

# Rules and Procedures

At Providence, we recognize that continued excellence is attained only through honor and strong character traits. Honesty, respect, and responsibility are essential traits of good character and are important to the learning process. The purpose of the Providence High School *Rules and Procedures* is to establish and uphold high expectations for student success both in academic work and in character development.

## ATTENDANCE/ABSENCES

There is a direct correlation between regular school attendance and student achievement; therefore, it is critical that students are in class every day. The North Carolina Attendance Law (GS 115C-378) requires every student to be in attendance at school each day. CMS policy states that any high school student missing more than 10 days (excused or unexcused) of class in a course for any reason other than a school-initiated (principal approved) absence, will receive a grade of "F" for the course. CMS Regulation JHBB-R Part 2, #8.

In the event of an absence, a student must:

- Bring a note signed by a parent or legal guardian stating the reason for the absence(s), the date(s) of the absence(s), and any other pertinent information.
- Present this note to the attendance secretary prior to first period on the day the student returns to school. Absences are considered to be unexcused until a note is presented. Notes presented more than five days after the student returns to school WILL NOT be accepted.

It is the student's responsibility to contact individual teachers immediately to make up any work missed during the absence. Arrangements to make up missed assignments (those assigned while a student was absent) are to be made no later than five days after the student returns to school. Assignments made prior to the absence with a due date during the student absence are due immediately upon return to school. Reference each teacher's Course Prospectus for specific details about missed work.

Definition of absence:

A student who is absent more than half a day (arriving after 11:00am or leaving before 11:00am) is considered to be officially absent for the entire school day. A student who misses more than 45 minutes of a class period is considered absent for that class.

A student WILL NOT be considered absent for the following reasons:

- Field trip initiated by the school
- On a late bus
- Approved/verified college interviews/tours/visitations (juniors – limit 1 per semester, seniors – limit 2 per semester)

- Hospital/homebound (student is not physically present in school but is receiving school instruction from a CMS employee)
- Medically Fragile (student is physically not present, is receiving services from a CMS employee, and has a life-threatening health problem or is on some type of life support)

#### Excused absences

- Illness of student
- Death in immediate family
- Quarantine
- Doctor or dental appointments
- Family emergencies
- Religious observance (holidays must be approved by the school district prior to the absence)
- Court or administrative proceedings
- Emergency service such as Civil Air Patrol

Examples of unexcused absences (missed work, including exams, may be made up at the discretion of the teacher)

- Traffic/car trouble
- Inclement weather
- Lack of heat, electricity
- Missing the bus
- Oversleeping
- Truancy
- No written excuse within five days of absence

#### **Attendance Recovery**

Students may not have more than 10 class absences (excused and/or unexcused) per course. All absences (excused and unexcused) may be recovered by attending morning or afternoon sessions at school. The schedule is determined at the beginning of the school year. Regardless of the student's numerical grade, failure to complete the required Attendance Recovery for absences more than 10 per course will result in a grade of "F" for that course. Students may not do Attendance Recovery until after an absence has occurred. Recovery may not be done on a day in which the student was absent from school during the school day. Attendance Recovery may be done by seniors with early release during their early release time. Ninety (90) minutes is required per block to be recovered.

## **Cutting Class**

Cutting class/skipping school is defined as any absence from school or class not authorized by school administration. Students who skip or cut class will receive a discipline consequence which may include In-School or Out-of-School Suspension, revocation of parking privileges, etc. Once students arrive on campus for the day, they may not leave campus prior to 2:15pm without following the early dismissal procedures. This rule also applies to leaving campus before the official start of the school day. Assignments, tests, quizzes, etc. missed as a result of skipping are not subject to the make-up policy. Students who cut class by leaving campus may not return to campus during that day without a parent/guardian contact. Returning to campus after leaving without permission will be considered trespassing. Students who leave campus without permission and return will be subject to a search.

## **CELL PHONES and other ELECTRONIC DEVICES**

(Headphones, air pods, ear buds, E-readers, Apple watches, etc.)

Students are permitted to carry their phones and other electronic devices as long as they are turned completely off and not visible during school hours (7:00am – 2:15pm) unless being used as part of their instruction as directed by the teacher. Violation of this rule will result in confiscation of the student's complete cell phone, air pods, or other electronic device. (Students may not remove memory cards or attachments before submitting the device). Cell phones and other electronic devices will be returned after the assigned length of confiscation has been completed: 1st offense = 3 school days (including nights + weekends), 2nd offense = 5 school days (including nights + weekends), 3rd offense = 7 school days (including nights + weekends) and after a parent comes to school to sign for the item. There are no exceptions. Chronic violations will result in graduated discipline action including Out-of-School Suspension (OSS). Refusal to comply with a cell phone or other electronic device confiscation directive will result in OSS.

Apple watches, Fitbits, etc. may be turned on but may not be connected to a phone, computer or other device that can send or receive messages. iPads, E-readers, personal computers, cell phones, or other educationally approved electronic devices may be used during classroom instruction as permitted by the teacher.

## **DRESS CODE**

In accordance with the Charlotte Mecklenburg Schools' Student Rights, Responsibilities and Character Development Handbook, the following dress code has been established for Providence High School students:

1. Students are required to wear appropriate shoes at all times for health and safety reasons. Students are not allowed to wear shoes with wheels.
2. Students may not wear hats, caps, head wraps, hoodie, or other headgear, including sunglasses. No bandanas can be worn anywhere on your body. Exceptions will require administrative approval.
3. No item may be carried or worn as jewelry that could be used as a weapon

(chains, spiked bracelets, etc.). These items will be confiscated.

4. The following items **will NOT be worn** at school:

- Bedroom shoes/slippers (except as permitted on some school spirit days)
- Pajamas or sleepwear (except as permitted on some school spirit days)
- Clothing or jewelry that displays abusive, sexually suggestive and/or profane language or pictures, symbols of illegal drugs, alcohol, or gang activities, or any words or symbols that disrupt the learning environment.
- Shorts, skirts, dresses (or their slit / tears in clothing) above fist length when standing erect with arms extended by sides and shoulders relaxed. Shorts / skirts must be longer than the shirt / top being worn.
- Leggings/tights/hose/yoga pants or any pant that resembles yoga pants / tight pants without fist length clothing on top. Excessively tight skirts or dresses even if they are of the appropriate length.
- Tank tops, halter tops, open back or tops exposing any part of the midsection or bust area.
- Tops exposing stomach, being too tight, see-through, strapless, or low-cut in the front or back. No cleavage can be exposed.

5. Clothing must cover the entire shoulder from the neck to the top of the arm. A three inch strap is sufficient so long as underwear is not exposed.

6. Clothing must not expose any underwear. Pants may not be worn below a level that exposes underwear. Bras and bra straps must not be exposed.

7. Removing a sweater or jacket “cover-up” (or otherwise complying with expectations and then reversing corrections later in the day) will be considered a repeat offense. Repeated dress code violations will be disciplined in an incremental fashion similar to other repeat offenses. Students are expected to be responsive and appropriate in discussion of dress code issues.

8. Students will be required to leave school (or call home) to obtain appropriate clothing or to wear school-provided attire, if available. Students waiting on appropriate attire or who are unable to obtain appropriate attire will not attend class (counts as an unexcused absence) and will wait in SMC (Student Management Center). Continued violations will result in additional disciplinary action.

**All dress code violations are at the discretion of the administration.**

Consequences for students who do not follow the dress code include:

- 1st offense – Warning
- 2nd offense – After School Detention
- 3rd offense – Administrative consequence

## **EARLY DISMISSAL**

**Requests must be in writing with signature of parent/guardian. No phone calls, emails, or faxes.**

Once students arrive on campus, they are not permitted to leave campus unless they have submitted a written note with a signature from a parent/guardian or unless a parent/guardian comes to school to sign the student out.

- This note must be submitted to the Attendance Secretary before classes begin.
- This note must include the date, student's full name, identification number, requested dismissal time, a legitimate reason for early dismissal, and a telephone number where the parent/guardian can be reached for verification.

The dismissal time should coincide with the end of a class period to minimize disruption. At the requested dismissal time, the student will pick up their official dismissal pass from the office and sign out. Failure to sign out will result in disciplinary action. Leaving school without permission can result in an Out-of-School suspension and loss of parking privileges.

## **EXAMS**

- Midterm and final exams will be required in all courses. The End-of-Course test, or state required exam, will be the final exam in specific courses. By CMS Board Policy, final exams count 20% of the student's yearly grade in a course.
- All students are required to take the state tests, course exams, and other mandated performance measures.
- Cheating on any exam will result in an automatic "O" and the student will not be given an opportunity to retest (See Honor Code).

## **FIRE DRILLS**

Fire Drills will be conducted at least once per month. Students are expected to exit the building quietly and go to their designated area. Teachers will take attendance. Any student who deliberately causes a fire alarm is subject to exclusion from school and legal prosecution.

## **GRADE POINT AVERAGE (GPA)**

This is calculated at the end of the first semester and at the end of the school year. Yearly GPA is based on year-end grades and is reported on the official transcript.

Grading Structure: Beginning with 2015-16 school year, the grading structure will be as follows:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69 -60
- F: Below 60, Failing

## **HEALTH ROOM AND HEALTH SERVICES**

The health room is located in the main office. It is for emergency and minor first aid procedures (not for catching up on sleep, etc.). A parent/guardian will be called to transport the student home or give permission for the student to leave. If the student is not leaving school, the student **MUST** return to class.

#### School Health Services

- Medication **WILL NOT** be given to students without a completed *Medication Authorization for CMS Students* (5120.6) with a physician's signature. One form per medication is required. The form is on our school website. Copies are also available in the Health Room.
- Students who carry asthma medications or allergic reaction kits must also submit this form.

### HONOR SOCIETIES

There are several honor societies at Providence, including Math, Art, Thespian, Technical, Foreign Languages, and the National Honor Society. Please check with the faculty advisors for each Honor Society regarding eligibility (see PHS website).

#### National Honor Society

Selection to the National Honor Society is a privilege reserved for those students who demonstrate **ALL** of the following components of the selection process:

- Students must have attended PHS a minimum of one semester.
- Only juniors and seniors are eligible (minimum of 5 semesters completed.)
- Students must have a minimum of 3.5 **unweighted** cumulative GPA for those 5 semesters.
- Students must demonstrate good character, indicating a record of respect, responsibility, trustworthiness, fairness, caring, and citizenship. There can be no conduct grades of "3" or "4", no suspensions, detentions, or cheating.
- Students must have demonstrated leadership in both the school and the community from 9<sup>th</sup> through the 11<sup>th</sup> or 12<sup>th</sup> grade.
- Students must have demonstrated service to the school and the community from the 9<sup>th</sup> through the 11<sup>th</sup> or 12<sup>th</sup> grade. Service can consist of a group or individual project done on behalf of others for which no compensation has been given; this does not include service provided for family members.

### HONOR CODE

Providence High School requires that students adhere to standards of academic integrity and honesty. To that end, the following behaviors are unacceptable and violate the PHS Honor Code and the traits of positive character development:

1) Cheating: Cheating is defined as the act of misleading others through deception, lies, or trickery (Merriam- Webster Dictionary).

Examples include but are not limited to:

- Misrepresentation: Claiming that a work product is the original work of the student.
- Falsifying information, either written or oral.
- Copying someone else's work or allowing someone to copy your work. This includes class work, homework, tests, quizzes, projects, labs, etc. Regardless of the intent, the student is responsible for their own work and what someone may do with it.
- The unauthorized use of materials including "cliff notes," study aids, books, formulas, calculators, electronic devices, cell phones, or other sources without the permission of the specific teacher.

2) Plagiarism: Plagiarism is the "uncredited use (both intentional and unintentional) of somebody else's words or ideas" from Purdue OWL (Online Writing Lab). <http://owl.english.purdue.edu/owl/resource/589/01/>.

Examples include but are not limited to:

- Cutting and pasting information from a website or online source into a paper, presentation, project, etc. without proper citation.
- Intentionally or unintentionally leaving out quotation marks, citations, works cited page, etc., thus misrepresenting the work as the original work of the student.

Turnitin.com

Providence High School has subscribed to Turnitin.com, an electronic service to help monitor plagiarism. This online tool compares student papers to a database both of papers submitted by other students and to sources on the internet. Student papers will be examined for plagiarism using several strategies such as research, the internet, and plagiarism software/ resources. Papers that students submit will become part of the "Turnitin.com" plagiarism detection database. Students agree to this review upon submittal of their work for grading.

Consequences:

Students at Providence recognize that any kind of academic dishonesty compromises their self-respect and their honor. Providence HS students are expected to take responsibility for any action which might violate school standards and compromise his / her own integrity. "It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code" (Chapel Hill HS). Students who cheat, plagiarize, or are involved in academic dishonesty will experience the following consequences (cumulative for the duration of enrollment at Providence HS):

- 1st Offense: Grade of zero on the assignment without opportunity to make up the assignment. Extra credit opportunities are no longer available to the student

for the remainder of the quarter. Offense will be documented in the student's record.

- 2nd Offense: Grade of zero on the assignment without opportunity to make up the assignment. Referral submitted to the Assistant Principal. Consequences imposed may include detention, In-School Suspension, and/or up to 10 days of Out of School Suspension (in accordance with the CMS Rights and Responsibilities Handbook).

Violations of the Honor Code are not limited to academic dishonesty. Vandalism, stealing, lying, bullying, or otherwise unacceptable and undesirable behavior is not permitted. Providence strictly follows the CMS Rights and Responsibilities Handbook in determining consequences for such violations.

Providence is a member of the National Association for College Admission Counseling (NACAC) and adheres to the "Statements of Principles and Good Practice." The policy on reporting discipline incidents and consequences (academic or behavioral) is that if a college asks on its application, the student must answer honestly, reporting any incidents beginning with 9th grade. The counselor also provides a statement confirming the student's answer is an honest one. In accordance with NACAC principles, Providence counselors will notify all colleges that inquired on their applications, of discipline incidents and consequences incurred by seniors after acceptance.

Works Cited:

- "Cheating." Merriam-Webster Dictionary.
- Chapel Hill HS Honor Code.
- National Association for College Admission Counseling <http://www.nacacnet.org/AboutNACAC/Pages/default.aspx>.
- Purdue OWL (Online Writing Lab). <http://owl.english.purdue.edu/owl/resource/589/01/>.
- A special thanks to the Chapel Hill HS administration for allowing us to reference their Honor Code.

## **LUNCH REGULATIONS**

Students are not permitted to leave campus during lunch and are allowed only in those areas designated for food. Students found in the parking lot, unauthorized areas, or off campus will be subject to the consequences outlined in the *Student Handbook*.

- Students are expected to keep the cafeteria, mall area, and patio areas clean.
- Food must be eaten in designated areas: patio, mall, and cafeteria. Food cannot be consumed in the classroom unless authorized by the teacher.
- During their lunch time, students may be in the cafeteria, mall, outside patio areas, tutoring (with teacher permission), or media center (with a pass).



- Deliveries for students from outside vendors (i.e. food, flowers, balloons) will not be accepted and are not allowed even if they have been purchased.

## **MEDIA CENTER**

The Media Center Staff will assist you in locating and using the resources and equipment at PHS during these hours:

Monday – Friday 6:45am – 2:30pm

**Before school and after school:** No pass is necessary.

**From class:** Bring a dated, media center pass signed by a teacher giving you permission to use the media center. You must remain in the Media Center until the end of the period or the teacher must request in writing a specific time for student to return.

**At lunch:** Pick up a lunch pass from the Media Center staff before school or during class breaks before 10:30am. You must remain in the Media Center until the end of your lunch period. No food or drinks are to be consumed in the Media Center at any time.

## **MONEY AND VALUABLES AT SCHOOL**

In order to protect students from theft, students are advised to take the following precautions:

- Do not carry more money than is necessary to complete school obligations for the day.
- Fundraising money must be turned over to the club advisor immediately.
- Items left in the front office (lunch, for example) are not the school's responsibility. Athletic equipment may not be left in the main office. Coaches will communicate the appropriate place for athletic equipment.
- Valuables should not be left in PE lockers or any unsecured lockers. Students are encouraged to use their own lock for the PE lockers. They must be removed after class for the next class of students to use. Be especially careful to secure all personal items in the gym.
- Do not leave purses, yearbooks, or other valuables unattended (**even for a brief moment**) at anytime, anywhere, including the classroom, mall area, cafeteria, PE locker room, etc.
- Students who drive to school should always lock their cars and store valuables in the trunk.
- Students who witness suspicious people or activities on campus should advise a staff member immediately.
- Long boards or skateboards are not allowed to be carried around school.

**The school is NOT responsible for lost or missing money or valuables.** This includes money lost in vending machines.

## OFF LIMITS AREAS

There are certain areas on the campus that are off limits to students without written permission from an administrator:

- Parking lots during the school day (**students may not go to their cars** without administrative permission.)
- Driveways around the school that are used as parking areas and areas behind mobile trailers.
- Halls or bathrooms during instructional time without a pass.
- Teacher workrooms and teacher copiers (a copier for students is located in the Media Center).
- Locker rooms when you are not changing.
- Athletic Fields unless with a teacher.
- During lunch, students must be in the cafeteria, mall area, patio, tutoring (with teacher permission), or the Media Center (with a pass). All other areas are off limits during lunch.

## PARKING

The opportunity to park on campus is a privilege which can be revoked or suspended by an administrator.

- Only students who are juniors or seniors and maintain a GPA of 2.5 (2.0 GPA if space permits) are eligible to apply for a parking permit to park on the campus of PHS. Students without parking permits are not permitted to bring cars to campus at anytime during the school day. Violations will result in towing, booting (\$25 fine), and discipline action.
- Freshmen and sophomores operating a motor vehicle on the PHS grounds during school hours will be subject to disciplinary action as well as towing or booting (\$25.00 fine) at the owner's expense.
- Parking permit applications can be downloaded from the school website. There is a \$25.00 application fee.
- Space assignments are first come, first served by grade, but with early registration for those with higher GPA's.

School authorities may open, enter, and search any vehicle and its contents, and remove any unauthorized articles that may endanger the health, welfare, or safety of students or school personnel. These articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the sole discretion of school officials.

Students must agree to and comply with the following:

- Students must obey all state and local laws governing the operation of a motor vehicle and all rules and regulations concerning the operation and parking of a motor vehicle on school property, including the posted speed limit for PHS campus.

- Students must obey all policies in the CMS Rights, Responsibilities and Character Development Handbook, including policies on prohibited items.
- No student is allowed to purchase a permit for another student, or to let another student use his or her permit. Consequences include disciplinary action and loss of driving privileges for all students involved.
- Students are not allowed to park in front of the school, in handicapped spaces, in the staff lot, in the bus lot, behind the gym, in spaces designated for staff members, or any space to which they have not been specifically assigned.
- Students who have reserved spaces in the marching band practice area (designated by yellow outline) must remove their vehicle each day by 2:45pm.
- Those students who habitually do not arrive to school on time will forfeit their driving privileges for a period of time to be determined by the administration.
- Any car without a valid Providence High School parking permit will be “booted” and student must pay a \$25.00 fine per infraction. Repeated violations will result in vehicle being towed at owner’s expense.
- Students with a parking permit may purchase a temporary parking permit for an alternative car while their car is being repaired. The cost is \$3.00 per day.
- Students who receive a ticket will have 24 hours to pay the fine without further penalty.
- Speeding, littering, unsafe driving, inappropriate behavior in the parking lot or loud music is not allowed at anytime and will result in a \$25.00 fine or parking revocation.
- Students will obey all directions given by parking lot attendants and school staff.

## **PROHIBITED ITEMS**

It is a violation of the Charlotte-Mecklenburg Schools *Student Rights, Responsibilities and Character Development Handbook* to possess any gun, rifle, knife, leaded can, metallic knuckles, razor, cutter, mace, pepper gas, explosives, martial arts weapons, or any blunt or sharp-pointed instrument that may be capable of inflicting bodily injury at school (this includes using or threatening to use to inflict injury). No alcoholic beverage or any other drug is permitted on school grounds. Students in violation will face suspension/exclusion and legal prosecution.

## **SOCIAL MEDIA**

Social network sites such as Facebook, Twitter, Instagram, Snapchat, and other platforms used to facilitate students communicating with one another has both positive and potentially negative outcomes. It is important for students to be aware of these outcomes and exercise appropriate caution if they choose to utilize these sites. Bullying

and/or harassing behavior are strictly prohibited in CMS and at Providence High School. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying (Policy JICK). Students are responsible for their own behavior when communicating on social media and will be held accountable for the content of the communications that they state/post on social media sites.

- Similar to comments made in person, Providence High School will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory language or remarks that may be hurtful to another student or staff member.
  - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; or any other inappropriate behaviors.
  - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

As with other disciplinary violations, any type of bullying/harassment that occurs off campus may violate the *Code of Student Conduct* if it has a direct and immediate impact to the orderly and efficient operation of the school or the safety of individuals in the school environment.

## **STUDENT RIGHTS, RESPONSIBILITIES AND CHARACTER DEVELOPMENT HANDBOOK**

On the first days of school, teachers will explain and answer questions on the contents of the Charlotte-Mecklenburg Schools *Student Rights, Responsibilities and Character Development Handbook (Student Handbook)*. There is a page in this book that must be downloaded from the CMS webpage and signed by students and their parent/guardian [https://www.cms.k12.nc.us/families/resources/Documents/CMS\\_2022-2023%20Code%20of%20Student%20Conduct\\_English%20final.pdf](https://www.cms.k12.nc.us/families/resources/Documents/CMS_2022-2023%20Code%20of%20Student%20Conduct_English%20final.pdf).

The purpose of this handbook is to outline the code of conduct expected of CMS students at Providence and the consequences for violating any of these rules. In particular, students and parents should note that the CMS School Board has ZERO TOLERANCE FOR WEAPONS, ASSAULTS, ALCOHOL, ILLEGAL SUBSTANCES, and ANY OTHER CONTRABAND.

EVERYONE attending Providence High School must commit to following all the rules in the *Student Handbook* and those outlined in the student agenda in order for our school to remain a safe and orderly one. Disciplinary action may include, but is not limited to, warnings, reprimands, after school detention, replacement costs or payment for damages, In-School Suspension, Out-of-School Suspension, or exclusion.

## **STUDENT SERVICES**

The Student Services department provides counseling and guidance to students in

an attempt to help them make informed decisions. Services such as individual counseling, college and career counseling, crisis intervention, parent/teacher conferences, etc. can be obtained from the Student Services department. Students will be assigned a guidance counselor at the beginning of the school year.

## **TARDY POLICY**

To provide for a teaching and learning environment that is respectful of the right to learn and be free of disruption, a strict tardy policy has been established. All students are expected to be in their classroom and ready to learn before the tardy bell rings for each class. Following the tardy bell, students who are not in class for an unexcused reason must report immediately to the Student Management Center (SMC), Room 139. Only students with a note from faculty, administration, or SMC will be admitted to class after the tardy bell rings. This policy applies to blocks 1–4 each day and is cumulative for all class periods.

All students reporting to school after 7:15am are considered tardy, regardless of reason. This includes students who arrive at school during a class change. These students must still report to SMC. However, a student's tardiness can be excused for valid reasons such as medical appointments with proper documentation. An excused tardy is not counted against a student for the purposes of the tardy policy.

Students arriving after 7:15am must report to the Student Management Center (SMC) immediately upon entering the school. Teachers are instructed not to admit any student into any class after the tardy bell rings without a pass from SMC.

- If a student arrives tardy to school and does not report to the SMC, they will be assigned an appropriate disciplinary action.
- Students will have 6 minutes after leaving SMC to report to class. If a student does not report to class within the allotted 6 minutes, the student will receive a referral from SMC for cutting class.

### **Consequences:**

- a) 1<sup>st</sup> tardy = Warning
- b) 2<sup>nd</sup> tardy = Warning
- c) 3<sup>rd</sup> tardy = 1 day Lunch Detention
- d) 4<sup>th</sup> tardy = 1 After School Detention (45-minutes)
- e) 5<sup>th</sup> tardy = 2 days After School Detention (90-minutes)
- f) 6<sup>th</sup> tardy = 3 days After School Detention and/or loss of parking privilege (if applicable) for 1 week
- g) 7<sup>th</sup> tardy = 1 day In-School Suspension and/or loss of parking privilege for 2 weeks
- h) 8<sup>th</sup> tardy = 2 days In-School Suspension and/or loss of parking privilege for 2 weeks
- i) 9<sup>th</sup> tardy = Progressive, as determined by administration

ALL tardies will start over at the beginning of 2<sup>nd</sup> semester. Missing a detention will result in the penalty being elevated to the next level or Out-of-School Suspension.

## **TELEPHONE**

A student telephone is available at the front office counter and in the health room. Students may not use cell phones at any time during school hours (7:00am – 2:15pm) unless being used as part of their instruction as directed by the teacher.

## **TRANSCRIPT REQUESTS**

Transcripts are available from Student Services. The first one is free; all others are \$5.00 each. Transcripts for scholarships are free. The final one to the college of your choice is free. Attach counselor recommendation forms to the transcript request. Allow 10 days for processing.

## **TUTORIAL PROGRAM**

Providence has an extensive tutorial program that is available to all students free of charge.

- Students may receive additional help in all subjects before school, during lunch, and after school.
- A comprehensive list of tutorial services with specific times and dates for subject areas is available in the Guidance office and posted online after school starts each year.
- Peer Tutoring is also available. Please check in the Guidance Office for information.

## **VISITORS**

All visitors must sign in and secure a pass from the main office immediately upon arrival on the school campus. Friends/former students are not permitted to visit students or staff during the school day.