



## **“2011/12 NEW SCHOOL YEAR INFORMATION FOR UPPER SCHOOL”**



### **STUDENT PREP DAY**

Student Prep Day is for ALL Upper School students, both new and returning to Providence. All students will receive their ID badges, schedules and locker assignments. This time will be used for the students to bring all textbooks and supplies to school in order to set up their lockers. Parents may also establish a lunch account with Sage Dining Services at this time. Students will not be allowed in the hallways before 8:05 am on the first day of school.

### **Middle School – August 8, 2011**

- ☞ 8:30 – 10:00: All ***new*** 6<sup>th</sup> – 8<sup>th</sup> grade students and parents  
(this includes 5<sup>th</sup> graders rising to 6<sup>th</sup> grade)– receive schedules/badges/lockers
- ☞ 10:30 – 11:30: Returning 7<sup>th</sup> grade students – schedules/badges/lockers
- ☞ 1:00 – 2:00: Returning 8<sup>th</sup> grade students – schedules/badges/lockers

### **High School – August 9, 2011**

- ☞ 8:30 – 10:00: All ***new*** 9<sup>th</sup> – 12<sup>th</sup> grade students and parents  
(this includes 8<sup>th</sup> graders rising to 9<sup>th</sup> grade)– receive schedules/badges/lockers
- ☞ 10:00 – 11:00: Returning 10<sup>th</sup> grade students – schedules/badges/lockers
- ☞ 11:00 – 12:00: Returning 11<sup>th</sup> grade students – schedules/badges/lockers
- ☞ 12:00 - 1:00: Lunch on your own
- ☞ 1:00 – 2:00: Returning 12<sup>th</sup> grade students – schedules/badges/lockers

Also note that the first day of school (August 10<sup>th</sup>) is a ½ day. August 11<sup>th</sup> and 12<sup>th</sup> are ½ days for Lower School ***ONLY***.

### **UPPER SCHOOL OPEN HOUSE**

All Upper School (High School and Middle School) families are invited to attend the Upper School Open House on August 29, 2011. Event time will be announced via E-spirit after the beginning of the year.

### **SUMMER READING & MATH**

All summer reading and math projects and portfolios must be complete by the first day of school or as your teacher indicates.

The summer reading and math information can be accessed on our website at [www.prov.org](http://www.prov.org). The link is titled “Forms & Packets” and is on the main page of our website.

## **STUDENT HANDBOOK**

Please read the Student Handbook found on line at [www.prov.org](http://www.prov.org) concerning school policies as there have been several changes that you should be familiar with.

***High School students will be allowed to bring laptops to class and should make themselves aware of policy surrounding this change. The technology policy is on page 20 of the handbook online. Also please make note of the policy for student badges on page 10 of the handbook.***

## **TRAFFIC**

Please remember we are a school and have many, many children walking in the driving and parking areas. We ask that you drive as if your own child is in the parking lot. Speeding, illegally passing cars and cutting through parking spaces is not allowed as this seriously increases the chances of an accident. Please remember that there is a large volume of cars that drive through the traffic pattern each day. Traffic is especially heavy during peak times (20 minutes before and after the start and dismissal of school). Remember that the first week is always particularly hectic so we do ask your patience as our parents become reacquainted with the traffic pattern. Please allow extra time in your schedule for drop off during the first week.

## **MBS – VIRTUAL BOOKSTORE**

All textbooks need to be ordered through our virtual bookstore provider, MBS (Missouri Book Store). You must order your books early enough to allow them to be here by the first day of school. MBS will activate our site on July 1<sup>st</sup>. You can go to our webpage at [www.prov.org](http://www.prov.org) under “Store” and click on the link to their page. Then, go to your grade level if you are in Middle School or to your subject if you are in High School to proceed with your order. They will mail your books directly to you. All books must be delivered to your home or office – not to the school. We cannot be responsible for any textbooks delivered to the school.

## **E-SPIRIT**

The E-Spirit in addition to our website is our primary means of communication with our Providence families. If you are not currently receiving an E-Spirit from the school, please go to our webpage and choose the appropriate link on our main page to subscribe.

- You will receive a confirmation e-mail to which you **must** respond in order to complete the subscription process and receive the E-Spirit and special notices.
- If you do not receive the confirmation email in your inbox, check your junk mail and spam folders.
- The email will be sent from [serviceu@prod.serviceu.com](mailto:serviceu@prod.serviceu.com). They are our provider for the E-Spirit service.
- You will need to mark the email as “not junk/spam” **and** put the address in your address book so that you will receive future E-Spirits.

## **STUDENT INFORMATION UPDATED**

It is *very important* that we always have the most up-to-date information about your student. This information includes your address, phone number, cell phone numbers, emergency phone numbers, etc. Parents may change this information on Net Classroom under their parent sign on.

## **NET CLASSROOM**

Net Classroom is an online tool for both you and your student. On Net Classroom we will post up-to-date student grades on-line every two weeks. When we release these grades, you will not only be able to see your student’s course grade, but you will be able to see what grades your student earned on individual assignments as well. Should you need to communicate with a teacher on an off week, please feel free to do so by email. Please allow teachers 24 hours to respond.

Due to the setup required to enable progress reports, grades and assignments will be available online all the time. However, grades will only be accurate and updated on the posted release dates. At that time, you will be able to see all the assignments that correspond with each grade, and these assignments will add up to the cumulative class average. Grades will be available to view online from 3PM of the release date to 3PM of the following Monday. After 3PM of the following Monday, we can no longer guarantee accuracy of the grades so to ensure you have the most up-to-date information, we ask that you please be timely in viewing progress reports.

Below you will find dates that online progress reports will be available and dates that quarter and semester report cards will be released. Final year-end report cards will be mailed home in mid June.

Online Progress Report Release Dates

August 19	January 20
September 2	February 3
September 16	February 17
September 30	March 2
October 28	March 30
November 10	April 13
December 2	April 27
December 16	May 11

Quarter and Semester Report Card Release Dates

Quarter 1 Report Card	October 14, 2011
Semester 1 Report Card	January 6, 2012
Quarter 3 Report Card	March 16, 2012
Final Report Card (mailed home and available online)	Mid June

**\*Due to the nature of the course, PE and Fine Arts teachers are not required to have their grades available except at quarterly report card dates. These teachers are required to notify if your student falls below a "B" in their class.\***