
- To notify the school when a student will be absent.

- To notify the school office of any changes of address or important phone numbers.
- To have the student reside with his/her parent or guardian.
- To meet all financial obligations to the school.
- To inform the school of special situations regarding the student’s well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To support the religious and educational goals of the school.
- To treat teachers with respect and courtesy when discussing student problems.

TUITION & FINANCIAL AID

All tuition and bus fees must be paid monthly, in advance. A student who takes correspondence or tutored courses with the approval of PCHS, must still pay the full tuition required if all courses were taken at PCHS to be given credit or a diploma.

TUITION AND FEES FOR 2026-2027

Tuition

• First student	\$16,150
• Second student *	\$14,610
• Third student *	\$12,300
• Fourth student - No Charge *	Free

*Students must be attending concurrently to receive these discounts

BUSING FEES (PER STUDENT)

See Transportation section on the website for more details.

Zones:

1. East side of Joliet, New Lenox\$ 1,625
2. West side of Joliet, Rockdale, Crest Hill\$ 1,650
3. Manhattan, Frankfort, Mokena, Homer Township, Lockport\$ 1,700
4. Orland Park, Tinley Park, Oak Forest, Palos, Lemont, Channahon, Green Garden Township, Shorewood and Plainfield\$1,725

FAMILY DISCOUNT FOR BUSING

Multiple siblings at the same address will be charged for the first student fee, other siblings will be free for 2026-2027 bus contract. If more than one address is needed: Second Student: 10%, Third Student: 25%, Fourth Student: Free.

ACTIVITY FEE

\$300 is charged per family to cover the cost of student accident insurance, student admission to all home games (other than IHSA tournaments), drama and choral productions (with I.D. Card), yearbook, network access and licensing for each student.

ATHLETIC TRAINER FEE

\$100 is charged per student who participates in athletics.

GRADUATION FEE

Each senior is charged \$200 to cover the expenses of graduation.

KAIROS FEE

Each senior is charged \$400 to cover the expense of this 3-day retreat.

PARKING FEE

Each Main Campus parking permit is \$425.

REGISTRATION FEE

\$100 is charged per student to reserve student's place for the school year. This fee supports administrative costs related to enrollment, is not applied to tuition and is non-refundable and not transferable.

ADDITIONAL CLASSROOM FEES BILLED PER SEMESTER

AP Testing fee for **each AP Test taken** (*in addition to applicable fees*): \$100

(AP Physics is 2 tests: \$200)

Science Courses (Lab Fees) and some electives have a fee associated with them, please see

<https://www.providencecatholic.org/admissions/tuition/> for amounts.

SCHOOL PROVIDED E-BOOK LICENSES

Invoiced once for entire year - see <https://www.providencecatholic.org/admissions/tuition/> for amounts

FUNDRAISING

The student obligation is \$450 in fundraising per year, as part of the school-wide Fall Harvest Drive Campaign. Families with two or more students are asked to raise a total of \$650. Any amount of the fundraising obligation not completed will be added to tuition.

2026-2027 TUITION POLICIES/FINANCIAL AID

1. All families must set up a payment plan through FACTS Management. Payments are due on the payment date that was selected when setting up your FACTS tuition account. If payment is not received by the last day of the month, a \$20 late fee will be assessed to your account.
2. If a family chooses to pay their tuition in full, a FACTS account must still be established for incidental billing including class fees, parking permit, ACT Workshop, dances, Athletic Trainer Fee, etc. Those paying in full receive a \$250 discount if payment is received by August 3rd. The \$250 discount is not applicable to those receiving aid based on financial need.
3. No student can begin a new semester until their tuition account is current.
4. If a tuition account is two months past due, a letter will be handed to your student excluding him/her from attending school and participating in class until payment is received to bring the account current. This letter of exclusion is handed to your student personally and discreetly from the President's Office and in a way not intended to embarrass your student, but only as a last resort to bring the overdue tuition to your attention.
5. Regarding Prom: the student tuition account must be current for a student to purchase a ticket to Prom and remain current for the student to attend Prom.

6. No student will receive a schedule or be allowed to make schedule changes for the coming year if there is an outstanding balance from the current year until tuition has been paid in full.
7. Students participating in school-sponsored trips must have tuition accounts current to attend.
8. Seniors do not receive caps and gowns for Baccalaureate Mass or Graduation, nor will they receive diplomas or final transcripts, until all obligations have been met, or a satisfactory arrangement has been made.
9. If tuition payment arrangements are not kept by parents, the delinquent amount will be sent to the school's attorney for debt collection 30 days after the student's last day of school.

REFUND POLICY

1. **Advanced Deposits:** Advanced deposits are applied evenly to the tuition balance over a family's selected payment plan. If a student withdraws from PCHS, the deposit is forfeited.
2. **Tuition Refunds/Prorated Tuition:** Tuition is prorated based on the amount of tuition billed and the number of weeks in the semester the student is enrolled at PCHS. Each semester consists of 18 weeks. This policy also applies to financial aid awards, or discounts received for paying in full. A student is considered enrolled until they have been officially signed out through the Enrollment Office.

TUITION PAYMENT PLANS

All families are required to establish a payment plan with FACTS Management each year regardless of which payment plan is selected. Your FACTS account is used to view your account and to make or check the status of payment.

PCHS offers a variety of payment plans to accommodate each family's financial needs:

1. Annual (due August 1, *\$250 discount applies)
 2. Semi Annual (August 1 & January 1)
 3. 10-month plans
 - a. 15th of each month: July 15 – April 15
 - b. 1st of each month: August 1-May 1
 - c. 15th & last day of each month: July 15-April 30
- *\$250.00 discount does not apply for those that receive aid based on financial need

Once a payment plan is established, no changes can be made until the school has finalized their tuition agreement. If families would like to make a change to their account, they must contact the Tuition Office at least 3 days prior to their next scheduled payment. Families are only allowed to make changes to payment plans once per academic year.

Payments are submitted via an automatic bank draft or credit/debit card online through FACTS Management. There is no charge for payment from a checking/savings account; however, FACTS charges a 3% processing fee on all card transactions. Payments returned by the bank will be assessed a **\$25** fee.

Financial Aid is available to families who qualify. Please complete the financial aid form which is available online from FACTS at www.factsmgt.com by March 1st. The amount of financial aid that we can provide to each family is limited.

INCIDENTAL CHARGES

Any other school related fees charged through FACTS are referred to as incidental charges. All incidental charges are invoiced throughout the month and due accordingly regardless of the payment plan selected. You will receive an email notification of incidental charges at least 10 days prior to the withdrawal date. If families need to make a change to the due date, they must contact the Tuition Office at least 3 days prior to the due date.

Incidental charges will automatically be withdrawn from the account on file. If you wish to use a different account or card for incidental charges this change can be made once you have set up your account and the school has finalized your tuition agreement. Any changes in payment information must be made a minimum of 3 days prior to a scheduled payment.

Still have questions? FACTS customer service is available 24/7 at (866) 441-4637. You can also contact the Tuition Office at tuition@providencethecatholic.org.

SUMMER WORK PROGRAM

PCHS provides summer work opportunities for students who wish to reduce a portion of the cost of their tuition by working during the summer. Families must complete the financial aid form provided by FACTS and submit the completed application to the company by the deadline. Families which have not applied for need-based aid may not be considered for the Summer Work Program. Students who are eligible for the Summer Work Program are screened by the Financial Aid Committee. Because the program requires skill and proficiency in performing manual labor such as painting, cleaning, repairing, hauling, shoveling, etc., preference is often given to older students or students who have previously worked in the program.

Consideration in hiring is given to families with greater financial need and who have a number of students attending Catholic Schools. Students who receive summer work positions are expected to work for the entire period of the program and not take vacation. This program lasts between eight and ten weeks and begins the first Tuesday in June. Students work under adult supervision between 8:00 a.m. and 3:00 p.m. with a fifteen-minute break in the morning and one half-hour lunch. Ordinarily students receive two-thirds of their salary as tuition credit, and one-third is returned to the student by direct deposit at the end of the pay period. If parents would prefer, all money earned in the Summer Work Program may be credited directly to their tuition account. Eligible students will be contacted by the Summer Work Program Coordinator.

PASTORAL PROGRAM

**“You have made us for yourself, O Lord,
and our hearts are restless until they rest in you.” (Confessions I.1)**

St. Augustine believed that we are companions on a journey which leads to the discovery of self (interiority), an appreciation of friendship (community), and ultimately, a relationship with God. We do not have to seek God outside of ourselves; God is closer to us than we are to ourselves (City of God IX.7).

The Pastoral Department at PCHS provides experiences to nurture the personal and communal prayer of the “Providence Family.” Our philosophy is most succinctly captured by the acronym, IALAC: I Am Lovable and Capable. Foundational to our Catholic Christian faith is the belief that each person is lovable, made in the image and likeness of God (Genesis 1:26).

We are steeped in prayer! A Mass is offered in the chapel prior to the beginning of school each morning. Our school community prays together every day during the all-school prayer. Each class period also begins with teacher or student-led prayer, and our day ends in prayer. All-school liturgical celebrations occur at least once a month and include Masses, penance services and retreats.

In conjunction with the Theology Department, we seek to foster the spiritual, intellectual, and emotional growth of the students and staff and to promote the Gospel message of love. This love calls us to form a community of “one heart and mind” (Acts 4:32) by loving God and our neighbor (Luke 10:27). Academically, students are required to take four years of Theology. It is also a graduation requirement that every student must participate in an annual, school-sponsored retreat. Seniors may opt for either a one-day Senior Retreat or the three-day Kairos Retreat.

A.C.T.S.

The **A Call To Serve Program (A.C.T.S.)** is another opportunity for our students to practice our faith. The primary focus of A.C.T.S. is to bring the message of Jesus Christ to life by providing an experience of Christian service in the everyday world. By virtue of our baptism, we are not just passive members of Christ’s body; we are also called to serve. Because PCHS takes community service so seriously, the following obligations are a graduation requirement. Details for the A.C.T.S. Program can be found on the PCHS website.

Seniors are responsible for 25 hours of volunteer service plus a conversation with the Senior A.C.T.S. Hours Coordinator. The hours may be accomplished by service for PCHS (up to 10 hours), for their church or for any legitimate community charity (approved in advance by the Senior A.C.T.S. Coordinator). Failure to complete either requirement by the A.C.T.S. hour deadline will result in a detention. Diplomas and transcripts will be withheld until the requirement is completed.

Juniors are responsible for 15 hours of volunteer service plus a reflection paper or conversation with the Junior A.C.T.S. Hours Coordinator. The hours may be accomplished by service for PCHS (up to 7 hours), for their church or for any legitimate community charity (approved in advance by the Junior A.C.T.S. Coordinator). Failure to complete either requirement by the A.C.T.S. hour deadline will result in a detention and not advancing to the next grade until the requirement is completed.

Sophomores are responsible for 10 hours of volunteer service plus a reflection paper or conversation with the Sophomore A.C.T.S. Hours Coordinator. The hours may be accomplished by service for PCHS (up to 5 hours), for their church or for any legitimate community charity (approved in

advance by the Sophomore A.C.T.S. Coordinator). Failure to complete either requirement by the A.C.T.S. hour deadline will result in a detention and not advancing to the next grade until the requirement is completed.

Freshmen are responsible for 10 hours of volunteer service and a reflection paper. The hours may be accomplished by service at their home, for their church, for PCHS (up to 5 hours) or for any legitimate community charity (approved in advance by the Freshman A.C.T.S. Coordinator). Failure to complete either requirement by the A.C.T.S. Hour deadline will result in a detention and not advancing to the next grade until the requirement is completed.

The Pastoral Department supports many other programs and activities that promote Christian spirituality, service, and community within the Providence family. These include:

Adult Faith Sharing	Mission Awareness
Augustinian Values Institute	Monthly All-School Liturgies
Augustinian Youth Leadership Conference	New Celtic Welcome
Augustinian Youth Ministry	New Staff Welcome
Celtic Unity Day	Pastoral Assistants
Classroom Prayer	Pastoral Counseling
Community Day of Reflection	Preschool Liturgy Program
Daily Liturgy in Chapel	Reconciliation
(7:25 a.m.; 8:50 a.m. on late start days)	Sacramental Preparation
Extraordinary Ministers of Eucharist	Sacristans
Fourth Day Gatherings	Senior One-Day Retreat
Freshman Liturgy Program	Staff Masses
Induction & Recognition Ceremonies	Student Augustinian Values Institute
Kairos Retreats	Summer Masses for Parents of Incoming
Liturgical Ministries	Freshmen & Transfer Students
Men's Club Day of Reflection	Vocations Presentations & Direction
	Women's Club Night of Reflection

Jesus said: *“You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength, and love your neighbor as yourself,”* (Mark 12:30-31).

The Pastoral Department seeks to make these words a reality for the entire PCHS Community.

DAILY PRAYERS

ALL-SCHOOL PRAYER

“The health of our earthly relationships depends solely on the health of our relationship with God.” (Fr. Ray Ryan, O.S.A.) Through daily prayer we come together to ask the Lord to help us become more aware of His presence in the world, particularly as experienced in all of our relationships. At a designated time each day a member of the Providence Family shares a personal prayer with the entire school community. We then recite The Act of Consecration to the Sacred Heart of Jesus and the Pledge of Allegiance.

ACT OF CONSECRATION TO THE SACRED HEART OF JESUS

Eternal and ever-loving Father, I offer you everything I do this day: my work, my prayers, my play, all my thoughts; my time with family and friends; my hours of relaxation; my difficulties, problems,

distress, which I shall try to bear with patience.

Join these, my gifts, to the unique offering which Jesus Christ, your Son, renews today in the Eucharist. Grant, I pray, that, guided by the Holy Spirit and united to the Sacred Heart of Jesus, my life this day may be of service to you, and to all you send into my life, so that we can continue to respond with love to the mystery of your call, to be your special people. **AMEN.**

LEADER: Heart of Jesus burning with love for us,

RESPONSE: Inflame our hearts with love for you.

COMMUNITY AFTERNOON PRAYER

LEADER: You have made us for Yourself, O Lord,

RESPONSE: And our hearts are restless until they rest in You.

LEADER: St. Augustine,

RESPONSE: Pray for us.

THE AUGUSTINIAN VALUES AND BELONGING

If therefore, you wish to live in the Holy Spirit,
hold on to **love**, love **truth**, long for **unity**,
so that you may come to eternal life.
St. Augustine, *Sermon 267.4*

Truth, Unity, and Love are the Augustinian Core Values. Simply put, we are united as fellow travelers in our pursuit of truth which leads us to love, which is God. Relationships are a foundational element in Augustinian Theology and the Philosophy of Education.

All human beings are your neighbors.
Where human nature is shared, differences are always accidental.
St. Augustine, *Commentary on the Psalms*, 118, 8, 2).

At PCHS, we share a responsibility with parents to teach the Gospel of Jesus Christ, especially the Church's core teaching that all human beings are equal brothers and sisters. All people are made in the "image and likeness of God," (Gn. 1:26) who should be welcomed, respected, and treated with dignity. We value diversity and inclusion. It is essential for all of us to work, relate, and live together as we pursue the creation and building of a just society for all.

Therefore, any language (including words, phrases, slogans or nicknames), music, pictures, movies, or any form of media, or expressions which are verbal or pictorial, recorded or live, which shows disrespect, insults, or demonstrates a negative attitude or evaluation of any person's race, color, ethnic background, identity, or any dimension of diversity is forbidden. Any statements which disparage, insult, denigrate, demoralize, or ridicule any member of the Providence community are forbidden at all times and in all places. Any racial taunting, or demeaning/insulting statements or actions are forbidden at PCHS. No ridiculing, teasing, putting down, minimizing, kidding or joking about race or ethnicity is allowed. All members of the Providence Catholic community are responsible for their words and actions. Violators of this policy will face serious consequences.

Specific attention will be paid to conduct and language that can be reasonably believed to be racially

motivated, religiously, ethnically, or culturally intolerant, sexist, homophobic, harassing or bullying in any form. Actions believed to be intolerant or inflammatory language are considered violations of the Augustinian values of the school. Sensitivity training will be mandated for any student deemed to be in violation of this school policy. This educative component will not result in reduced disciplinary measures.

In the spirit of Augustine, we prepare our students to befriend all of God’s children:

“Before all else, dear ones, love God and then your neighbor. . . The main purpose for your having come together is to live harmoniously, intent upon God in oneness of mind and heart.”

Rule of St. Augustine

PCHS shall comply with applicable federal and State laws prohibiting discrimination, including, but not limited to, Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.), the Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 USC 2000d et seq., 2000e et seq.), the Americans With Disabilities Act of 1990 (42 USC 12101 et seq.), the Illinois School Code [105 ILCS 5], and relevant case law, including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982).

ACADEMIC PROGRAM & POLICIES

COLLEGE PREPARATORY PROGRAM

A PCHS education is intended to provide each student with a four-year college preparatory program. PCHS education is a unified program of instruction emphasizing a fundamental understanding of the basic skills and disciplines in the liberal arts which students will need for life after high school and success in college. The PCHS curriculum includes theology, language arts, social science, mathematics, world languages, science, art, computer technology, and physical education. PCHS graduates are expected to demonstrate mastery of many skills and disciplines.

PCHS is capable of assisting students with less severe diagnosed learning disabilities. PCHS is not capable of assisting students with serious learning difficulties, or serious physical, emotional, or physiological challenges. Failure to disclose accurate and correct information regarding academic limitations may lead to the cancellation of registration and removal of the student from PCHS.

GRADUATION REQUIREMENTS

To receive a diploma from PCHS, a student must complete the following:

- 1. 22 total credits. If a student earns less than 5 and 1/2 credits (5 freshman year) because of semester failures, these deficiencies must be made up in summer school to remain eligible to return to PCHS for the next school year.
- 2. Take and receive a passing grade in the following courses:

4 years of Theology	2 years of World Languages
4 years of English	Same language in consecutive years
3 years of Math	1 year of Physical Education or Band
3 years of Laboratory Science	1 semester of Health
3 years of Social Science	1 semester of Economics
Including 1 year of U.S. History and	1 semester of Introduction to Technology

1 semester of American Government

The remaining credits are electives. A student may not have more than one study period semester. The Principal may substitute designated courses from the Fine Arts or Computer Science and Application Departments for the two-year World Language requirement when needed. Students must take Theology each semester.

3. Pass an examination on the United States and Illinois Constitutions.
4. Complete the Illinois Civics requirement (included in American Government).
5. Complete an approved retreat each of the 4 years.
6. Take an ACT test.
7. Complete A.C.T.S. hours per grade requirement.

To participate in the graduation ceremony and receive a diploma, students must satisfy penalties imposed for poor conduct, fulfill financial obligations, and attend all Baccalaureate and graduation practices and services. PCHS does not allow students to graduate early.

ACADEMIC INTEGRITY CODE

The PCHS Academic Integrity Code is a statement about the importance of honesty and integrity within our academic community. It articulates PCHS expectations of students in maintaining the highest standards in academic work.

Academic integrity lies at the heart of the values expressed in the PCHS mission statement and is inspired by the spirit of St. Augustine. When one comes to PCHS, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

While the teacher alone has the right and obligation to set academic requirements, the students, teacher, and parents will work together to establish optimal conditions for honorable academic work.

Violation of the Academic Integrity Code include:

1. Plagiarism – submitting another person's writing or work as one's own
2. Obtaining or accepting a copy of a test or test key
3. Giving or receiving test questions or answers to/from other students
4. Copying from another student's test or knowingly permitting another student to copy during a test
5. Using materials or means which are not permitted during a test
6. Having someone else prepare homework, paper, project, report, or take-home exam
7. Permitting another student to copy one's work or ideas
8. Changing grades in a grade book or on a computer grade sheet
9. Impersonating another student to assist them academically
10. Using Artificial Intelligence to create work that one presents as one's own original work.

The following will be implemented for violations of the PCHS Academic Integrity Code:

1. The teacher will discuss the incident with the student.
2. The teacher will contact the parents/guardians and inform them of the incident.
3. The teacher will assign a zero for the academic work.
4. The teacher will record on an Academic Integrity Report Form the date and time of the contact

with the parents/guardians, a written narrative of the incident and, when possible, attach a copy of the academic work in question.

5. The teacher will submit this report to the student's counselor for inclusion in the student's file.
6. The counselor will submit this report to the moderator of the National Honor Society.

Violations of the PCHS Academic Integrity Code are cumulative throughout the student's career at PCHS. Upon the third documented violation, the student will be called before the school Academic Committee who will decide the appropriate sanction for the accumulated violations.

GRADING SCALE AND WEIGHTED GRADES

Honors courses and AP courses receive weighted grades. A weighted course provides more quality points towards the grade point average than a non-weighted class. This system is used in the computation of grade point averages. The student transcript will indicate honors courses and AP courses.

Percentage Earned	Letter Grade Earned	Non-Weighted GPA Points	Honors Level GPA Points	AP Level GPA Points
97-100	A+	4.33	5.33	5.83
93-96	A	4.17	5.17	5.67
90-92	A-	4.0	5.0	5.50
87-89	B+	3.67	4.67	5.17
83-86	B	3.33	4.33	4.83
80-82	B-	3.0	4.0	4.50
77-79	C+	2.67	3.67	4.17
73-76	C	2.33	3.33	3.83
70-72	C-	2.0	3.0	3.50
67-69	D+	1.67	1.67	1.67
63-66	D	1.33	1.33	1.33
60-62	D-	1.00	1.00	1.00
59 or below	F	0.00	0.00	0.00

COURSE OFFERINGS BY DEPARTMENT

** denotes 1/2 credit; one semester class*

COMPUTER SCIENCE & APPLICATIONS DEPARTMENT

AP Computer Science A	Introduction to Programming *
AP Computer Science Principles	Introduction to Technology *
Digital Marketing *	Robotics

ENGLISH DEPARTMENT

AP English Literature & Composition	English 2 Academic	English 4
AP English Language & Composition	English 2	English 4 Honors
English 1 Academic Extension	English 2 Honors	Speech Communication *
English 1 Academic	English 3	
English 1	English 3 Honors	
English 1 Honors		

FINE ARTS DEPARTMENT

AP Music Theory	AP Art & Design: 2-Dimensional Design
Band	AP Art & Design: Drawing
Band Honors	Drawing *
Cadet Band	Introduction to Art *
Beginning Choir	Painting *
Concert Choir	Studio
Honors Choir	Two-Dimensional Design *
Guitar 1	
Music Appreciation *	

MATHEMATICS DEPARTMENT

AP Calculus AB	Algebra 2
AP Calculus BC	Algebra 2 w/ Trigonometry
AP Precalculus	Algebra 2 Honors
AP Statistics	Calculus Honors w/ Business Applications
Advanced Topics/Trigonometry	Geometry
Algebra 1 Academic	Geometry Honors
Algebra 1 Academic Extension	Precalculus
Algebra 1	Statistics
Algebra 1 Honors	

PHYSICAL EDUCATION DEPARTMENT

Co-Ed Physical Education *	Sports Medicine *
Health *	Sports Officiating *
Physical Education	Strength Training *

SCIENCE DEPARTMENT

AP Biology	Biology	Engine Design & Operation
AP Chemistry	Biology Honors	Laboratory Physical Science
AP Physics	CAD with 2-D Drafting	Physics
3-D Design & Modeling	Chemistry	Physics Honors
Anatomy & Physiology	Chemistry Honors	
Anatomy & Physiology Honors	Engineering Concepts	

SOCIAL SCIENCE & BUSINESS DEPARTMENT

AP Business with Personal Finance	American Government	Macroeconomics *
AP European History	Economics*	Psychology
AP Human Geography	Introduction to Business	Regional World Studies
AP Microeconomics	INCubatoredu Honors	U.S. History
AP Psychology		Western Civilization
AP U.S. Government & Politics		
AP U.S. History		

Students who carry an overload senior year in Music or Advanced Placement courses may take the required economics course the summer prior to senior year.

THEOLOGY DEPARTMENT

Freshman Year	Sophomore Year	Junior Year	Senior Year
A.C.T.S. Program Foundations 1&2	A.C.T.S. Program New Testament * Old Testament *	A.C.T.S. Program Christian Morality * Catholic Social Teaching *	A.C.T.S. Program Church & Culture * Augustine and the Restless Heart * Senior Seminar

WORLD LANGUAGES DEPARTMENT

AP French	AP Spanish Language
French 1	Spanish 1
French 2	Spanish 2
French 2 Honors	Spanish 2 Honors
French 3	Spanish 3
French 3 Honors	Spanish 3 Honors
French 4	Spanish 4
French 4 Honors	Spanish 4 Honors
	Spanish for Heritage Learners

ADVANCED PLACEMENT COURSES

Students must meet the prerequisites for each AP course and receive permission from the Department Chairperson to take the course. All students enrolled in AP Courses are expected to work toward excellence and are required to take the corresponding AP exam at the end of the school year. Students who do not take the exam or who do not act appropriately during the exam by taking it

seriously and working diligently, will have their semester course grade lowered by one grade or receive no credit for the course at the discretion of the Principal.

Students must be willing to undertake the rigorous demands of the AP class, which is the level and quality of work required in a college course. Some AP courses require summer reading and/or course work. Students agree to complete these assignments, if applicable, before returning to school.

The AP exam schedule set by the College Board cannot be altered. Check the schedule before enrolling in a class. Students will not be exempt from the exam due to conflicts, personal or academic.

There is an additional course fee for each AP exam, which will be applied directly to the tuition bill.

BLANCHETTE LEARNING COMMONS

The Bishop Blanchette Learning Commons (BLC) at PCHS is intended to enrich school curriculum by providing materials not otherwise available to students and teachers. The BLC maintains a balanced print and digital collection to meet the interests, abilities, needs, and educational goals.

The BLC is open from 7:30 a.m. to 3:30 p.m. with the exception of Late Start days when the BLC opens at 8:30 a.m. The BLC may close early for special circumstances.

The BLC requires the same self-discipline and concentration as a normal class. Therefore, all school rules and regulations in regard to silent study, politeness, and attendance are in effect. Students using the facilities must respect the needs of others who are present. The BLC also requires additional courtesy as patrons approach their work in their own ways. Disruptive behavior can result in the loss of BLC privileges, such as material use and access.

Students must have their I.D. Cards to enter the BLC and use its materials. The majority of BLC materials are signed out for two weeks. Students may renew materials for another two weeks; only two renewals per material, please. Reference books and books on the reserve shelf may be withdrawn after school for overnight use. A student may request an exception from BLC staff.

Failure to follow BLC guidelines will result in a suspension of access to the BLC and its materials during the school day for a period determined by BLC staff, as well as additional discipline as determined by administration.

A fine of ten cents will be charged for each school day a book or other item is overdue. Materials which are seriously overdue (six weeks) will result in a detention. Students are responsible for books and materials they withdraw or use and must pay for lost or damaged materials; the price of replacement is determined by BLC staff. Report cards will be withheld until obligations with the BLC are settled.

CELTIC TIME

Celtic Time is a program for freshmen that offers an opportunity to interact with a staff member and two sophomore, junior, or senior students in a structured yet informal setting during Flex period every Wednesday. The program is to help acclimate freshmen to high school and the Providence Catholic community. The curriculum allows staff leaders to cover a variety of topics from study skills to becoming involved at Providence Catholic. The flexibility allows the leaders to focus on the needs of their specific groups of students thus maximizing the advisory nature of this program.

Student leaders are selected using an application and recommendation process. Qualities of student leaders include involvement in extracurricular activities, a strong academic record, and the ability to interact with and lead a group of peers.

E-LEARNING DAYS

The health and safety of students and staff is a primary concern for every school. Occasionally conditions beyond the control of the school may result in school closure. If we can provide e-learning for students, that day can count as a day of instruction and does not need to be made up.

In the event the Principal has determined there will be an E-Learning Day, staff, parents, and students will be notified via text and email message.

- Parents are responsible for notifying the Dean's Office of student absences by the scheduled start of the school day. **Attendance Line: (815) 717-3130**
- Student absences should not be reported to teachers.
- Teachers will take attendance each period and students not present will be marked absent.
- Students not present online during the school day will not be allowed to participate in athletic and extra-curricular activities that day.
- E-Learning absences will count as absences per the PCHS attendance policy.

Students will be required to:

- Attend all scheduled online classes per the published daily schedule or be marked absent.
 - Students do not need to be online during scheduled study hall or lunch periods.
 - Students not present online during the school day will not be allowed to participate in athletic and extra-curricular activities that day.
- Sit at a table, desk, or workstation during all classes. It is not acceptable to be in bed, driving, or at work during class time.
- Dress appropriately – fully clothed and no pajamas.
- Enter online meetings by the start of class.
- Be online throughout the school day.
- Check PCHS email and Teams at least once per day, and complete work as assigned.
- Keep laptop cameras on during Teams meetings unless permission is granted by the teacher.
- Turn laptop audio on/off at the direction of the teacher.
- Utilize a headset or earbuds compatible with their laptop.
- Communicate questions to teachers before the end of the school day. Teachers will not be answering chats and emails after office hours.
- Email the technology office at techhelp@providencethecatholic.org for problems with laptop or other technical issues.



E-LEARNING CLASS SCHEDULES

7-PERIOD	
Zero-Hour Theology	8:05 a.m. – 8:40 a.m.
Period 1	8:45 a.m. – 9:20 a.m.
Period 2	9:25 a.m. – 10:00 a.m.
Period 3	10:05 a.m. – 10:40 a.m.
Period 4	10:45 a.m. – 11:20 a.m.
Lunch	11:20 a.m. – 11:50 a.m.
Period 5	11:55 a.m. – 12:30 p.m.
Period 6	12:35 p.m. – 1:10 p.m.
Period 7	1:15 p.m. – 1:50 p.m.
Teacher Office Hours	1:55 p.m. – 2:30 p.m.

4-PERIOD	
Zero-Hour Theology	7:35 a.m. - 8:40 a.m.
Period 1	8:45 a.m. – 9:55 a.m.
Period 2	10:00 a.m. – 11:10 a.m.
Lunch	11:10 a.m. – 11:40 a.m.
Period 3	11:45 a.m. – 12:55 p.m.
Period 4	1:00 p.m. – 2:10 p.m.
Teacher Office Hours	2:10 p.m. – 2:30 p.m.

3-PERIOD	
Zero Hour Theology	7:35 a.m. – 8:40 a.m.
Period 5	8:45 a.m. – 9:55 a.m.
Period 6	10:00 a.m. – 11:10 a.m.
Lunch	11:10 a.m. – 11:40 a.m.
Period 7	11:45 p.m. – 12:55 p.m.
Teacher Office Hours	1:00 p.m. – 2:00 p.m.

FAILING GRADES & CREDIT RECOVERY

Student promotion from year to year is based on the annual completion of at least 5½ credits (5 freshman year). Students with three or more failures may be dropped from enrollment. Students with failures must make up the credits. Courses must be approved in advance and completed with a 60% or higher before the student will be readmitted for the following school year. Summer school credits and enrichment credits will be entered on the student's permanent record but will not be figured into the grade point average.

PCHS works with accredited online providers for credit recovery. Students who have failed a course may choose from one of these providers or their local public high school to re-take the course. The tuition for any courses taken online will be added to your PCHS tuition at the time of registration.

Students who attain a C- for the second semester in World Languages, Mathematics, or Science after having failed in that subject first semester, can have the failure removed, and a D- given for the first semester.

HONORS COURSES

Honors courses are intended to challenge and promote independent logical thinking, good study skills, and academic achievement.

Incoming Freshmen are invited to participate in honors courses based on the following criteria:

1. Score in the 85th percentile or above in the academic subject on the placement exam.
2. Academic ability must be verified by the elementary or junior high school.
3. For World Languages and Math, if initial placement is not in honors, a student may attempt to qualify for honors courses via a PCHS proficiency exam.

Students performing successfully in honors courses may continue honors level in subsequent years.

Students wanting to move to honors courses sophomore-senior year must meet the honors course prerequisites or obtain approval of the Department Chairperson. Selection criteria will include academic performance, motivation, study habits, and attitude.

HONOR ROLL

The Honor Roll is published at the conclusion of each semester. Honor Roll includes:

First Honors GPA of 3.51 or higher, with no grade below a C-

Second Honors GPA of 3.50 - 3.00 with no grade below a C-

ILLINOIS STATE SEAL OF BILITERACY

PCHS students enrolled in Spanish and French are eligible to receive the Illinois State Seal of Biliteracy or the Illinois State Commendation of Biliteracy. Students are highly encouraged to take this opportunity to demonstrate their bilingual skills.

There are tests available in many other languages for students that speak another language in their home. Students should contact their World Language teacher or the World Language Department Chair with any questions.

Testing occurs in the Spring for freshman-juniors, and in the Fall for seniors.

There are two paths to qualify for either the State Seal or the Commendation:

1. Students in their senior year take Spanish or French AP exams and must score a 4 (Seal of Biliteracy) or a 3 (Commendation of Biliteracy) for the award.
2. Students take the STAMP4S proficiency exam administered by PCHS. Students assume the cost of the exam and will take the exam outside of school hours. Students must score Intermediate High (Seal of Biliteracy) or Intermediate Low (Commendation of Biliteracy) for the award.

Recipients of the Seal will receive a sticker on their high school diploma, as well as recognition on their transcripts.

MATHEMATICS CALCULATOR POLICY

Students enrolled in mathematics courses are required to have a Texas Instruments TI-Nspire CX II or TI-Nspire CX calculator. Providence does not allow the TI-Nspire CX CAS or CXII CAS, as these calculators cannot be used for the ACT.

Students are not allowed to play games on their calculator at any time during the school day.

Using stored information for class work not specifically approved by the teacher is considered cheating. If a TI-Nspire calculator is to be used during quizzes or exams, students must place the calculator in “press to test” mode. Once students complete a test/quiz, they can use cables to take their calculator out of “press to test” mode with the help of a calculator not in that mode.

MISSING PERSON AND SCHOOL RECORDS

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person’s disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request about flagged records or knowledge of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person’s record.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes academic excellence, extracurricular participation, exemplary character, service to the school and community, and leadership.

Membership is conferred on students by invitation and is not guaranteed by nor based solely on academic performance. The combination of leadership, service, and character produce the distinction between the National Honor Society and honor roll. Academically eligible students (minimum 3.75 grade point average) are invited to submit an evaluation sheet concerning their leadership, service, and character. Leadership is shown through involvement in sports, theatrical productions, offices held, or events organized/ founded, etc. Service is shown through participation in PCHS and/or community groups and volunteer work. Character is attested to in the form of recommendation letters. In addition, staff members are asked to comment on visible leadership, service, and character. Based on all qualifications, each candidate is then evaluated by a staff council. A deficiency in any of the necessary qualifications shall automatically disqualify a student from membership.

PROFICIENCY EXAM

Incoming freshmen who have taken the equivalent of Algebra 1, French 1, or Spanish 1 at the junior high level may request a proficiency exam. Students who demonstrate mastery of course content on the exam will be placed in the next level with the approval of the department chairperson.

High school credit will not be granted for classes taken at the junior high level. High school credit is awarded for classes taken at an accredited Illinois high school while a student is in 8th grade upon receipt of an official transcript. If the student earns a final grade of “A” or “B,” they will not be required to repeat the course at PCHS and will advance to the next appropriate course. This credit will satisfy one year of the course requirement for graduation, however any grade point average

calculated by the high school will not transfer to PCHS.

REPORT CARDS

Report cards are available to view on Blackbaud at the end of each semester. Students and parents will receive a text or email notification when report cards are finalized and ready to view. End of semester dates are listed on the calendar.

SCHEDULE CHANGES

A student can drop a class and replace it with a different class within the first 5 days of the course's start date. A student cannot change to a different section of the same course. After the first 5 days of the school year, all level changes must receive approval from the classroom teacher and Department Chair. A student can drop a class and replace it with a Study Hall within the first 10 days of the course's start date.

SEMESTER FINAL EXAM EXEMPTION (SENIORS ONLY)

Seniors earning 90% or higher for the semester are exempt from taking that semester's final exam. Seniors with exemptions who choose to take exams will take them on a no-harm basis.

This exemption does not apply to:

- Seniors enrolled in Advanced Placement, Dual Credit, and Brigham Young University courses.
- Seniors who exceeded the attendance policy limit of 7 absences in the semester.

SEMESTER GRADES

Semester grades reflect the numerical average of all quizzes, tests, papers, and other assignments completed for that semester. All assignments included in the grade must receive a numerical equivalent. Numerical grades should be based on a system of 100 points. The relative weight of each assignment is at the teacher's discretion. Student work may be weighted differently, such as quizzes versus exams, but should be based on the decimal system. Semester grades are a combination of semester coursework grades and the semester final examination. The impact of the final exam on the semester grade shall be no greater than twenty percent.

INCOMING FRESHMAN SUMMER STUDY SKILLS PROGRAM

Summer Study Skills is an essential part of the preparation for students who need help with basic skills. Incoming freshmen who score at or below the thirtieth percentile on the placement test are recommended to attend a three-week program which concentrates on improving study habits and skills in reading, literature, writing, and math. Summer Study Skills feature small class sizes for individual attention. At the completion of this program, each student's placement will be reviewed and adjusted if appropriate.

For students who would benefit from further study skills development, English 1 Extension and Algebra 1 Extension supports are offered during freshman year. Our goal is to bring students to a level of skill where they can successfully complete a college preparatory program during their sophomore, junior, and senior years.

STUDENT RECORDS

Rights of Non-Custodial Parents: PCHS abides by the provisions of the Family Educational Rights & Privacy Act with regards to parents'/ rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parents to

his/her child's school records.

In the absence of a court order to the contrary, PCHS will provide the non- custodial parent with access to academic records and to other school-related information regarding the child. **The custodial parent is responsible for providing the school with an official copy of the court order if the non-custodial parent is denied access to school records.**

Divorce or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Registrar's Office. PCHS will not be held responsible for failing to honor arrangements that have not been made known.

TRANSFER-OUT POLICY

1. Students who withdraw from PCHS will not be readmitted at a future date.
2. Students wishing to transfer to another school must have a parent contact the Director of Enrollment. Parent(s) must sign a Student Transfer Form allowing PCHS to send all unofficial transcripts to the receiving school. Unofficial transcripts will be sent to the receiving school within 10 days of the receipt of the Student Transfer Form.
3. To have official transcripts sent, an official request from the new high school must be received AND the student must be in good standing by completing the following requirements:
 - Tuition & fees must be current and paid in full.
 - All state textbooks, library books, school owned technology, and athletic uniforms must be returned to PCHS.
 - Student ID must be turned in to PCHS.

TRANSFER-IN POLICY

PCHS will accept transfer students under the following conditions if openings exist within the specific class and program of studies.

FRESHMEN, SOPHOMORES, JUNIORS

- A. Students must have credits up to date to satisfy PCHS graduation requirements.
- B. Students cannot have been expelled or asked to leave their former school.
- C. Students will be admitted at an appropriate time, usually at the start of a semester.
- D. Students will be on:
 1. Academic Probation - Must maintain at least a 2.00 GPA, and academic records will be reviewed at the end of the year.
 2. Disciplinary Probation - Must observe PCHS rules and regulations and refrain from any action warranting suspension.
 3. Attendance Probation - Must have no more than seven days absent in a semester.

SENIORS

- A. Students will be accepted only if the family is moving into the area.
- B. Students must meet the above stipulations.

ALL TRANSFER-IN STUDENTS

- A. Once a new transfer student is accepted and enrolled at PCHS, the Registrar's Office will request official transcripts within 14 days of the enrollment date.

- B. Status of each transfer student is subject to review at the completion of first year at PCHS.
- C. A transfer student's courses and grades from a previous high school will not be listed on a PCHS transcript. Any grades earned while attending a previous school will not be calculated as part of the student's PCHS cumulative grade point average. Only grades earned while enrolled at PCHS will be calculated as part of a student's PCHS cumulative grade point average. If a student needs an official transcript from a previous school, he or she will need to make the request with their former high school.
- D. All transfer students will be required to attend new Celtic Welcome.

TUTORING CENTER

The PCHS Tutoring Center provides academic support and tutorial services to students. It is located in the Blanchette Learning Commons and is staffed by teachers from different content areas. Before and after school, a teacher is available to assist students, and the teacher may follow up with content specialists to ensure the needs of the students are met.

The Tutoring Center is available for students to drop in with questions. Services include writing revision, test preparation, and concept review. When students drop in, they should come prepared with specific questions and topics to discuss.

Tutoring Center Hours:

- **Periods 1-7 (Study Hall or FLEX):** Monday – Friday from 7:55 a.m. – 2:45 p.m.
- **Before School:** Tuesday – Friday from 7:05 a.m. – 7:50 a.m.
The Tutoring Center is not available on late-start schedules.
- **After School:** Monday – Thursday from 2:55 p.m. – 3:40 p.m.

VALEDICTORIAN/SALUTATORIAN

The student(s) will be declared valedictorian who, at the end of seven semesters:

1. has taken a minimum of 20 weighted courses and has never taken a study hall.
2. has the highest GPA.
3. has received all credits at PCHS.

The student(s) will be declared salutatorian who, at the end of seven semesters:

1. has taken a minimum of 20 weighted courses and has never taken a study hall.
2. has the second highest GPA.
3. has received all credits at PCHS.

ATTENDANCE POLICY & PROCEDURES

Students are expected to be in attendance school every day school is held. Parents and students are expected to know and follow all attendance policies and procedures. Because of school's responsibilities during the time classes are in progress, the following regulations will be in effect:

1. School begins at 7:55 a.m. (zero hour 7:05 a.m.). On late start days, school begins at 9:20 a.m. (zero hour 8:30 a.m.). Students who arrive after the start of the school day must report to the Dean's Office for an admit slip and then report to class.

2. Every attempt should be made to make all appointments outside of school time. If a student must arrive late or leave early, the following are required:
 - a) For late arrival, a parent phone call is required stating what time the student will arrive.
 - b) For early dismissal, a signed parent note or parent phone call must be received before the start of the school day stating what time the student is to leave.
 - c) A note from the appropriate medical practice or other agency on their stationery must be turned into the Dean's Office when the student returns to school.
 - d) Students leaving early must sign out at the Dean's Office.
3. Tardies are failures to be on time and will count toward detention. Parents may not give students permission to be late for school or excuse them from the obligation to be on time for class.
4. If a student is tardy 4 times, they will receive a weekday detention.
5. Tardies are accumulated by the semester.
6. Students must remain on campus from the time of arrival until dismissal and report to all classes. Students leaving school without permission from the Dean's Office are considered truant.
7. To participate in athletics/extracurricular events, students must attend school for the day. Students may not arrive more than 1 hour late for school (unexcused) and participate after school. Students may not go home ill from school before the end of the day and participate after school.

ABSENCES

PCHS values partnership with parents to maintain student attendance and prepare students for work/career expectations. Students must be present in school 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. 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. **PCHS has a limit of 7 excused absences from any class per semester.**

UNEXCUSED ABSENCES

When a student has reached 7 absences in any class (or all classes), the school will require appropriate written documentation (such as a 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. Such documentation must be submitted within 24 hours of absence, or it will be considered unexcused.

- **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.

Absences not excused by a parent/guardian are unexcused (cut), and consequences will be issued.

MAKING UP WORK WHEN ABSENT

It is the student's responsibility to request information from teachers about make-up work upon returning to class when they have missed part or all of a class period. Students who have missed class(es) are allowed to make up work and tests and receive credit, but assignments given before the days of absence will be due upon the student's return to class. Students will have one day for every day of excused absence to make up missed work assigned during the absence. Students should arrange test make up times with teachers. If a test date was announced before the day of the student's absence, the student should be prepared to take the test upon their return to school.

ILLNESS AT SCHOOL

Any student who becomes sick at school should report to the Dean's Office immediately. Under no circumstances should a student who is feeling ill leave school without consulting the Dean's Office and a parent/guardian. If additional days of absence are taken in conjunction with this early dismissal regular absentee procedures must be followed.

KAIROS EXCUSED ABSENCE POLICY

Students returning from a Kairos Retreat have make-up privileges from Monday to Monday after the Kairos returns to school. The students involved in a Kairos Retreat have the responsibility to set up an academic make-up schedule with their teachers.

TRUANCY

Truancy is any absence from school of three or more classes without the proper approval of the student's parent/guardian.

1. Truancy will result in 3 Saturday detentions.
2. No make-up work is allowed for classes missed due to truancy.
3. If a student is truant for 3 days (whether consecutive or within a year), the matter may be referred to the Disciplinary Board. Such cases will be handled on an individual basis with consequences including, but not limited to, dismissal from school.

SEMESTER FINAL EXAM ATTENDANCE

Students are expected to be present for semester and final exams. Teachers are not expected to provide special accommodation. Students who miss semester final exams due to emergency situations such as death in the family or serious illness will be required to make up the tests after the scheduled exam session.

No final exams may be taken early, and all exams must be completed by the end of the make-up period. Students who miss semester final exams due to vacations or other unexcused absences, as well as those who do not make up missed exams by the deadline, will receive failing grades on those exams.

BAD WEATHER POLICIES & ARRANGEMENTS

When there is a presence or threat of dangerous weather conditions, PCHS will notify parents, students, and staff via text and email whether school will be in-person, e-learning, delayed, or cancelled. PCHS also utilizes the Emergency School Closing system.

STUDENT MEDICAL RIGHTS & RESPONSIBILITIES

ASTHMA/DIABETES MEDICATIONS & EPINEPHRINE INJECTORS

Upon written authorization from a physician, the school allows self-administration and/or self-carry of asthma medication, diabetes medication, and epinephrine injectors. PCHS requests an asthma action plan from parents on an annual basis stating:

1. Name of the medication
2. Prescribed dosage
3. Time or circumstances in which the medicine is to be administered.

IMMUNIZATIONS, DENTAL & VISION EXAMS

The following requirements are set forth by the State of Illinois and must be completed and returned to the Dean's Office by October 15th. Failure to do so will result in the student being excluded from school until these forms are received.

9th Grade: Dental Exam and IL Physical Exam including up-to-date immunizations.

12th Grade: Proof of 2 doses of MCV4 vaccine (meningococcal conjugate vaccine). Only one dose is required if the first was received at 16 years of age or older.

9th-12th Grade Vision Exam: Any student enrolling in an Illinois school **for the first time**, is required to submit proof of a vision exam.

MEDICAL CANNABIS

PCHS must allow a school nurse or school administrator to administer a medical cannabis infused product to a student who is a registered qualifying patient while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is being transported on a school bus. PCHS may authorize the self-administration of a medical cannabis infused product by a student who is a registered qualifying patient if the self-administration takes place under the direct supervision of a school nurse or school administrator.

Before allowing the administration of a medical cannabis infused product by a school nurse or school administrator or a student's self-administration of a medical cannabis infused product under the supervision of a school nurse or school administrator under this subsection, the parent or guardian of a student who is the registered qualifying patient must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver). The written authorization must specify the times when or the special circumstances under which the medical cannabis infused product must be administered. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school nurse. The authorization for a student to self-administer medical cannabis infused products is effective for the school year in which it is granted and must be renewed each subsequent school year upon fulfillment of the requirements of this Section. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

A parent or guardian or other individual may not administer a medical cannabis infused product under this Section in a manner that, in the opinion of the school district or school, would create a disruption to the school's educational environment or would cause exposure of the product to other

students.

OPIOID ANTAGONIST (NARCAN)

Public Act 103-348 requires schools to maintain a supply of an opioid antagonist on campus. An over-the-counter opioid antagonist is available in the Dean's Office.

PRESCRIPTION MEDICATION

Students are not allowed to carry prescribed medications with them, nor have medications in their lockers during the school day. All prescribed medications must be submitted to the Dean's Office and kept under lock for the school day. PCHS personnel are not responsible for the timely administration of said medications. This responsibility is entirely up to the student involved.

SUNSCREEN

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

THE ROLE OF DISCIPLINE

One of the important values we emphasize at PCHS is discipline in our lives. The disciplinary code at PCHS is intended to instill students with a sense of responsibility, morally good conduct, and integrity. All students are bound to obey all rules from the day they are accepted as students until they graduate. All parents are expected to support the rules. Interpretation of school rules and the dress code rules rests with the Dean's Office. Decisions made by the Dean's Office are not subject to being reversed or overruled by any other higher authority. We will not compromise our expectations that all students behave in school and at school-related functions.

DETENTIONS

Students who violate PCHS rules may be given a detention. All rule violations and their consequences are divided into two levels. The following are examples of infractions and their penalties:

Level I: The following infractions may result in an after-school detention:

- a) Gum chewing
- b) Misbehavior
- c) Dress code violations
- d) Tardies
- e) Cell phone use (first violation)
- f) No ID Card
- g) Inappropriate language
- h) Not serving a cleaning detention
- i) Parking violations
- j) Throwing objects
- k) Other minor infractions

After-school detentions will be served on Tuesday, Wednesday, or Thursday at 2:55 p.m. This will be a silent detention, and on some occasions, students will be assigned work, such as litter removal or other jobs that meet the needs of the school. Students must be on time, or they will not be admitted. Students will have three days (including the day they receive the detention) to serve the detention. Failure to do this will result in a 2-hour Saturday detention. Students after school must remain in school dress code. Once a student goes on probation for accumulation of detentions, all future detentions will be 2-hour detentions.

Level II: The following infractions may result in a 2-hour Saturday or school service detention. *A school service detention is whenever the school needs help working on campus after school hours (*indicates infractions that automatically result in suspension).*

- a) Leaving school grounds before the end of the school day without permission
- b) Blatant disrespect
- c) Harassment
- d) Failure to serve an after-school detention
- e) Truancy
- f) Smoking and possession of electronic cigarette or electronic vaporizing materials *
- g) Class dismissal *
- h) Second or subsequent violation of cell phone policy
- i) Theft *
- j) Vandalism
- k) Second or subsequent violation for parking
- l) Speeding and reckless driving
- m) Any detention while on probation
- n) Third detention of Level I, will result in a Level II

2-hour detentions will be on a date determined by the Dean's Office. Students will be notified of the date of their detention in advance. Two-hour detention takes priority over all other school activities, including athletic games and practice, any other school event, or a student's job. Students who are late for 2-hour detention must return to serve an additional 2-hour detention. Any student who fails to serve a 2-hour detention must repeat the detention with the addition of another 2-hour detention. Students on Saturday should always dress appropriately for going outside, and inappropriate dress does not exclude the student from going outside. On some occasions, students will be assigned work, such as litter removal, cleaning of a specific area, or other jobs that meet the needs of the school.

DISCIPLINARY BOARD

All cases involving possible expulsion or dismissal are referred to the Disciplinary Board. The Disciplinary Board is composed of the President, Principal, Dean of Students, and two teachers. The individual student's counselor will also be present at any board hearing. Decisions of the Disciplinary Board with regard to retention or expulsion are final.

Decisions of the Disciplinary Board are based on an evaluation of the individual student's involvement in the action under question. Board hearings may result from:

- a) Use, possession, or sale of alcohol, drugs, or drug paraphernalia.
- b) Possession of a weapon.
- c) Theft.
- d) Vandalism.
- e) Violation of probation.
- f) Behavior warranting probation a second time in an academic year.
- g) Any action or pattern of behavior which is judged as a seriously negative influence on the community of PCHS.

Any student expelled or dismissed from PCHS for disciplinary reasons may not attend extracurricular events at PCHS or be on school property for any reason without permission from the Dean of Students.

EXPULSION/DISMISSAL

Expulsion from PCHS is used as the last resort by the administration for students who have seriously broken faith with the PCHS community by their words or actions. While PCHS seriously tries to include all members within its family, it is primarily a school where the safety and well-being of all students must be protected above all else. Therefore, on rare occasions and for serious reasons, a student may be expelled.

HARASSMENT, BULLYING, AND CYBER BULLYING

A productive learning environment will be supported. Verbal or physical conduct by any student which harasses another individual will not be tolerated. Students who engage in any type of harassment or bullying will be subject to appropriate disciplinary action.

Harassment or bullying is any activity that humiliates, degrades, or risks emotional and/or physical harm. Harassment or bullying includes, but is not limited to, unwanted touching, name calling, rumor spreading, hazing, or intimidation, whether physical, spoken, written, or online. Any student who feels they are being harassed or bullied should report the incident to the Dean of Students.

INAPPROPRIATE GESTURES/ATTIRE/GANG SIGNS & SYMBOLS

The use of profane, vulgar, obscene, racist, or sexist words, attire, or gestures will not be tolerated at school or at school functions. Students will not be allowed to be in possession of and/or distribute profane, vulgar, or obscene materials/items.

Signs, symbols, colors, or attire that are publicly known to be representative of, or affiliated with, street gangs will not be tolerated at school or school functions. Students who violate these policies will be subject to disciplinary action.

JUVENILE JUSTICE ONLINE

The Deans may implement a program entitled Juvenile Justice Online (JJO). JJO operates as an education system guiding students through a process of positive reform. This approach ensures the student receives education and reforms specific to the mistakes they make by introducing content aligned to the mistake. JJO also supplies the administrator with tools and a system to assign writing assignments, research, videos, tasks, apology letters, community service, and other items to enrich the student's education and transform bad decisions into positive learning experiences.

PLAYING CARDS/GAMBLING

Students are not allowed to play any type of card game during the school day, or before/after school. No games of chance or gambling are permitted on school property.

PROBATION

A student will be placed on disciplinary probation for the combined (from Level I and Level II) accumulation of nine detentions during the school year or for what is determined to be a serious violation of the disciplinary code. Suspension of a student twice in the same semester may be cause for that student to be placed on probation at the discretion of the Deans.

Probation will ordinarily be one semester in length during which the student will not be allowed to attend any PCHS activities. Student participation in extracurricular activities in which the student is directly involved will be determined at the discretion of the Disciplinary Board or Dean of Students.

The records of students placed on probation during the current school year are subject for review by the Disciplinary Board at the end of the school year. At that time, the student may be asked to leave PCHS.

REPORTING ATTACKS ON PERSONNEL TO AUTHORITIES

Upon receiving a written complaint from any school personnel, the principal, or his or her designee, is required to report all incidents of battery committed against a teacher, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Additionally, all incidents of battery should be reported to the superintendent. In such an instance, a Diocesan incident report must be completed and sent to the Catholic Schools Office.

RESPECT FOR STAFF

All students are expected to give all PCHS staff members respect due to an adult professional. Disrespect to any staff member is considered a serious breach of discipline.

Classroom discipline must be maintained at all times. Any misconduct by students will be handled by the individual teacher. Disciplinary action taken by the teacher may include:

- a) Staying after school
- b) Phone call to parents
- c) Dean's referral
- d) Ejection from class

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) will be served at PCHS and is assigned as needed. The Deans will call the parent(s)/guardian(s) and talk to the student to inform them of the ISS and the date assigned. Students must bring all books/computer to the ISS and will be checked by the ISS Supervisor. Additional work could be added by the ISS supervisor if there is a lack of work. Students serving ISS may participate in extracurricular activities as usual.

Infractions for In-School Suspension Include:

- 1. Tobacco or E-cigarette (1st offense)
- 2. Missing a Level II detention (Saturday)
- 3. 5th detention

4. Ejection from class
5. 3rd phone violation/or more
6. Dean's Discretion

OUT-OF-SCHOOL SUSPENSION

Students assigned an out-of-school suspension will not be allowed on campus or at school activities for any reason during the period of suspension. Parents will be notified of any suspension and may be required to meet with a Dean. Any student found on campus or at any school sponsored activities while on suspension will be subject to further disciplinary action.

Infractions for Out-of-School Suspension:

1. Total of nine detentions combined from Level I and Level II. Deans may substitute ISS at their discretion.
2. Flagrant disrespect to a staff member.
3. Repeated ejection from class.
4. Fighting - It is not the responsibility of PCHS to determine how the fight began/who instigated.
5. Pornography.
6. Theft or possession of stolen materials.
7. Deans are empowered to suspend a student for any action deemed serious misconduct upon notification of parents and/or referral to the Disciplinary Board.
8. Possession or use of alcohol or other drugs.

Out-of-school suspensions will be one or more days at the discretion of the Dean's Office. A student on out-of-school suspension will be given no credit for daily work due or assigned in class on the day(s) of the suspension. Students will be allowed to make up tests or quizzes missed while suspended out of school, but teachers may administer alternative assessments if necessary.

DRUG & ALCOHOL POLICY

PCHS is a Catholic community whose primary concern is the value of the human person. We challenge our students to grow as Christians and live as positive active members of the larger community and encourage them to live out the consequences of faith with a moral conscience.

PCHS recognizes student use of alcohol and other drugs is illegal and has a damaging effect on the development, well-being, and performance of students. We recognize the use of chemical substances often leads to the disease of chemical dependency and we take seriously our role to assist students with prevention, intervention, aftercare, and support. We believe the use of alcohol and other drugs cannot be condoned, and there are consequences for use. We are committed to a comprehensive program which addresses these issues and utilizes community resources.

The consumption, possession, distribution, and sale of alcohol and/or other drugs is illegal and shall result in disciplinary action which may include suspension or expulsion. "Alcohol and/or other Drugs" shall include unlawful drugs and controlled substances as defined by the laws of the United States, the State of Illinois, and the Village of New Lenox (under the "Illinois Controlled Substance

Act”). Also included are prescription and non-prescription drugs taken or sold in an unauthorized manner, as well as “look-alike” drugs or any substance sold as a drug. The student who possesses, distributes, or sells drug-related paraphernalia will be subject to disciplinary action.

These behaviors are forbidden during the school day, on school premises, or during school-sponsored activities on campus or off campus. PCHS reserves the right to search the locker, coat, and personal belongings of students at school or school-sponsored events when reasonable suspicion of alcohol and/or other drugs exists. Students who refuse to cooperate with the search may be expelled.

In keeping with our philosophy, PCHS encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff, or administrators. The adult contacted will refer the student to the Counseling Department. The counselor can assist the student in evaluating the negative consequences of the chemical on the student’s intellectual, emotional, spiritual, physical, or social well-being. All self-referrals will be treated confidentially. All students who voluntarily seek help do not risk disciplinary action unless a violation of the school drug and alcohol policy is observed by staff prior to self-referral, or unless the public nature of such a violation becomes an embarrassment to the school.

A counselor may recommend that a student who voluntarily seeks help consider an assessment by a drug and alcohol counselor. The school counselor will provide support for the student in issues such as communicating to the parents the extent of the problem, advising on an appropriate drug and alcohol agency, and developing a plan to address the student’s chemical involvement.

CAMPUS ALCOHOL POLICY

PCHS is a drug and alcohol-free school zone. The possession, use, distribution, sale, or consumption of alcoholic beverages or any other controlled substance is prohibited at all student related events where students are present or likely to be present. We ask all students, parents, guests, friends, and visitors to honor this policy and refrain from bringing alcohol or any other controlled substances onto the property at PCHS during events where students are present or likely to be present. This policy is required by and enforced by PCHS, the IHSA, and the New Lenox Police Department.

BREATHALYZER AND HANDHELD METAL DETECTOR

Breathalyzers and handheld metal detectors will be used randomly at school events to deter use of harmful substances. If a student tests positive for any trace of alcohol or in possession of a vape/e-cigarette, the disciplinary consequences listed in this handbook will be enforced. Refusal to use the breathalyzer or metal detector will bring the same disciplinary consequences as a positive test result.

POSSESSION, INFLUENCE, AND WITNESSED USE

Students who use or possess alcohol and/or other drugs, and/or drug paraphernalia (or who are knowingly in the presence of students who do), at school or at a school sponsored event will be subject to the following disciplinary action:

1. Immediate out of school suspension for a minimum of 3 days and notification of parents. The student must have a drug screening test within 24 hours of leaving school. The student must bring evidence of having taken the drug-screening test to be readmitted into school.
2. The dean and parents will hold a meeting, and the Disciplinary Board will meet if necessary.
3. The student will be required to undergo a drug and alcohol assessment. If deemed necessary by the assessment, the student will enroll in an Early Intervention Program at a school-approved agency, as soon as possible, at the parent’s expense.
4. The parents will be required to sign a release of information form so results of the screening and

completion of the educational program can be communicated to PCHS.

5. The student will be placed on probation and allowed to continue studies at PCHS as long as the student follows the stipulations of the probation.
6. If the parents refuse to agree to the screening, assessment, and/or the Early Intervention program, expulsion hearings will be immediately implemented.
7. A second violation of this policy will result in expulsion.

SALE, DISTRIBUTION, AND/OR TRANSPORT

Students who distribute, transport, share, or sell alcohol and/or drugs at school or a school sponsored event will be subject to the following disciplinary action:

1. Immediate suspension and notification of parents.
2. The parents will be notified that a Disciplinary Board meeting is scheduled.
3. The incident may be reported to the local police.
4. The Dean will recommend expulsion to the Discipline Board.

REPORTING DRUG VIOLATIONS TO AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent, principal of the school or their designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

- A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
- A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
- A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

Reporting: Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not

satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B The school notifies the parents or guardians of students in possession of drug violations.

UNIFORMS & DRESS CODE

As a student attending PCHS, you are an important part of our Augustinian community. Augustinians live their lives according to the *Rule of St. Augustine*. At PCHS we have a shorthand way of living the rule: Truth, Unity, Love. We often bristle at the thought of “rules.” However, a rule is not something necessarily imposed upon you. At its deepest meaning, a rule is what regulates and orients your life. It really is a way of life, and our way of life at PCHS is to be “one mind and one heart on the way to God.” We attempt to live the rule, journeying together, by living truth, unity, love.

How do we do that? First, we live *truth* when we honor and respect the beauty and dignity of each person as a child of God. We all come from different places, but we are all here – as one. PCHS celebrates the many ways that cultures and ethnicities express themselves.

Second, we live *unity* when we give a little of ourselves for the sake of the community. That is the purpose of a dress code and uniform. Just like a team, people can tell where we belong. You know the Augustinians by our habits. You wear your favorite team’s jersey to show your connection and support. The world knows you by your PCHS uniform. Therefore, the dress code is important: you not only represent yourself, but you also represent the whole PCHS family. That is where we show in a tangible or outward way that we are “one mind and one heart.”

Finally, we live *love* when we abide by the rule in how we present ourselves to each other and the world: with respect, willingness to be in solidarity, and sense of purpose on our educational journey.

So, when you read the following aspects of the rule, remember they are concrete ways we live truth, unity, love. They are the way we live our Augustinian way.

PCHS UNIFORM

Please see detailed requirements in the sections below. A PCHS student uniform consists of:

- Polos, fleece, sweatshirt, or V-neck sweater with the Augustinian logo purchased through Midwest Promotional Group.
- Solid color pants (Dockers or similar). Dress shorts may be worn in August, September, and May.
- Leather or cloth belt.
- Dress shoes that are black, gray, or brown leather, suede, or canvas.

POLO SHIRTS, FLEECE, SWEATSHIRTS, AND SWEATERS

- Tops must be loose fitting. Tops that do not fit properly will be covered with an oversized loaner shirt and the student will surrender their ID until the end of the next day when the loaner shirt is returned clean. Students will also receive a detention.

- Polo shirts must be a length that allows them to remain tucked in at all times.
- Long sleeved shirts are not allowed under short sleeve polos.
- Hoodies, even PCHS hoodies, may not be worn during the school day.
- Team apparel (not purchased at Midwest Promotional Group) may be worn Friday.
- Any shirt that does not fit in accordance with the PCHS policy will not be allowed.

PANTS & DRESS SHORTS

- Students may wear solid color pants (Dockers style or similar brands). Cargo pockets are not allowed.
- Pants must:
 - Come to the waist and be worn there.
 - Have a waistband and belt loops.
 - Be worn with a leather or cloth belt inserted through belt loops.
 - Have cuffed or hemmed leg (no elastic).
- No yoga pants, leggings, or jeggings
- Dress shorts must meet all rules mentioned above.
- Dress shorts must be longer than the student's finger tips when arms are at their side.

SHOES

- Dress shoes that are black, gray, or brown leather, suede, or canvas.
- Socks must be worn at all times.
- No shoes with athletic logos are allowed.
- No fleece or wool can be on the outside of the shoe.

HAIR & FACIAL HAIR

- Hair should be neat, clean, and well-groomed.
- Any hair color, style, or accessory that brings undue attention is not permitted; this including mohawks, shaving of the head, and lines.
- All hair should be of one natural color.
- Boys' hair must be above the eyebrows, trimmed to not exceed the top of shirt collar in the back, and to the middle of their ear.
- Facial hair is not permitted.
- Per Illinois Public Act 102-0360, known as the Jett Hawkins Law, the hair code does not prohibit hairstyles historically associated with race or ethnicity, or hair texture, including protective hairstyles such as braids, locks, and twists.

HATS & JEWELRY

- Hats must be removed upon entering the school building and must remain off until leaving the building.
- The following are not allowed:
 - Hemp jewelry

- Chains from belts to pockets (attached to keys or wallet)
- Climbing hooks attached to belts, belt loops, or pockets
- Piercings of any type on the face or tongue, earrings that alter the shape of an ear, or an excessive amount of earrings in school or at school functions.
- Boys may not wear earrings during school or at any school function.

NON-UNIFORM DAYS: SPIRIT DAYS & DRESS DOWN DAY ATTIRE

- On Spirit Days, students may be out of dress code if they are wearing a **shirt or sweatshirt** that has “Providence” or “Celtics” on it.
- Spirit clothing cannot be homemade (i.e., “Celtics” spray painted on a T-shirt).
- The shirt or sweatshirt must be worn and visible at all times, not underneath another article of clothing.
- Shirts must have sleeves, may not be low cut, worn off the shoulder, or expose the midriff.
- Items purchased at school athletic competitions not hosted by PCHS are not acceptable.
- Hats are not allowed.
- Athletic shoes may be worn, but flip flops and slides are not allowed. Toes must be covered at all times.
- Clothing may not be torn or have holes.
- No yoga pants or excessively tight pants may be worn.
- Shorts must be longer than the student’s finger tips when arms are at their side.
- No drug or alcohol references on clothing is allowed.
- During Harvest Drive, shirts may be purchased from PCHS or students can be in uniform.
- On themed dress down days, students not dressed in the theme must be in uniform.

FOR DANCE ATTIRE, SEE THE DANCE SECTION OF THE HANDBOOK

BACCALAUREATE MASS & GRADUATION ATTIRE

For these special events, senior boys are required to wear long pants, shirt, and tie underneath their graduation gowns. Senior girls are required to wear dresses or skirts which come down to the knee underneath their graduation gowns. Dress shoes are required.

MODIFICATION OF ATHLETIC/PE UNIFORMS

The school may allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student’s religion, cultural values, or modesty preferences.

INTRUDER

Run, Hide, Fight is a proactive options-based program to heighten student survival in the event of a violent intruder incident at school. Traditionally, in the event of a violent intruder, schools have trained students to huddle together behind a locked door and wait for first responders to arrive to neutralize the threat. Research now suggests that while this strategy is effective when the threat is OUTSIDE the building, it is relatively ineffective when the individual(s) posing the threat is INSIDE the building.

Run, Hide, Fight, is the emergency action that Will County is embracing for consistency throughout its schools. The actions are simple and easily changed from one situation to another.

- **Hold:** Clear the halls and remain in room until you hear the “all clear”; do business as usual.
- **Secure:** Return to the inside of the building; business as usual, but no one comes in after doors are secure.
- **Lockdown:** Move out of sight, maintain silence, lock door, and do not open.
- **Evacuation:** Leave stuff behind (if possible, bring phone), follow instructions. Most of the time this will be done by administration or law enforcement.
- **Shelter:** Use safety strategy for the hazard, such as tornado or hazardous material.

FIRE ALARMS

The fire alarm is denoted by a loud buzzer sound. When the fire alarm sounds, all students are to:

1. File out of the room to the designated location.
2. Walk briskly and maintain silence while leaving and returning to the classrooms.

SAFE SCHOOL ZONE

PCHS is a **Safe School Zone**. Criminal penalties are severely increased for laws broken in this zone (i.e., gang recruitment, possession, use, sale of drugs or weapons).

SAFETY DOG

Safety Dogs used at PCHS are from the Will County Sheriff’s Department and the New Lenox Police Department, and they will randomly search the building and parking lots for drugs, alcohol, and gun powder in any form. The dog handler and Dean have the authority to search any car parked on school property. Students found in possession of any of these will be handled in accordance with our school procedures.

SEARCH POLICY

The Dean’s Office reserves the right to search the locker, coat, and personal belongings of any student at school or at a school-sponsored event. Any car that is parked on PCHS property is subject to the same search. This search may be conducted by any of the Deans, or anyone chosen by the Deans to conduct such a search. Students who do not cooperate with the search may be expelled. To be clear, PCHS reserves the right to search anything brought on school property.

TORNADO ALARMS

The tornado alarm is denoted by a rapid succession of short bells signaling an alert situation.

When the tornado alarm sounds, students are to:

1. Maintain silence so instructions may be heard.
2. Walk single file to the main corridor to designated areas and sit on the floor as close together as possible (not next to or directly below any glass walls or exits).
3. Place their head between the knees with the hands over the head to be protected from falling debris.
4. Wait quietly and patiently for the all-clear bell.

WEAPONS & OTHER DANGEROUS OBJECTS OR MATERIALS

Possession, use, control or transfer of any objects or materials which are commonly used to inflict harm, and which are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code will result in the student's immediate expulsion. Any other object or material, including "look-alikes" (paint ball guns), if used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be subject to immediate expulsion.

Student possession or use of objects designed for self-defense which are perceived by the administration to be dangerous or have the potential to disturb the safety and well-being of individuals or the school community are strictly prohibited on school property or at school-related events, regardless of location. Violation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

As a result of the **FIREARM CONCEALED CARRY ACT**, any person entering our private campus who is **over 21** and carrying a concealed firearm, with the proper license to carry, must follow state laws regarding this situation. Any Licensee carrying a gun shall be permitted to carry a concealed firearm on or about his/her person **within a vehicle into the parking area and may store** a firearm or ammunition concealed in a case within a locked vehicle; or in a locked container out of the view within the vehicle in the parking area. The Licensee may carry a concealed firearm in the immediate area surrounding his/her vehicle within the prohibited parking area only for the purpose of storing or retrieving a firearm within the vehicle's trunk, provided the concealed firearm is unloaded outside the vehicle.

REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm in a school or on school-owned or leased property, the principal shall immediately notify the superintendent or their designee and shall report such firearm-related incident to the local law enforcement and to the Illinois State Police **no later than 24 hours after the occurrence of the incident**. The school will immediately notify the parent/guardian of the student(s) in possession of firearms on property or within 48 hours of becoming aware of the incident if off-property. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

EXTRACURRICULAR EVENTS

GUIDELINES FOR EXTRACURRICULAR EVENTS

At school events, both home and away, PCHS students are expected to act as representatives of their own families and their school. Any student participating in any act of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Dean's Office for review, not excluding expulsion.

The following are rules and regulations for all events held at PCHS:

1. Students are to show their I.D. cards at the door/gate upon request.
2. Smoking is not allowed.
3. Alcohol or other drugs are always forbidden on campus, as is coming on campus under the influence of alcohol or other drugs. Random breathalyzing will take place at the entrance to the dance.
4. Anyone coming to a dance or game must enter the building as soon as he/she arrives and leave the grounds as soon as they depart the building. Re-entry will not be allowed.

DANCES

1. Students may attend dances with or without a date.
2. All those attending a PCHS dance must pay the appropriate fee per person and follow the prescribed dress code.
3. One date or guest from outside PCHS per student is welcome. Guests must show a high school or picture ID to gain admittance to the dance. The guest must adhere to all PCHS rules and the PCHS student is responsible for their guest. If a guest is dismissed from the dance, they will not be permitted to enter subsequent dances and the PCHS student who invited the guest will be required to confer with the Dean of Students.
4. **Dance Times:**
 - **Dances run from 6:30 p.m. to 9:00 p.m.**
 - **No one will be admitted after 7:00 p.m.**
 - **Students may not leave the dance before 8:30 p.m.**
5. If a student has checked his/her coat and/or shoes, the student will not have access to these items until leaving the event, and all bags are subject to be searched.

Dance Attire:

- Homecoming Dance, Jr/Sr Winter Formal, Fr/Soph TWIRP Dance, and Senior Dinner Dance require semi-formal dress.
- Prom is a formal dinner dance for Junior and Senior students only.
- Girls' dresses must have a neckline that does not plunge; covers the midriff, and has the back modestly covered. A dress or skirt can be no higher than three inches above the top of the knee.
- No hats may be worn.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES & ATHLETICS

The eligibility regulation pertains to all students involved in any extracurricular activity including athletics, IHSA clubs, and IHSA organizations.

- Students must show a passing grade in every subject on the day the eligibility list is created in order to be eligible to participate in any extracurricular activity.
- Students receiving ONE failing grade will be ineligible from MONDAY through SUNDAY of the following week.
- Students will not be considered ineligible unless there is a minimum of 3 grades for a class which, when averaged together, equal an overall score below 60%.
- An email will be sent on behalf of the Assistant Principal to communicate the ineligibility period to the student, parent/guardian, coach/moderator, and counselor.
- Students will not be removed from the ineligible list mid-week, even if their grade improves to a passing level.
- Questions about eligibility should be directed to the Assistant Principal

EXTRACURRICULAR & STUDENT ACTIVITIES

Art Club	Illinois Music Honor Society	Scholastic Bowl
Augustinian Youth Ministry (AYM)	International Club	Science Club
Band	International Thespian Society	Self-Care Club
Bass Fishing	Math Team	Stock Market Club
Book Club	Movie Club	Student Ambassadors
Celtic Piper Corps	National Honor Society	Student Council
Choir	National Art Honor Society	Tech Club
Color Guard	National French Honor Society	Theatre
Dungeons & Dragons Club	National Spanish Honor Society	Video Game Club
Habitat for Humanity	Pop Culture Club	Winter Guard
IALAC 2.0	Proviscope (School newspaper)	Yearbook

SCHOOL INFORMATION

The academic areas of the school are open from 6:30 a.m. until 3:00 p.m. Anyone needing to enter the school earlier or stay later may do so only under the personal supervision of a staff moderator or coach.

The Main Office is open Monday-Friday from 7 a.m. – 3 p.m.

The Dean’s Office is open Monday-Friday from 6:30 a.m. – 3 p.m.

On days when school is not in session, school offices are not open.

ANONYMOUS MESSAGES

Administration and staff respond only to signed or in person communication in either electronic or non-electronic form.

AUTOMATED NOTIFICATIONS

PCHS uses an automated calling and email system to notify parents of school closings, emergencies, and other urgent matters. To ensure the most current contact information, parents should use Blackbaud to update emails, phone numbers, and mailing addresses.

BUSING PROGRAM

The intention of the Busing Program is to provide transportation to families attending PCHS. It is not the purpose of the Busing Program to provide door-to-door service for students, nor can we guarantee students will be picked up a short distance from their homes. For some families, bus service may not be provided because of their remote, off the route location.

PCHS charges families less than half the cost of busing students to and from school. Parents and students are expected to make needed adjustments to pick-up and drop-off points and route times.

The bus driver and/or chaperone has the responsibility to see that proper conduct is being observed. Any student reported for poor conduct on the bus may be subject to removal from the Bus Program. This involves bus transportation to and from school and any school-related activity. Any bus that is owned, operated, or chartered by PCHS is considered to be a mobile classroom and the ride a school sponsored event. Therefore, all students are expected to show respect, order, and listen to authority just as they would in the classroom or in the corridors at school. The bus driver has the authority to assign or change none, any, or all seats at any time. The directions of the bus driver regarding behavior, attitude, seating, language, and actions are to be obeyed. Students who disobey the bus driver or cause trouble on the bus will be suspended from the bus or school as determined by the Dean's Office.

For insurance purposes, only PCHS students may ride PCHS buses. The I.D. Card must be shown upon the driver's request. The driver may not waive or disregard this school policy. The I.D. Card must be immediately and courteously surrendered to any driver upon request.

Food, beverages, smoking, tobacco, radios, pets, unbecoming language, noise, misbehavior are not permitted. Boisterousness, heckling, abuse of windows, equipment, driver, fellow riders, or outsiders will not be tolerated. Riders are to be ready and prompt in both boarding and leaving the bus.

Because failure to abide by these bus regulations can jeopardize the safety of lives, serenity of drivers, or reputation of the school, parents and students must clearly understand that bad conduct will be considered even more serious than similar conditions elsewhere and can result in immediate and permanent removal from the bus and perhaps from the school. The signature on the bus Contract is evidence that both parents and students have read and will abide by these regulations.

On days we are using 3-Period Block Schedule (Late start), morning buses will run 30 minutes later than the normal schedule. PCHS owns and operates the Busing Program. Bus personnel may be contacted by phoning the Transportation Office directly (815) 717-3031.

CONTACTING STAFF

Staff can be contacted by calling their direct number or via email. All contact information is posted on the PCHS website.

LOCKERS

- Lockers (Hall, PE, Athletic) must be locked at all times.
- **HALL LOCKS:** PCHS issues a hall lock free of charge during a student's freshman year, or transfer in year. Replacement hall locks must be purchased through the Dean's Office.
- **PE LOCKS:** A PE lock will be given the first day of class and charged to FACTS.
- **ATHLETIC LOCKS:** Athletes purchase locker room locks from the Dean's Office.
- Do not give your combination or copies of keys to anyone.
- For assistance with a locker, see a Dean.

- Backpacks must stay in lockers. Students are not allowed to carry gym/book bags during the school day except to and from physical education class.
- Responsibility for locker security rests with the student using the locker. Unless there is obvious evidence of tampering, PCHS will not be responsible for missing property.
- Lockers are the property of PCHS. The school has the right to an unannounced search of both the locker and its contents.
- Any student proven to be invading or tampering with the locker of another will be subject to disciplinary action.
- Lockers may be decorated with materials appropriate for a Catholic high school only. Graffiti will be considered vandalism.

LOST & FOUND ARTICLES

A lost-and-found cabinet is located in the Dean's Office. Students should mark their clothes and books before the school year begins. Students who find lost objects are requested to leave them in the lost-and-found cabinet in the Dean's Office.

LUNCH

Lunch must be eaten in the Commons, or weather permitting in the picnic area near the Friary.

PCHS SPEAK UP LINE

PHONE: (815) 717-3311

EMAIL: speakup@providencecatholic.org

PCHS places a priority on relationships built with students, and we value information provided to keep our students and school safe. To that end, we encourage students and parents to report information that can improve safety for our school community.

The **PCHS Speak Up Line** has been created to report concerns by phone or email. Whether the issue is self-harm, bullying, substance abuse, or threats to school safety, the PCHS Speak Up Line is a convenient and anonymous way to report problems or concerns.

The PCHS Speak Up Line & Email box will be monitored on a regular basis by the administration and will respect anonymity for those using the Speak Up services in good faith. The administration will investigate reports and assess their validity. Information confirmed as sincere and accurate will be handled accordingly and may include contacting the student and parents/guardians or other resources as needed. If intentionally malicious or fictitious claims are submitted, or there exists a threat of imminent harm, the administration will take measures to determine the identity of those involved.

If information is submitted anonymously, we will investigate and act upon information but will not be able to reply to or follow up with the source of the information. If the person submitting information wants a response, name and contact information are necessary and will be kept confidential as much as possible.

Information submitted to the PCHS Speak Up Line & Email box will be reviewed during school attendance days and hours. Submissions on non-school days may not be accessed until the next

attendance day. If your PCHS Speak Up Line report is an immediate emergency, please call 911.

PCHS Speak Up Line reports should include:

- Who was involved?
- What date did it occur?
- What time did it occur?
- Where did it occur?
- What is your relation to PCHS (student, parent/guardian/family member, other)?
- Have you reported this to anyone else?

PARKING PERMITS

Obtaining a parking permit is done through the Dean's Office.

- Parking permit applications are available in the Spring via Blackbaud, and the fee is charged to the student's FACTS account.
- Parking permits can be picked up at Back-to-School Night or on the first day of classes.
- Only seniors, juniors, and sophomores who apply for and pay for a parking permit may park on the property, which includes the East, Gravel, and Stadium Lots.
- Students who get a driver's license during sophomore year may secure a parking permit for the Gravel Lot.
- Parking permits must be displayed on the rear-view mirror with the permit number visible. Failure to do this will result in a detention.
- Cars must be parked in student parking lots. Any student parking in the Staff or PCCA parking areas will be subject to a detention.
- Motorcycles may be parked in the school lot if you have a PCHS parking permit. Motorcycles must be parked in one single parking area, and a proper permit displayed. For safety reasons a motorcycle rider must wear a helmet while on PCHS property.
- Students may not loiter in their cars in the parking lots before or after school.
- Students may not return to their cars during the school day without permission from the Dean's Office.
- Any accidents occurring in the parking lot should be reported to the Dean's Office.
- The following will result in disciplinary action:
 - Forging a permit. This will result in a suspension and placement on disciplinary probation, which will include permanent exclusion from the parking lot.
 - Using an unauthorized permit - results in exclusion from parking lot privileges.
 - The privilege of parking may be rescinded at any time for repeated parking and driving violations.

SPIRIT SHOP

The Spirit Shop, located in the Brown Student Commons, sells a wide variety of Celtic Spirit Wear. Shop hours are 2:45 p.m. – 3:30 p.m. on Tuesdays and Thursdays, as well as certain special events. You may also order spirit wear online at www.providencceatholic.org. For any questions concerning the Spirit Shop, please contact Ms. Laura Moss at lmoss@providencceatholic.org.

STAFF ROOM

The Staff Room is reserved for staff members. It is completely off-limits to students.

WORK PERMITS

Work permits may be obtained from the Main Office. Early dismissal is not allowed for jobs.

STUDENT ACCIDENT INSURANCE

PCHS students are covered under the school's student accident insurance policy. For more information, visit the Student Accident Insurance icon in the Resources section of Blackbaud Portal.

RESPONSIBLE USE POLICY

For use of PCHS wired and wireless networks, internet access, computers, mobile devices, Microsoft 365 and Internet applications.

DEFINITIONS:

- **User** includes anyone, including employees, students, and guests, using PCHS technology, including but not limited to computers, wired or wireless network, Internet, email, Blackbaud Microsoft 365, and other forms of technology services and products.
- **Network** is wired and wireless technology networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** refers to cellular phones, smartphone devices, mp3 players, desktop computers, mobile devices such as laptops, iPads, kindles, e-readers, tablets, laptops, smart watches, and notebooks, as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. PCHS supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to our local area network and school-supplied technology resources to enhance and support learning.

It is one of our technology goals to ensure that each user's interactions with technology contributes positively to the learning environment both at school and in the community. Negative use of technology through both personal and PCHS owned devices inside or outside of our school that degrades or defames other users, or members of the PCHS community is unacceptable. PCHS recognizes that students have widespread access to both technology and the Internet. Therefore, use of personal devices and connectivity is included in this Responsible Use Policy (RUP).

Use of the technology resources and devices must be in support of educational goals, particularly during the school day. Technology resources are provided for students to conduct research, complete assignments, and communicate with others. Access is provided to students who agree to act in a safe and responsible manner. Students must comply with PCHS standards and the PCHS student conduct code. It is expected that the users act in a responsible manner and honor the terms and conditions set by the teachers and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action, as necessary. Students will be held accountable for their actions and are encouraged to report any accidental

misuse immediately to their teacher or other school personnel.

NO EXPECTATION OF PRIVACY

Network storage areas and PCHS-provided cloud storage are property of the school and will be treated as such. Users should have no expectations of privacy regarding their use of PCHS property, network, Internet access or files, including email and all school-provided accounts. School officials may review files and communications at any time to maintain system integrity and confirm that all users are acting responsibly. With the increased usage of free educational applications on the Internet, digital storage areas containing user information may or may not be located on our local servers. Users should not expect that files and electronic communication are private. PCHS reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to the use of personal devices as well as school-owned equipment.

PCHS will utilize filtering software or other technologies to prevent users from accessing visual depictions that are obscene, pornographic, or harmful to minors. Despite every effort for supervision and filtering, all users are advised that access to the Internet may include the potential for access to content inappropriate for students and the school setting.

Every user must take responsibility for their use of the network and Internet and make every effort to avoid such content. Every user must report security or network problems to a teacher, administrator, or system administrator.

Attempts to circumvent the PCHS content filter are strictly prohibited and will be considered a violation of this RUP. PCHS may monitor online activities of users through direct observation and other technological means.

INAPPROPRIATE ACTIVITY

PCHS reserves the right to take other immediate action regarding activities that create security and/or safety issues for the PCHS network, users, school, devices or by other means that expend PCHS resources on activities which are determined to lack legitimate educational content/purpose, or other activities as determined by PCHS as inappropriate.

Examples of inappropriate activity include, but are not limited to:

- Engaging in practices that threaten the security of the network and resources, or interferes with other users, the network and equipment. Examples of such use are hacking, spamming, online gaming, propagation of viruses, broadcast messages, and chain letters.
- Using the network for non-academic bandwidth intensive activities such as network games, or transmission of large audio/video files or serving as a host for such activities.
- Intentionally wasting limited network resources (e.g., printing supplies, network space, cloud storage and bandwidth).
- Bypassing or attempting to circumvent network security, virus protection, filtering, or policies.
- Abusing, altering, or attempting to alter the configuration of a workstation, network device, operating system, or software application in any way.
- Downloading, installing, or attempting to install unauthorized software applications.
- Using others' passwords, sharing your password, attempting to gain access to others' passwords, or modify others' passwords.
- Gaining access or attempting to access unauthorized or restricted network resources or data and

documents of another person.

- Deleting, copying, modifying, or forging other users' names, emails, files, or data, disguising one's identity, impersonating other users, or sending anonymous email.
- Violating copyright laws.
- Transmitting personal information, such as complete name, address, phone number, identifiable photo, schedule, of activities, and other confidential data about oneself or anyone else.
- Intentionally accessing, publishing, or transmitting material which may be dangerous, immoral, defamatory, illegal, or libelous as well as any material which ridicules, embarrasses, harasses, or in any other way harms another person.
- Using profane, abusive, or impolite language.
- Any form of gambling or any game of chance, including illegal lotteries, sweepstakes, and contests.
- Employing the network for commercial purposes, political purposes, financial gain, or fraud.
- Selling or purchasing illegal items or substances.

Violations may result in a loss of access to PCHS technology resources as well as other disciplinary or legal action as listed in the PCHS Student-Parent handbook, and as determined by school officials.

MICROSOFT 365 IN EDUCATIONAL APPLICATIONS

PCHS provides users with an educational suite of web applications to enhance teaching and learning. Microsoft 365 uses cloud computing where services and storage are web-based. PCHS will use protection measures to block or filter, to the extent practical, access of obscene content, pornographic, and harmful to minors over the network.

INTERACTIVE WEB TOOLS AND ONLINE ACTIVITY

Online communication is critical to the students' preparation for college and life beyond high school. Tools such as video posts, blogs, online discussion boards, podcasting, etc. offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers and students themselves.

Therefore, all users of online sites and service such as Microsoft 365, Blackbaud, classroom discussion boards, student email, podcast projects, and other web interactive tools should abide by all established safety and responsible use guidelines including:

- The use of Microsoft 365, Blackbaud, classroom discussion boards, podcasts, and any other web tool as directed by the teacher is considered an extension of the classroom. Therefore, any speech considered inappropriate in the classroom is also inappropriate in the online setting.
- Students using such tools agree not to share their username or password with anyone except their parents or teachers. They agree to treat web posting space as a classroom space.
- Students should never post a link to a website without ensuring sure it is appropriate for the school setting.
- Students using Microsoft 365 OneDrive, Blackbaud, discussion boards, podcasts, or any other web tools are expected to act safely by keeping all personal information out of any post or communication.
- Students should never agree to meet someone they have met over the Internet.
- Students should have no expectation of privacy when publishing or communicating online. ANY published data can be viewed and may be saved by others who have internet access.

STUDENT USE OF MOBILE DEVICES AND PERSONAL DEVICES

Students are required to have a Windows laptop in compliance with our BYOD policy and must have a device that meets the minimum specifications as stated in the policy.

PCHS may provide some students with a device for use both in school and off campus. The use of these PCHS-owned devices must follow the stipulations outlined in this RUP as well as any additional agreements specific to that device.

Students may use personal electronic devices in the school setting only with the permission of the classroom teacher or other staff member. The teacher and staff member reserves the right to forbid any personal electronic device use during class or individual appointment at any time.

The use of a personal electronic device at school must be related to instruction or sanctioned school activities. The use of any personal device on school property must conform to all aspects of this RUP. When brought on school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

Students may not photograph audio record, or video record unless they have permission from both a staff member and those whom they are recording.

School officials may search the student's personal or school-owned device if they feel school rules have been violated. This includes, but is not limited to, audio and video recording, photographs that violated others' privacy, or other issues regarding bullying, harassment, dangerous, immoral, or defamatory content.

All terms and conditions in this RUP apply to both school-owned and user-owned devices. Students using mobile and cellular devices while at school, during school or school-sponsored activities and events are subject to all terms and conditions in this document and are accountable for their use.

This document is subject to change without notice.

Last updated April 2026

SOCIAL MEDIA: RIGHT TO PRIVACY IN THE SCHOOL SETTING

It is unlawful for PCHS to request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website or to demand access in any manner to a student's account or profile on a social networking website. PCHS must provide notification to the student and his or her parent or guardian that the school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. (105 ILCS 75/10 & 75/15).

COUNSELING DEPARTMENT

The Counseling Department's main goal is to build relationships with our students. Fostering relationships with students, while making sure every one of them feels important and heard, is the most important work we do as a department. While at PCHS, we will assist your student in their academic, personal, and spiritual development. We look forward to helping them to target future goals as they start their career and college search and selection journey.

The department philosophy is consistent with the school's mission: to help students embrace their individuality, challenge their assumptions, grow in confidence academically and personally, while developing self-knowledge. To accomplish this, the Counseling Department provides the following services for its students:

- **Individual/Personal Counseling:** Meeting students' social/emotional needs and helping them set and meet personal goals.
- **Career/College Search and Selection:** Step-by-step guidance using years of experience and the Naviance Student program.
- **Academic Guidance:** Providing advice and proven techniques to assist our students' academic development.
- **Group Guidance Programs:** Delivery of important Counseling Department curriculum to larger student groups.
- **Parent Programs and Seminars:** Aimed at providing families with the most current and critical information to help with the high school years and college search and selection process.

COLLEGE REP VISITS

Junior and Senior students can meet with various college reps at PCHS throughout the school year. If students would like to meet reps, they need to sign up with the Counseling Department. Students will miss class time for this visit and will need a pass signed by their teacher two days prior.

PARENT PROGRAMS:

- Meet The Counselors Night (Same Night As Meet The Teachers)
- Senior Parent College Night
- Your Future, Your Fit: College Edition
- Curriculum Night (New All-School Event)
- Post Providence Planning Conferences For Juniors And Their Parents
- Inside Admissions: College Panel

RELEASE OF TRANSCRIPTS

As part of the Parent Agreements & Signatures School Form, a parent gives permission for the transcript of their student to be sent to any college or university admissions office, representative of a college or university, or employment agency requesting the transcript.

All financial obligations must be met before the release of any transcript. The first transcript upon graduation is sent free of charge. The fee for subsequent transcripts is \$4 per transcript.

ATHLETIC PROGRAM

STUDENT ELIGIBILITY & SPORTS PHYSICALS

For any PCHS student to participate in an athletic program, a sports physical must be on file with the Athletic Office prior to try-outs. This physical must be done within the current school year.

Physical forms can be found on the Athletic website: <https://il.8to18.com/Providence>.

BOYS' ATHLETIC TEAMS

Baseball	3 Teams	Varsity, Junior Varsity, Frosh-Soph
Basketball	4 Teams	Varsity, Sophomore, Freshmen A & B
Cross Country	2 Teams	Varsity, Sophomore
Football	3 Teams	Varsity, Sophomore, Freshmen
Golf	2 Teams	Varsity, Sophomore
Ice Hockey	2 Teams	Varsity, Junior Varsity
Lacrosse	2 Teams	Varsity, Junior Varsity
Soccer	3 Teams	Varsity, Junior Varsity, Freshmen
Tennis	2 Teams	Varsity, Junior Varsity
Track	2 Teams	Varsity, Sophomore
Volleyball	4 Teams	Varsity, Junior Varsity, Freshman A & B
Wrestling	3 Teams	Varsity, Junior Varsity, Frosh-Soph

GIRLS' ATHLETIC TEAMS

Basketball	3 Teams	Varsity, Junior Varsity, Freshmen
Cross Country	2 Teams	Varsity, Junior Varsity
Golf	2 Teams	Varsity, Junior Varsity
Lacrosse	2 Teams	Varsity, Junior Varsity
Soccer	3 Teams	Varsity, Junior Varsity, Freshmen
Softball	2 Teams	Varsity, Junior Varsity
Tennis	2 Teams	Varsity, Junior Varsity
Track	2 Teams	Varsity, Junior Varsity
Volleyball	4 Teams	Varsity, Junior Varsity, Freshmen A & B
Wrestling	1 Team	Varsity

CO-ED ATHLETIC TEAMS

Bass Fishing Club	1 Team	
Bowling	2 Teams	Varsity; Junior Varsity

CHEERLEADING

1 Team	Varsity
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DANCE

1 Team

Varsity

ATHLETIC AWARDS

Athletic Spirit Award - This award, presented at graduation, is given to a senior athlete who has shown the greatest degree of spirit and personal motivation toward PCHS Athletics during his/her high school career.

Jaime Garcia Scholastic-Athlete Award - This award, presented at graduation, is given to the graduating varsity athlete who has maintained the highest-grade point average, as computed at the end of seven semesters.

Most Valuable Player Award - This award is given in each varsity sport to the athlete who is voted by the coaches as the “most valuable” contributor to his/her respective team effort.

Most improved Player Award - This award is given in each varsity sport to the athlete who has made the “most improvement” in the judgment of the coaches.

Captain Award – This award is given to the captains of the varsity team.

ATHLETIC LETTERS

1. The coach has the option to give a letter if they feel the athlete has earned it.
2. A **senior** who has been on the varsity for two years but does not have enough playing time will earn a letter.
3. If an athlete is dropped from or quits the team, they will not earn a letter.
4. An athlete must faithfully attend all practice sessions unless excused by the coach for an important reason.
5. An athlete must conduct themselves in a worthy fashion as a representative of PCHS both on the athletic field and off it.
6. In case of an injury, the earning of a letter will be left to the decision of the Athletic Department and respective coaching staff.
7. An athlete must comply with academic eligibility for the entire season.
8. The sequence of awards will be as follows:
 - a. Minor Letter
 - b. Major Letter
 - c. Gold Bar

Unless otherwise designated by the Athletic Department, a minor letter can be attained for freshman, sophomore, or junior varsity participation. One can earn a major letter only in varsity competition. A gold bar is given to the athlete who has lettered for the second, third, or fourth time in that particular varsity sport.

INDIVIDUAL ATHLETIC PARTICIPATION

Any athlete at PCHS who is interested in participating as an individual in an IHSA sport which is not offered by PCHS may do so by:

1. Registering with the Athletic Director and the Registrar during the first full week of the school year.
2. Competing actively in meets or contests outside of PCHS during the season in that sport.
3. Showing proof of official times or scores to the Athletic Director from outside contests.

TEAM SCHEDULES

Please refer to the school's website for the latest athletic team schedules.

<https://schools.snap.app/Providence>

TRANSFER STUDENT ELIGIBILITY

Transfer students must fill out the IHSA Transfer Form and submit it to the Registrar. The Athletic Department will then electronically submit all paperwork to former school for concurrence, and then to IHSA for eligibility ruling.

ZACH PLANTZ PERFORMANCE CENTER

1. Students not in a season sport can use the performance center from 2:45 p.m. - 4:30 p.m.
2. Students in an in-season sport can use the performance center after 4:30 p.m.
3. Supervision will always be provided by the assigned coach or the coach of the sport in season.

CONCUSSION MANAGEMENT PLAN

The Concussion Management Committee consists of the Team Physician (Oak Orthopedics/Illinois Bone & Joint Institute) and members of the PCHS Athletic, Counseling, and Dean's Offices, and the athletic trainer. In an effort to safeguard our student-athletes from traumatic brain injuries/concussions, PCHS mandates strict guidelines for the management, treatment, and return to play criteria for all student-athletes who participate in extracurricular activities and sports.

Mandatory ImPACT Testing is used to establish baseline scores as they relate to subjective complaints as well as cognitive processing, memory, reaction time and other criteria established by ImPACT. The computerized exam is given to all student athletes before beginning practice, contact or competition. It is a noninvasive test set up in a video game format and takes about 15 to 20 minutes to complete. If a concussion is suspected, the student may be required to retake the test. Both the preseason and post injury test data may be given to a neurologist or sports medicine physician to help evaluate the injury. This information can be shared with the student's family doctor. All student-athletes will be required to take a baseline test during the first week of their practice season. Student-athletes will not be permitted to participate until baseline test scores have been established and recorded.

A zero-tolerance policy will be in place for student-athletes, parents, or coaches who attempt to hide the signs and symptoms of a student-athlete concussion or fail to report a concussion to the athletic trainer. The Administration will determine penalties for coaches who do not adhere to the strict guidelines of the concussion policy. Random post testing may be conducted of student-athletes suspected of or demonstrating signs and symptoms of traumatic brain injury/concussion.

Parents and students must submit an electronic signature for The Athletic Participation and Concussion Management Contract via Blackbaud during the enrollment/re-enrollment process. The Athletic Participation and Concussion Management Contract is a binding contract and must be signed by the parent(s) and student(s) as an understanding and acceptance of the guidelines, responsibilities and the "return to play" criteria. The Concussion Management Plan is on our website for parents, coaches, and student/athletes.

RETURN TO LEARN POLICY

As of August 2016, the IHSA has introduced a new portion to the concussion law known as the Return to Learn (RTL). Under this policy, a physician must provide the RTL protocol based on the student-athlete's symptoms and cognitive evaluation. The physician may recommend one day of full rest or shortened school days. Before the student-athlete is allowed to progress to the RTP protocol, they must be able to attend a full day of school, have no symptoms, and provide a clearance note from the physician. However, every individual is different, so modifications may be necessary.

The decision of whether or not a student-athlete will be allowed to return to play after having been diagnosed with a concussion or is believed to have received a concussion will be determined by the Return to Play Policy below.

RETURN TO PLAY POLICY

1. In accordance with IHSA rules and Illinois state law, any student-athlete suspected of having a concussion must be evaluated and obtain a release form from a licensed physician (MD, DO). If the student athlete did not suffer a concussion the release form must clearly state that information, otherwise return to play guidelines, will be implemented.
2. ImPACT test scores will be recorded 24-72 hours after suspected head injury or concussion if possible. These scores will be compared to baseline scores and be made available to parents, student-athletes and attending physicians. ImPACT tests must be normal when compared to baseline test results for a student-athlete to progress to the next step in the return to play process. Student-athletes must be asymptomatic when beginning the following exertion/exercise component.
3. For each of the exertion/exercise components the student-athlete must remain asymptomatic and cannot progress to the next step without waiting 24 hours between each step.

Step 1: Exertion/exercise component: 20-30 minutes of stationary bicycling or walking on a treadmill.

Step 2: Sport specific exercise and drills (skating in hockey, running in soccer, dribbling, and shooting in basketball, technique drills in football).

Step 3: Full practice no contact.

Step 4: Full practice with contact.

Step 5: Return to competition/game.

If at any time the student-athlete experiences recurring signs and symptoms of a concussion, the athlete will wait 24 hours and return to the previous step in the protocol and progress according to the above steps.

Procedures for Dealing with the Possible Concussion of a Student Athlete

If a coach, teacher, or student-athlete notices the signs or symptoms of a concussion involving any player including themselves, the following must be done:

Coaches Procedural Action Steps:

1. Student Athletes should be removed from activity, practice, or competition until they are cleared by the Athletic Trainer or Team physician present.

2. If the Athletic Trainer or Team Physician are not present, and the athlete is experiencing signs/ symptoms of a concussion, THE STUDENT-ATHLETE MUST NOT RETURN TO PLAY UNTIL HE/SHE IS EVALUATED BY THE ATHLETIC TRAINER OR NEUROLOGIST/SPORTS MEDICINE PHYSICIAN. A medical release by a Nurse Practitioner or chiropractor will not be acceptable.
3. The injury should be reported immediately to the Head Athletic Trainer.
4. The decision to require medical clearance by a neurologist or neurosurgeon will be determined by the Athletic Trainer or Team Physician based on initial and serial examination.
5. An injury report should be completed and filed with the Athletic Department.

Athletic Trainer Procedural Action Steps:

1. Evaluate the student athlete and recommend a proper course of treatment for returning to activity. Recommend to the parent/guardian that the student athlete should be seen by the PCHS Team Physician, Neurologist, or Neurosurgeon or athletic trainer.
2. Contact and work with the parent/guardian and the physician caring for the student-athlete.
3. Follow up to make sure an injury report has been filed.
4. Secure a release from a physician, neurologist, or Neurosurgeon and reevaluate the student-athlete before he/she can return to play.
5. The athlete must meet all return to play criteria as outlined by the Return to Play Policy.
6. If the Athletic Trainer or the Team Physician feels medical imaging is necessary (CT/MRI), return to play will not occur until imaging has occurred and a medical release is given.

If a student athlete or coach recognizes signs or symptoms of a concussion, they should first report to the Head Coach, or Athletic Trainer.

The PCHS concussion management team has the authority for deciding whether to allow the return to play of a concussed student-athlete consistent with the above guidelines.

NCAA DIVISIONS I & II FRESHMAN ELIGIBILITY REQUIREMENTS

NCAA Division I Eligibility Requirements

1. A student must graduate high school with his or her class.
2. A student must complete 16 core courses. Those 16 core courses must include:
 - 4 years of English
 - 3 years of Math (Algebra I or higher)
 - 2 years of Natural or Physical Science including 1 year of lab
 - 1 year extra of English, Math, or Science
 - 2 years of Social Science
 - 4 years of extra courses (from any previous category, world language, or non-doctrinal religion)
3. A student must earn a minimum grade-point average of 2.30.
4. Ten of the sixteen core courses must be completed before beginning of senior year (seven of the ten must be in English, Math, and Science)

For NCAA Division I athletic eligibility, a high school student can fall into three possible academic

categories:

Full Qualifier

- Student completes the 16 core courses (ten by end of junior year)
- Student earns a 2.30 or higher grade-point average in those 16 core courses
- As a full qualifier, a student can compete and receive athletics scholarship during his or her first year of college.
- A student can play four seasons in his or her sport as long as eligibility is maintained.

Academic Redshirt

- Student completes the 16 core courses (ten by end of junior year)
- Student earns a 2.00 or higher grade-point average in those 16 core courses
- An academic redshirt can receive athletics scholarship and practice during his or her first year of college
- An academic redshirt **cannot** compete during his or her first year of college

Non-Qualifier

- A student athlete does not meet either the grade-point average or core course requirements.
- A non-qualifier **cannot** receive athletics scholarship, practice, or compete during his or her first year of college.
- A non-qualifier may be eligible to play only three seasons in his or her sport

NCAA Division II Eligibility Requirements

1. A student must graduate high school with his or her class
2. A student must complete 16 core courses. Those 16 core courses must include:
 - 3 years of English
 - 2 years of Math (Algebra I or higher)
 - 2 years of Natural or Physical Science including 1 year of lab
 - 3 years extra of English, Math, or Science
 - 2 years of Social Science
 - 4 years of extra courses (from any previous category, world language, or non-doctrinal religion)
3. A student must have a minimum grade-point average of a 2.20
4. A student can fall into three possible academic categories:

Qualifier

- A qualifier completes the 16 core courses with a 2.20 or higher grade-point average
- As a qualifier, a student can compete and receive athletics scholarship during his or her first year of college. A student can play four seasons in his or her sport as long as eligibility is maintained.

Partial Qualifier

- A partial qualifier completes 16 core courses with a 2.00 or higher grade-point average

- A partial qualifier cannot compete during his or her first year of college. A partial qualifier can practice with his or her team, receive athletics money, and play four seasons in a sport.

Non-Qualifier

- A student is a non-qualifier if he or she did not graduate from high school, or if he or she did graduate but does not meet the core course grade-point average.
- A non-qualifier cannot compete, practice, or receive athletics scholarship during his or her first year of college.
- A non-qualifier may be eligible to play only three-season in his or her sport

NCAA Division III Eligibility Requirements

NCAA Division III does not use the Eligibility Center. Contact the Division III college regarding policies on admission, financial aid, practice, and competition.

NCAA Early Action Certification

Student athletes who meet the following criteria after six semesters will be certified as qualifiers.

For Division I: Core course grade-point average of 3.00 or higher in a minimum of 14 core courses. The 14 courses must consist of:

- 3 English
- 2 Math
- 2 Science
- 2 additional English, Math, or Science
- 5 additional core courses from any area

For Division II: Core course grade-point average of 3.00 or higher in a minimum of 12 core courses. The 14 courses must consist of:

- 3 English
- 2 Math
- 2 Science
- 5 additional core courses from any area

A student that wants to compete in NCAA Divisions I or II must register with the NCAA Eligibility Center. More information can be found at www.eligibilitycenter.org or on the PCHS Counseling Department web page.

DIOCESE OF JOLIET & STATE BOARD OF EDUCATION: POLICIES & PROCEDURES

CHILD ABUSE/EMPLOYEE MANDATED REPORTING

Per the Abused and Neglected Child Reporting Act, all PCHS employees are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code, licenses/certificates may be suspended and/or revoked if there is proof that

professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

Practical Advice for Parents On Preventing Child Sexual Abuse

English: <https://protect.diojoliet.org/documents/d/child-protection/parenthandbook>

Spanish: https://protect.diojoliet.org/documents/d/child-protection/practical_guide_for_parents_on_preventing_child_sexual_abuse_-_parenthandbookspanish_2003

Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (Revised 12/20/2023)

English: <https://protect.diojoliet.org/documents/d/child-protection/doj-policy-re-sexual-abuse-of-minors-and-vulnerable-adults-by-church-personnel-pdf>

Español: https://protect.diojoliet.org/documents/d/child-protection/policy-regarding-sexual-abuse-spanish_final

Standards of Behavior For Those Working With Minors and Vulnerable Adults (12/20/2023)

English: <https://www.diojoliet.org/documents/d/child-protection/doj-standards-of-behavior-for-those-working-with-minors-and-vulnerable-adults-rev-12-20-2023-with-transportation-policy-pdf>

Español: https://protect.diojoliet.org/documents/d/child-protection/standards-of-behavior_spanish_final

VIRTUS Protecting God's Children Quick Reference Guide

https://protect.diojoliet.org/documents/d/child-protection/pgc-trifold_virtus_english_brochure_4-0_final-2024_rev-5-2024

Faith's Law

All children have the right to grow up in safe and healthy communities that have welcoming and nurturing schools. Your child's safety and wellbeing is paramount at PCHS. To that end, and in accordance with Public Act 102-0676, 105 ILCS 5/2-3.188, the resource guide is available to you in the link below.

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

The Faith's Law Resource Guide was developed in Spring 2023 in consultation with relevant stakeholders across the state. It provides guidance for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community.

Please note that this resource is in addition to the several resources our Diocese offers pertaining to safe environment.

If someone has been abused, contact the Illinois Department of Children and Family services at 1-800-252-2873.

Videotaping or Photographing of Students Policy

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs, and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

1. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
2. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
3. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advanced consent of a student's parent/guardian. Examples of educational videotapes and photographs include documenting science experiments, presentations, etc.
 - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
4. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
5. Forms of release for videotaping and photographing of students are not required from the parent/guardian when:
 - A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 - The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.

- Stock videotape footage or generic pictures. (i.e., individual yearbook and group pictures) are being obtained in public places. (i.e., hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
- Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
- Video cameras are in use to monitor public areas of a school/church facility or bus.

PCHS complies with any other applicable State or federal law or regulatory requirements.



BELL SCHEDULES

7 PERIOD

Zero-Hour	7:05 a.m. – 7:50 a.m.
Period 1	7:55 a.m. – 8:40 a.m.
Period 2	8:45 a.m. – 9:30 a.m.
All-School Prayer	9:30 a.m. – 9:35 a.m.
Period 3	9:40 a.m. – 10:25 a.m.
Period 4	10:30 a.m. – 11:15 a.m.
Lunch (Jr/Sr)	11:20 a.m. – 11:45 a.m.
FLEX (Fr/So)	
Lunch (Fr/So)	
FLEX (Jr/Sr)	11:50 a.m. – 12:15 p.m.
Period 5	12:20 p.m. – 1:05 p.m.
Period 6	1:10 p.m. – 1:55 p.m.
Period 7	2:00 p.m. – 2:45 p.m.

4 PERIOD BLOCK

Zero-Hour	7:05 a.m. – 7:50 a.m.
Period 1	7:55 a.m. – 9:15 a.m.
All-School Prayer	9:15 a.m. – 9:20 a.m.
Period 2	9:25 a.m. – 10:45 a.m.
Lunch (Jr/Sr)	10:50 a.m. – 11:20 a.m.
FLEX (Fr/So)	
Lunch (Fr/So)	
FLEX (Jr/Sr)	11:25 a.m. – 11:55 a.m.
Period 3	12:00 p.m. – 1:20 p.m.
Period 4	1:25 p.m. – 2:45 p.m.

3 PERIOD BLOCK (LATE START)

Zero-Hour	8:30 a.m. – 9:15 a.m.
Period 5	9:20 a.m. – 10:40 a.m.
All-School Prayer	10:40 a.m. – 10:45 a.m.
Lunch (Jr/Sr)	10:50 a.m. – 11:20 a.m.
FLEX (Fr/So)	
Lunch (Fr/So)	
FLEX (Jr/Sr)	11:25 a.m. – 11:55 a.m.
Period 6	12:00 p.m. – 1:20 p.m.
Period 7	1:25 p.m. – 2:45 p.m.

MASS SCHEDULE

Zero Hour	7:15 a.m. – 7:50 a.m.
Period 1	7:55 a.m. – 8:28 a.m.
Period 2	8:33 a.m. – 9:06 a.m.
Mass	9:06 a.m. – 10:35 a.m.
Period 3	10:40 a.m. – 11:13 a.m.
Lunch (Jr/Sr)	11:18 a.m. – 11:43 a.m.
FLEX (Fr/So)	
Lunch (Fr/So)	11:48 a.m. – 12:13 p.m.
FLEX (Jr/Sr)	
Period 4	12:18 p.m. – 12:51 p.m.
Period 5	12:56 p.m. – 1:29 p.m.
Period 6	1:34 p.m. – 2:07 p.m.
Period 7	2:12 p.m. – 2:45 p.m.

ASSEMBLY SCHEDULE

Zero Hour	7:15 a.m. – 7:50 a.m.
Period 1	7:55 a.m. – 8:35 a.m.
Period 2	8:40 a.m. – 9:20 a.m.
All-School Prayer	9:20 a.m. – 9:25 a.m.
Period 3	9:30 a.m. – 10:10 a.m.
Assembly	10:15 a.m. – 10:45 a.m.
Lunch (Jr/Sr)	10:50 a.m. – 11:15 a.m.
FLEX (Fr/Sop)	
Lunch (Fr/So)	11:20 a.m. – 11:45 a.m.
FLEX (Jr/Sr)	
Period 4	11:50 a.m. – 12:30 p.m.
Period 5	12:35 p.m. – 1:15 p.m.
Period 6	1:20 p.m. – 2:00 p.m.
Period 7	2:05 p.m. – 2:45 p.m.