

Providence Classical Academy
Parent - Student Handbook (Lower School)



2018 - 2019

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I. GENERAL PHILOSOPHY AND PURPOSE OF PCA

1.1 Profile of an Ideal Providence Graduate

Providence Classical Academy is committed, at its core, to nurturing a certain type of student, which we call our Ideal Providence Graduate. Our mission and vision, along with our accompanying values, strategies, and policies are all aimed at nurturing this sort of student.

<u>Spiritual</u>	<u>Intellectual</u>
<ul style="list-style-type: none"> • Articulates and practices a Biblical worldview • Demonstrates knowledge, love, and practice of Truth • Shows a vibrant relationship with God through Christ • Demonstrates familiarity with Scriptures and Christian doctrines: basic characters, themes, creeds, etc. 	<ul style="list-style-type: none"> • Strives for excellence • Develops a curiosity and desire for lifelong learning • Demonstrates an engaged heart and mind • Develops strong work ethic and resourcefulness • Articulates understanding of truth, beauty, and goodness • Demonstrates ability to communicate winsomely and persuasively in written and spoken form • Grasps confluence of academic disciplines • Demonstrates good problem-solving skills

<p><u>Social</u></p> <ul style="list-style-type: none"> • Engages in purposeful service to others • Participates actively in Christian life and culture • Demonstrates constructive coping skills when stressed/anxious/troubled • Develops good time management skills • Exhibits character and substance over charisma and style • Actively cultivates inter-generational relationships • Builds friendships authentically and appropriately 	<p><u>Cultural Influence</u></p> <ul style="list-style-type: none"> • Understands and accepts responsibility of Christians to be salt and light • Exhibits the courage necessary to be a genuine servant leader • Demonstrates winsome and eloquent apologetic for the Faith • Embraces desire to engage culture in fruitful ways • Seeks relevant opportunities to interact meaningfully with others
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1.2 Objectives and Standards of PCA

In all endeavors curricular and co-curricular, the school strives to emphasize the grammar (the fundamental rules and general data), logic (the ordered, unified relationship of particulars) and rhetoric (the persuasive communication of the grammar and logic) of all disciplines; to encourage all students to develop a love of learning and to achieve their fullest academic potentials; to teach all subjects in the curriculum as parts of an integrated whole with the Scriptures at center; to provide virtuous models of Christian living in the members of the school's Board, administration and faculty; to encourage every student to cultivate a personal relationship with God the Father through Jesus Christ in the power of the Holy Spirit; and to provide an orderly and secure atmosphere conducive to the maintenance of these standards.

1.3 Mission, Vision and Principles

Mission Statement: Providence Classical Academy seeks to pursue the glory of God and the good of His people by providing a classical and Christian education founded upon a Biblical worldview, which equips students to know, love and practice the Truth and challenges them to strive for excellence as they live purposefully in service to God and man.

Vision Statement: Providence Classical Academy seeks to train students to be lifelong learners, who fully engage both heart and mind to know God. We want our students to have a relationship with God through Christ that is exhibited in every area of life and culture.

Providence Classical Academy is committed to the following principles to ensure that the vision of the school is implemented:

1. We demonstrate our Christianity in the context of relationships, loving each other with the love of Christ, encouraging each other to begin or develop a relationship with God through Christ, and treating each other with the dignity due creatures who are made in the image of God.

2. We are rooted in the Word of God and teach the Scriptures of both the Old and New Testaments in such a way that students realize that the meaning and purpose of life and education are found in them. We acknowledge God as the source and author of all truth.

3. We affirm that all of creation displays God's character and teaches us the meaning of beauty, goodness, and truth. Because all truth is from God, the universe is coherent.

4. We believe that studying is an act of worship with spiritual implications; therefore, studies are conducted as unto God. Shabby scholarship brings Him no glory and is a failure to recognize His presence in our classrooms and in our lives.

5. We stress the unity of knowledge, and we teach all subjects as part of an integrated whole. History is the story of God working in individuals and nations. It has a purpose and a destination. Because we are a western culture, we study western civilization with all its triumphs and failures.

6. Literature, music, and art are mankind's reflection of their understanding of the world. Properly done, the arts are a doxology, praising God and reflecting His truth, goodness, and beauty. Science and math are tangible evidence of God's orderliness and are our tools to explore the world and marvel at its design. Latin and formal logic sharpen our minds and teach us to analyze.

1.4 Statement of Faith

PCA Classical Academy emphatically affirms the essentials of the Christian faith, which are as follows:

- the divine inspiration of the 66 books of the Old and New Testaments, making them both inerrant and authoritative
- the existence of the infinite, personal, and holy God - Father, Son, and Holy Spirit
- the deity, the virgin birth, the sinless life, the supernatural miracles, the atoning death, the physical resurrection, the ascension, and the personal return of our Lord Jesus Christ
- the absolute necessity of salvation through faith alone, because of the shed blood of Christ, and only by God's grace, for the gift of eternal life

PCA also teaches the creation from the perspective of the Genesis record that God created all things from nothing and ordered and filled the heavens and the earth and saw that everything was very good. Alternative explanations, such as evolution, are introduced to allow students to critically examine both the secular and the biblical explanations.

PCA encourages respect for various positions among Christians concerning the following:

- the mode and appropriate age for baptism
- the chronological details of the return of Jesus Christ
- the practice of the ecstatic gifts within the body of Christ
- the most appropriate form of church government

These four areas are left to the teaching of the home and church. There shall be no attempt to promote these denominational positions. PCA desires to avoid the dissension that may be caused by denominational distinctives.

1.5 Secondary Doctrine

Doctrinal issues not addressed in the Statement of Faith are dealt with in the following manner:

1. Teachers must strive to present all classroom discussions of non-essential issues and doctrines in an informative, non-partisan fashion. Teachers must strive not to speak to

- the students in a manner causing offense to the parents.
2. Teachers must strive to portray fairly various perspectives on a given controversial issue. Teachers may communicate personal beliefs without playing the role of their advocate.
 3. Teachers should encourage students to seek counsel on such issues from their parents and pastor.

1.6 Code of Ethics

To maintain the Christian witness of the school, all members of the Board, administration and faculty (as well as all delegated representatives of the school) must conform to biblical ethical standards at all times.

1.7 In Loco Parentis Policy

In loco parentis: Latin phrase meaning "in place of the parents."

To ensure the school respects the parents' ultimate authority in the education of their children, all members of the Board, administration, faculty and staff must remember that they operate only with delegated authority from parents, i.e., *in loco parentis*.

II. CORPORATE STRUCTURE

Providence Classical Academy, is a private, non-profit (501 [c][3]) organization registered as such with the federal government and the State of Louisiana. The school is located at 4525 Old Brownlee Road, Bossier City, Louisiana 71111, a location that may be changed at the discretion of the Board.

2.1 Board of Directors

PCA is a board-governed school. Board members are elected by the board. Detailed operational guidelines and responsibilities of the Board may be found in the school's By-Laws.

2.2 Head of School

The Head of School of Providence Classical Academy (PCA) is the chief executive of the academy and is charged with inspiring and overseeing the academic community, assisting the Board of Directors in casting and developing the vision of the academy, and overseeing the culture of the institution centered upon Biblical principles.

2.3 Dean of Upper School

The Dean of Upper School works closely with the Head of School and other members on the Administration team to ensure the programmatic excellence of the Upper School at Providence Classical Academy. This role oversees the daily execution of the Upper School and serves as direct administrator of Upper School students and faculty.

2.4 Dean of Lower School

The Dean of Lower School works closely with the Head of School and other members on the Administration team to ensure the programmatic excellence of the Lower School at Providence Classical Academy in grades Bridge-6. This role oversees the daily execution of the Lower School and serves as direct administrator of Lower School students and faculty.

III. SCHOOL OPERATIONAL GUIDELINES

3.1 **Admissions and Enrollment**

New Student Application

All parents wishing to enroll their children at Providence Classical Academy are required to submit an *Application for Admission*. Details of the complete application and the fees required can be found on the school website (www.pcabossier.org).

If a child is accepted, enrollment will consist of signing the *Student Enrollment Agreement* and paying the appropriate enrollment fee. Any other necessary paperwork will be completed and collected at that time.

Re-Enrollment

Current families may re-enroll current students beginning in January. Details of fees and tuition rates for the next academic year are provided to the families in January. In order to help administration determine the number of sections needed, parents must re-enroll current students by the deadline set by administration. If families do not re-enroll by the end of February, then they will forfeit priority to enrollment for the open spots and if the class is full will be moved to the waitlist. If there are issues about grade placement, the Dean of Lower School, in consultation with the student's parents and teacher(s), will determine what is in the best interest of the student.

Required Forms/Records

To ensure that the school complies with all necessary state regulations and to maintain pertinent information about all students entrusted to its care, the following guidelines must be observed:

1. The following forms are required to be on file for all students:
 - a. *Application for Admission*
 - b. *Student Enrollment Agreement* (one for each year)
 - c. Copy of Birth Certificate
 - d. Immunization Record
 - e. Student records (see #2 below)
 - f. Signed *Statement of Faith*
2. The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release.
3. The records are kept in a locked room and will be kept confidential.

Payment of Tuition and Fees

PCA uses an independent third-party, FACTS, to collect payment of tuition and fees. All families will be required to maintain a FACTS account. If your account becomes more than 30 days past due, you will not be allowed to charge additional incidental fees.

In the event your account becomes more than 60 days past due, your child will not be allowed to attend classes until all past due charges are paid. You remain liable for tuition for any missed days.

No students will be allowed to re-enroll in classes if an unpaid balance remains from a previous school year.

Student Probation

The school will automatically place all newly enrolled students on probation for one year. The probation can be terminated at the discretion of the administration after one term given sufficient evidence to support the likelihood of the student's long-term success at the school.

Withdrawal of a Student

A student's departure from PCA is considered a withdrawal if it takes place after a *Student Enrollment Agreement* has been signed for the current or upcoming school year.

PCA-Initiated Withdrawal of a Student:

Providence Classical Academy seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, PCA reserves the right to rescind an invitation to a student to return to PCA for the upcoming academic year. In the event that the school decides to rescind an invitation to return after the re-enrollment process has been completed, previously-paid fees for the upcoming year will be refunded accordingly.

Parent-Initiated Withdrawal of a Student:

The procedure for withdrawal by a parent requires that the parent:

1. Notify the Head of School of their intent in writing.
2. Set up an exit interview with the Head of School.
3. Sign a *Request for Withdrawal Form*, acknowledging their understanding of their financial obligation to pay the full year's tuition.
4. Turn in all textbooks, athletic uniforms, and any other items belonging to the school.

Financial Obligations following Withdrawal

If a family notifies the Head of School of their intent to withdraw a student at any time, **the family is liable for all tuition except in the following circumstances:**

1. The student's family is required by a third-party employer to move beyond a 50-mile radius from the school. (*PCA requires proof of impending move.*)
2. The student's primary financially-responsible parent becomes unemployed by a third-party employer. (*PCA requires proof of loss of job.*)
3. The death of a parent, sibling, or the student.

If one of these above circumstances does not apply, a family can expect to not be released from the remainder of the tuition. If one of the above applies, any over-paid tuition for the remainder of the school year will be refunded. However, we do not prorate individual months.

The family will not be released from their contract nor will student's records be released to the parent or another school until parents have fulfilled their financial responsibility to the school.

3.2 Assignments and Grades

Homework

For Kindergarten through 6th grade:

- Homework assignments should be limited to a maximum time frame of 10 minutes of written work times the appropriate grade level per night for the average student. For example, kindergarten and 1st grade should have a maximum of 10 minutes of written homework per night, 2nd grade would be limited to 20 minutes per night, 3rd grade would be 30 minutes, and so forth. This time frame should accommodate the average student. This policy does not include the time expected for daily reading and studying for tests.
- If a majority of parents indicate that their children are spending more than the allowed time on homework consistently, then the teacher must re-examine assignments to see if they can realistically be completed within the time frame. A teacher should give consideration to special family circumstances that prevent a child from completing an

- assignment on time.
- When excused absences occur, a teacher should determine which missed assignments are necessary to complete and when those assignments will be due according to the Make-up Work Policy.
- Recognizing that many families participate in Wednesday evening church activities, teacher must limit homework to only occasional, essential assignments. Students may have reading assignments and may be required to study for tests on Thursdays.

Effective Home Study Recommendations

The student should:

1. Select a quiet study area with a straight chair, flat table space, sufficiently bright light and all necessary work materials.
2. Schedule a specific study time each day for five or six days per week.
3. Study most days, even when no homework is assigned. It is recommended that students study each weekday or night, Monday through Thursday, plus one day on the weekend.
4. Review his/her more difficult subjects even when no homework assignments are brought home. Notes/materials/handouts from classes need reinforcement daily. Re-reading past assignments, texts, and other materials given in class is a very wise practice.
5. Reserve study as a quiet time; research has shown that TV, radio, and listening to music during study is distracting to most students - no matter what students believe. Distractions should be held to a minimum - younger siblings, pets, and electronic devices.
6. Devote time to reading daily.

The parent should often:

1. Ask their child if he/she needs assistance.
2. Check email or their child’s binder for a weekly information sheet to include assignments, tests and upcoming events. (May also be sent home in Friday folders)
3. On a weekly basis, check Friday folders for work and help your student correct their work. A parent signature on the front of the Friday folder indicates that the parent has reviewed all of the work and/or tests inside the folder.
4. For students in 1st grade and above, check RenWeb for updated grades.

If students review and study consistently on a daily basis, their grades should improve. This daily practice helps to reinforce important facts, vocabulary, and formulas. Regular reviews of material help a student to learn and to retain information as needed prior to an evaluation.

Grading Scales

Grade	Core Academic Subjects	Other Academic Areas
1	Grammar/Writing, Reading/Phonics, Spelling, Mathematics: Letter Grades	Behavior, Enrichment, History/Bible, Geography, Penmanship, Science: ESNU
2	Grammar/Writing, Reading, Spelling, Mathematics: Letter Grades	Behavior, Bible, Enrichment, History/Geography, Penmanship, Science: ESNU
3	Bible, Grammar/Writing, History/Geography, Latin, Literature,	Behavior, Enrichment, Penmanship: ESNU

	Mathematics, Science Spelling: Letter Grades	
4	Bible, History/ Geography, Language Arts, Latin, Literature, Mathematics, Science: Letter Grades	Behavior, Enrichment, Penmanship: ESNU
5	Bible, History/ Geography, Language Arts, Latin, Literature, Mathematics, Science: Letter Grades	Behavior, Enrichment, Penmanship: ESNU
6	Bible, History/ Geography, Language Arts, Latin, Literature, Mathematics, Science: Letter Grades	Behavior, Enrichment, Penmanship: ESNU

Grading scale for Bridge and Kindergarten students is composed of skill-based assessments resulting in grades of E, S, N, or U as described below.

Grammar School Grading Scale Legend

<u>Letter Grades</u>		<u>ESNU</u>	
A	90-100	E	Excellent
B	80-89	S	Satisfactory
C	70-79	N	Needs Improvement
F	0-69	U	Unsatisfactory

Report Cards and Progress Reports

Report cards are sent home with students at the end of every grading period. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Friday folders will go out with the graded work from the week to inform parents of student's performance. Parents of students in grades 1-6 can keep track of a student's grades via RenWeb, while assignments will be communicated weekly by the teacher and sent home through the Friday folders. Should a student fall behind in a subject, tutoring from an outside source may be recommended at the parent's expense.

Academic Assistance for Students

All Grammar School teachers encouraged to assist students as time allows during the instructional day. A teacher may also be available to answer additional questions in the mornings prior the Chapel unless they have morning car line duty. Should a student continue to fall behind or struggle in a subject, a more regimented tutoring schedule or tutoring from an outside source may be recommended at the parent's expense.

Student Honors and Awards

To encourage academic excellence, the lower school recognizes Honor Roll quarterly in grades 1-6. There are two designations for Honor Roll:

- A student qualifies for A Honor Roll when he or she receives all A's.
- A student qualifies for A/B Honor Roll when he or she receives all A's and Bs.

Certificates will be awarded with report cards each quarter during the school year. Students on

Honor Roll for the entire school year will be recognized at the Closing Ceremony during the grade level showcase.

Student Promotion

To establish consistent standards for academic promotion, current students must meet the following criteria in order to be promoted to the next grade:

1. Grammar School students must pass letter-graded classes with at least a 70% average in each class.
2. Grammar School students must have resolved any “Unsatisfactory” (U) marks by the end of the academic year and, where applicable, should be working at “Needs Improvement” (N).
3. If, in the teachers’ judgment, there are any other compelling reasons to recommend retention (e.g. development reasons), the teacher should communicate their concerns as early as possible both to the parents of the student in questions and to the Dean of Lower School, who will make the final determination on promotion or retention.

Academic Probation

Academic Probations in the Grammar school will be assessed on a case-by-case basis. The Dean of Lower School will work with a student’s teachers and parents to determine the best possible action to take for a struggling student. Students, in 5th and 6th grade, on academic probation may not be allowed to participate in co-curricular activities such as athletics. A final decision regarding participation will be made by the activity’s Sponsor or Coach and the Dean of Lower School.

3.3 Attendance and Tardy Policy

Regular school attendance is required by law, and prompt arrival to classes is important for a successful education at PCA. This policy is written with both the individual and the school community in mind. Providence's attendance and tardy policy is motivated by the need for order and accountability. The following guidelines and procedures have been established regarding attendance, tardies, and early departures. Final judgment regarding the legitimacy of an absence or tardy (as it relates to academic reporting) rests with the Dean of Lower School.

Definitions

Excused Absence:

1. Illness or extended medical appointment. A note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than two school days. For illnesses longer than two school days, a note from a licensed physician is required. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours or during school holidays.
2. Death of a family member
3. Natural disaster
4. Traffic accident that directly involves the student
5. Law enforcement order or court subpoena
6. Extraordinary circumstances (such as surgery, not family vacations) or situations pre-arranged with the Dean of Lower School’s permission
7. School-sponsored co-curricular activity

If there are circumstances not covered by one of the above, parents must petition the Dean of Lower School in writing. The Dean will determine the validity of the circumstances.

Unexcused Absence: Absence from school for any reason not listed as an excused absence (see above).

Excused Tardy: Any late arrival to school resulting from a doctor's appointment, temporary sickness, or from any situation pre-approved by the Dean of Lower School will be excused. Delays caused by heavy traffic are not excused. However, delays caused by a major traffic accident will constitute a legitimate excuse.

Unexcused Tardy: Any late arrival to school for a reason not listed under an excused tardy. For logic and rhetoric students, being late to a class during the day for any reason not listed under an excused tardy or not excused by a teacher, staff member, or administrator.

Note: All absences and tardies will be marked as unexcused unless a note with a legitimate excuse is received by the school. Please turn in excuses on the day the student returns to school.

Additional Guidelines and Comments for all Students

1. All students should be in their classrooms by the times determined at the beginning of the school year as published on the school website. Students are encouraged to arrive at school at least 5-10 minutes before Chapel begins. This allows students to get ready for the day by storing belongings, handling any personal matters, completing morning work and being settled in class prior to chapel.
2. Excused absences do not exempt the student from completing assignments. It is the responsibility of the parent or student to determine class and homework assignments they have missed. In situations of extended absences, the parent and/or the student should contact the teachers directly to discuss strategies for making up missed work.
3. Students/parents who wish to communicate a pre-arranged absence (i.e. scheduled surgery or funeral attendance) should fill out a Pre-Arranged Absence Form (this form is available from the front office). The form should be returned to the office at least a week prior to the requested absence. It is the responsibility of students and parents to determine missed classroom and homework assignments.
4. The Dean of Lower School will determine whether the future planned absence is excused or unexcused. Family vacations are unexcused.
5. The school will maintain records of attendance for each student and will include on each student's quarterly report card the total number of absences and tardies for the given marking period.
6. Given the negative impact absence and tardiness can have on a student's overall academic achievement, the Dean of Lower School will confer with the parents when absences or tardies become excessive in order to improve the student's regular and prompt attendance. A persistent problem in this area may impact a student's continuance at PCA and/or result in a probation period.
7. It is absolutely essential that the school know at all times who is on campus. For this reason, students arriving late to school in the morning or returning from an appointment **MUST** be signed in at the front desk by a parent/guardian. Students will then receive a pass to class. If requesting an excused tardy for a doctor's appointment or sickness, the

student signing themselves in must bring a note from a parent or physician. **Students arriving late to school in the morning will not be allowed to enter their classroom without a pass to class.**

8. Parents wishing to pick up a student early from school must sign them out at the front desk for grades 1-6 and at the K Wing desk for grades Bridge and Kindergarten. Advance notice of such early departures should be given whenever possible. No child may be checked out after 2:30 p.m.
9. Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the Emergency Notification Card, or accompanied by a faculty or staff member. This rule is in effect starting from the time students arrive on campus. Any requests for exceptions to this rule must be submitted in writing by a parent (note, fax, or email) and approved by the Dean of Lower School. Unless there are extenuating circumstances, a phone call from a parent is not sufficient for the school to allow a student to leave the campus.

Student Attendance Requirements

The school calendar is designed to cover 174 days for students. **The state mandates that all students attend at least 160 days during the school year regardless of whether absences are excused or unexcused.** More than 10 absences, for any reason during a school year, will prompt an administrative review. Excessive absences may interfere with a student's ability to promote to the next grade level or may result in dismissal from the school.

Students should not expect a teacher to delay a test simply because they missed a day of school just before a test, but special consideration should be given to those students who have obviously been too ill to prepare for school.

Students may not participate in school-sponsored athletic events or other school-related activities on the same day they have been absent more than half of the school day, except when the absence is due to a medical appointment. Although missing classes for an athletic event constitutes an excused absence, it is the student's responsibility to inquire as to any missed classwork or homework assignments.

Students must be in class at least one-half of the day (in attendance until 11:30 a.m. or arriving no later than 11:30 a.m.) in order to be counted present for that day.

When a student is absent in grades K-6, if a parent will notify the school office before 10:00 a.m., the classroom teacher will put aside the student's classwork for the parent to pick up at the end of the day (See related Make-Up Work Policy).

In the event that a student must miss school due to a family trip, the teacher will collect make-up work to give to the student upon returning to school. The student will have two days to make up all missed work. For further details related to make-up work, see the make-up work section.

Tardy Policy

One of PCA's objectives is to create an environment that is conducive to learning. Tardiness is contrary to this objective. Tardiness is also contrary to the principles of discipline, accountability, and consideration for others. Therefore, students arriving after chapel begins will be considered tardy.

Guidelines for Start of School tardiness:

1. Carline will end at 7:55 a.m. for grades Bridge-6 and the entrance doors will be locked. Any student who arrives after who arrives after 8:00 a.m. will be considered tardy.
2. Students who are tardy must report to the office to receive a tardy slip. The student will then be dismissed to his/her classroom. Upon entering the classroom, the student should present the tardy slip to the teacher, who will receive the slip and process it in RenWeb.
3. A student may be tardy three times in a nine-week semester with no consequences. Upon the fourth tardy, the family will be fined \$5 for each additional tardy to the student's FACTS account.

Make-up Work Policy

1. Each teacher will determine which assignments are to be made up when a student is absent.
2. The following time schedule will determine the due date for make-up work for excused absences: For every day a student is absent, he/she will be granted that same number of school days to complete the work missed. For example, if a student is absent on a Monday, he/she will have one day, Tuesday, to complete the work missed. The completed work will be due on Wednesday. Days of the weekend are not calculated when determining make-up work due dates. For example, if a student is absent on a Thursday and Friday, make-up work will be due on Wednesday of the following week.
3. The following time schedule will determine the due date for make-up work for unexcused absences: A student will be allowed a maximum of two days to complete the missed work regardless of the number of days a student has missed. For example, if a student is absent for four days (Monday, Tuesday, Wednesday and Thursday) he/she will have the following two days, Friday and Monday, to complete the work missed. The completed work will be due on Tuesday. Days of the weekend are not calculated when determining make-up work due dates. For example, if a student is absent on a Thursday, Friday and Monday, he/she will have the following two days, Tuesday and Wednesday, to complete the work missed. The make-up work will be due on Thursday.
4. An exception to this policy applies to assignments that are due on a standing day every week, i.e., Friday spelling assignments or tests, memory work, or vocabulary exercises. If a student is absent on the day before a weekly assignment is due, he/she will be expected to come to school prepared to complete the assignment along with the rest of the class. In rare cases of emergency or extenuating circumstances, the teacher may decide to allow one of these types of assignments to be made up later. If a parent feels that a child's absence reflects an excusable hardship, he/she should discuss this with the teacher before sending the student back to class.
5. In some cases when a parent knows in advance that his/her child will be absent (and the Pre-Arranged Absence Form has been received and determined excused by the Dean of Lower School), he/she may request work ahead of time with the understanding that in some cases this is not feasible. When assignments cannot be given in advance, the student will follow the guidelines explained in steps 2 and 4 in completing the work missed upon return to school. Work that is given to a student in advance is to be completed and turned in on the day the student returns to school. The parent should take care to clearly understand the teacher's expectations of the student prior to taking the student out of school for a reason other than sickness.

Special Note to Students

Students must learn the skill of planning ahead and good time management. Being an athlete or club member with long practice hours and possible late-night activities does not relieve one of the responsibilities of being at school on time, attending classes, turning assignments in on time, and taking tests when scheduled. Students in upper Grammar School grades may not participate in athletic events, academic competitions, school social activities, or other school-related activities on the same day they have been absent for more than one-half of the school day, except where the absence is due to a medical appointment.

3.4 Campus Visitors

Campus Visits

1. All visitors to the PCA campus must sign in at the front office and receive a visitor badge.
2. With the exception of parents and guardians, students will not be permitted to receive visitors on campus during school hours, except during the lunch period. Such visitors must sign in at the front desk and have administrator approval.
3. PCA welcomes parental involvement in the classroom and school office. Parents should coordinate with their child's teacher or the school office.
4. Visits from parents who wish to sit in and observe a class are encouraged. However, all visits must be arranged in advance with the teacher and Dean of Lower School and parents will be required to sign an observation agreement form.
5. Visits from college students who wish to observe are allowed. They must sign in at the front office and sign an observation agreement form. All college observations should be arranged through the proper a teacher and/or the appropriate Dean.
6. For the safety of PCA students and employees, teachers and staff should stop anyone seen on the campus without a visitor's badge, elicit their name, direct them to the front desk, and notify the front desk about the unregistered visitor via a telephone or radio.
7. Students and parents are not normally permitted to bring pets into the school buildings unless permission has been granted from a teacher and the reason for the visit is to enhance the learning experience of the class.

Volunteers

A volunteer is anyone who is not an employee of the school yet works with students in any capacity (i.e. coaches, sponsors, regularly serves in the classroom or is left alone with students). All volunteers, chaperones, and drivers **must** submit a Trak-1 form. All volunteers are **required** to sign the Volunteer Agreement Form (a copy is located in the Appendix section of this handbook or may be picked up from the front office)

3.5 Parent Expectations

The purpose of our school is to promote the spiritual, physical, mental, moral, social, and emotional well-being of our students. PCA hopes to create a wonderful academic experience for every student, teacher, administrator, parent and community member involved. As part of creating a healthy culture, PCA parents have certain responsibilities that are summarized in the rules for engagement and parent expectations that follow.

Rules for Engagement

1. **Accessing Teachers:** If a parent needs to address a concern, please set up a conference or communicate with the teacher through school email.
2. **Accessing Administrators:** For classroom issues, parents should first address the teacher

with their concerns before appealing to administrators to handle to the concern. In order to access the Dean of Lower School about these issues, parents are asked to provide proof of prior communication (email, letter, texts) in asking the Dean of Lower School to address an issue. Likewise, the Head of School should only be contacted to address issues after a parent has gone through the teacher and Dean of Lower School and that the parent feels the issue has not been addressed by the Dean of Lower School. Requests of this nature to the Head of School should be made in writing.

3. **Guidelines for observing classes:** If parents are concerned about recess or want to come observe a class including specials, please contact the Dean of Lower School to discuss the nature of the concern and set up a time to observe. With any observation, parents may not take pictures/video of any children but their own. In keeping with PCA's Matthew 18 policy, any concerns from observations should only be discussed with the teacher and administration. Parents must sign a Observation Agreement Form.
4. **Parents Confronting Children Other Than Their Own:** Parents must never directly confront children other than their own at school or school-sponsored events regarding conflict between another student and their own child. If parents have concerns, they need to first inform their child's teacher and then an administrator, so conflict can be solved.
5. Regarding frustrations with teachers, staff, parents, and students, **social media is not the place to vent frustrations.** In keeping with the Matthew 18 policy, please contact the teacher and then administration.

Parent Expectations

Each parent agrees to uphold the Parent Expectations when signing the registration packet/school contract.

1. I understand that Providence Classical Academy promotes Christ and is on a continuous pursuit to encourage Christ-like goals, attitudes, actions and desires to achieve the school's mission and vision statements.
2. I will model good behavior at all times by honoring and respecting students, teachers, administration, and other parents.
3. I will do my best to have my child at school on time and with all the needed materials. If my child is unable to attend, I will contact the school or teacher.
4. I will support teachers, staff, and administration working with my child, in order to encourage a positive and enjoyable experience for everyone.
5. I will demonstrate my support of teachers, staff, and administration by following the appropriate channels of communication if concerns arise during the school year. (Allow the teacher to address the concern before contacting the Dean of Lower School and allow the Dean of Lower School to address the concern before contacting the Head of School).
6. I will ask my child to treat all other students, teachers, staff, administration, and other parents with honor and respect regardless of race, sex, creed or ability.
7. I will not have any offensive, insulting or abusive language or gestures to teachers, staff, and administration.
8. I will support the school policy to NOT communicate with teachers in the "heat of the moment." Therefore, I will schedule a time to discuss any issues outside of class time and special events with the teacher.
9. Parents are good role models by appreciating the efforts made by both parents and the school. I will encourage family members and friends who may attend school functions to also observe these standards. **Parents, teachers, and administration must work**

together in order to have the best possible academic experience.

If these expectations are not followed, the following consequences will result:

First time- Warning

Second time- Forbidden from school for a decided period of time-If parent violates period of time, they will be asked to leave and forbidden the rest of the year. If parent refuses to leave, the local authorities may be contacted.

Third time- Forbidden from school for the rest of the school year-If parent violates request, they will be asked to leave. If parent refuses to leave, the local authorities may be contacted.

Fourth time- This matter will be forwarded to the board for expulsion.

****If a parent threatens to harm the school or anyone in the school, physically or legally, or other extremely divisive behavior harmful to a healthy school culture, the Head of School can expedite the consequence, even to the point of forwarding the family to the board for an expulsion hearing.**

3.6 Co-curricular Activities

This policy provides guidelines for all co-curricular activities in harmony with the school's established philosophy, purpose and standards.

A co-curricular activity is any organized, school-sanctioned activity involving student participation and enrichment beyond the normal curricular activities. Consequently, participation in activities such as field trips, student organizations, clubs, or athletics is voluntary.

Co-Curricular Expectations

1. Co-curricular activities should not take priority over the school's academic program.
2. Either a member of the school's Faculty, Staff, or an agent commissioned by the administration must serve as the director, coordinator, sponsor or coach of each co-curricular activity.
3. Unless the school's annual budget allocates specific funds for particular co-curricular activities, ad hoc activity fees or administration-approved organizations will underwrite all operating expenses.

For more details regarding the athletic program, please consult the athletic handbook.

Co-Curricular Pick-up After School Policy

Parents must come in to sign their child out. Parents may provide a list of other people who have permission to do so to the coach or activity sponsor if they would like or in case of emergency.

Those individuals will need to be prepared to provide a proper ID to sign the child out.

3.7 Communication

Start of School Orientation

The Start of School Orientation provides a time for parents to learn about critical policies of the school and receive important information about the start of school.

Meet the Teacher and Back to School Night (Bridge-6th Grade)

Parents and students are given the opportunity to drop off school supplies (or label supplies ordered online) and meet their teacher on the Friday before school starts for their grade level. A later opportunity for teachers to communicate to parents about PCA's curriculum, schedules, and

classroom policies is provided during Back to School Night during the first week of school.

Parent/Teacher and Parent/Dean Conferences

1. Parents of PCA students are encouraged to stay in close communication with their child's teachers and, if necessary, the Dean of Lower School. Educating children is the responsibility of parents, and as such, the Administration and Faculty at PCA see themselves as part of a bigger team.
2. Parent/teacher conferences are held each fall (especially for families new to the school). Parents are encouraged to utilize these conferences in order to communicate directly with their child's teachers. It is only through close home and school cooperation and communication that the educational ideals of PCA can be achieved. These conferences are scheduled through the teacher for the Grammar School.
3. A parent can schedule a conference with a teacher at any other time during the school year by contacting the teacher directly (preferably via email). To schedule an appointment with the Dean of Lower School, parents should call the school office.
4. The school can schedule a conference as needed with parents of students who have academic needs, who have disciplinary concerns, who are in danger of not being promoted, or who are struggling for any reason.
5. Student participation in conferences is promoted in the upper grades of the Lower School.

State of the School Address

A school-wide meeting will be held in January with the intention of recasting the mission and vision of the school to parents. The meeting will also serve to announce upcoming plans, as well as to note accomplishments of the current school year.

PCA Communication Channels

PCA strives to be distinctive in the area of relationships and communication, and to that end, many different methods are used to communicate with parents. The following is a summary of the variety of communication channels utilized by the school. In addition, the school uses email extensively to communicate with parents. **Parents should check their email regularly and inform the school if their email address changes.**

- **Knight Binders:** The Knight Binder is used to communicate regularly with parents, communications from teachers and Administration. Parents should review the contents of their child(ren)'s Knight Binder **DAILY** and carefully for important information and documents that require a response from parents.
- **Friday Folder:** In Kindergarten - 6th Grade, the Friday Folder is used to send home graded papers from the week. Parents are expected to check their student's work for performance and to have their student make corrections to their papers. For 4th - 6th Grade, permission slips and other communication will be included.
- **Grammar School Week-at-a-Glance:** This is distributed or emailed by Lower School teachers on Fridays for each week to assist parents and students in planning ahead for the upcoming week. Homework to be completed during the week and a schedule of tests and activities is also included.
- **RenWeb:** This computer software program is used to record student attendance, serves as a gradebook for teachers and allows parents of Grades 1-6 to check their child's attendance and grades via RenWeb. Teachers are asked to keep their gradebook up-to-date so that at any given time a parent can see their student's grades. Parents can expect grades posted within a week of the date of the assignment.

- **Grade Reports:** Parents of students in Grades 1-6 are expected to review their child's progress through RenWeb. For all Lower School students, Friday Folders are intended to inform parents of student performance. Students in Bridge-6th grade receive report cards at the end of each quarter.
- **School-Wide Mailings:** The school tries to consolidate mailings to parents whenever possible and often uses student communication means for delivering information to parents. On some occasions, mail will be used schoolwide to assure simultaneous delivery to all families.
- **Facebook:** Providence Classical Academy has two Facebook pages. One is public and shares general information. The other is a closed group to allow parents to get information and/or get specific questions answered.

Please Note: Parents and non-PCA groups may NOT use PCA's various communication channels to publicize, sell or promote anything. These channels are only intended for the exchange of PCA-related information. If you have questions ask a school administrator.

Telephone Usage/Parent Messages

1. Students may use the office to make necessary phone calls or texts if they have received permission from their teacher. (e.g., to inform a parent that after-school practice is cancelled or that they left their lunch at home).
2. Because the use of cell phones by students during school hours is prohibited, urgent or important messages should be called into the school office. The office staff will make sure students receive them. Please limit the number of messages for your child, particularly at the end of the day, when the office is very busy. It is very difficult to ensure delivery of messages called in after 2:30 p.m.
3. A parent should not expect to be able to reach their student by text or cell phone during the school day.
4. We prefer that students not be taken from their class to take a phone call.

School Calendar and Holiday Recognition

The issue of celebrating certain holidays and the level of participation falls within the realm of Christian freedom. PCA's position regarding diverse Christian freedoms has been to build harmony, unity, and fellowship instead of divisiveness. The school does not want to dictate an area of Christian freedom and believes that each family should determine the level and means of celebrating holidays with religious impact in their home. In order to respect the different positions among our school families, Halloween will not be celebrated at school. Beyond that, the emphasis will be placed on the Christian significance for a holiday. The secular elements of a holiday will be minimized or excluded.

Communication with Divorced and Separated Families

The following policy is intended to clarify a number of issues that are sometimes confusing to both staff at the school and parents in a divorce or separation situation:

- **Enrollment Agreement:** Unless one parent has sole custody of a student enrolling in PCA, both parents should sign the *Enrollment Agreement*. Even without a signature of both parents, each is held responsible for following the school's policies and procedures.
- **Primary Parent:** The school will send all correspondence requiring a response to the parent living at the student's primary residence.

- **Grammar School *Knight Binder*:** The school will assume that the *Knight Binder* is received by the custodial parent. If students do not go home with their custodial parent on a Friday, it is the responsibility of the parents to make sure that the custodial parent receives the *Knight Binder* in a timely manner. That is, the family assumes responsibility that all guardians/parents transfer information to the appropriate guardian/parent.

Communication of Student Concerns

In an effort to increase the likelihood that students will communicate their concerns with the school, PCA strives to allow a streamline of communication. Each student will have a Homeroom Teacher that is available to them for communicating concerns. Any student having a concern for himself/herself or for someone else, may bring the concern to the Dean of Lower School either personally or via a comment box located in the main office. The comment box allows for anonymity in reporting.

3.8 Student Conduct and Discipline

School Discipline Principles

The policy set forth below, which applies to all students, is designed with the intent to apply consistent and orderly discipline based on Christian virtues and biblical principles.

1. The purpose of discipline is to cultivate an orderly environment with high behavioral standards that makes possible the training up of virtuous scholars.
2. Teachers are expected to deal with the majority of disciplinary matters at the classroom level. Teachers, and if necessary, the administration, will determine the method and severity of punishment for misbehavior. Equity, love, and respect for the individual and for the larger student body must motivate all discipline at PCA.
3. Biblical principles regarding sin and punishment should guide all disciplinary actions, which may include private and public apologies, damage restitution, the restoration of broken fellowship, and additional appropriate means. Repentance and reconciliation are integral to the discipline of students.
4. If a student commits an act of such seriousness that the Dean of Lower School considers swift and decisive action necessary, the Dean, in consultation with the Head of School, may circumvent the procedures outlined below and suspend a student immediately.

Conduct around Campus

These guidelines are intended to establish standards of etiquette to ensure that students treat others with courtesy and respect and that they respect both common and private property. The guidelines apply to students while in school or attending school-sponsored activities.

In the Classroom

- Because we live in community, students are expected to abide by protocols communicated to them by their teachers.

In the Hallways

- Students should acknowledge all teachers, administration and staff by name (once known), and should acknowledge all adults with a polite greeting ("good

- morning," or "good afternoon," or even "hello").
- Students should **walk** quietly in the halls at all times, staying to the right side of the hallway to allow room for others to pass. No running will be permitted in the hallways at any time.

Lunch Time

- Students must sit in an orderly fashion at their desks or tables. Conversation should not be overly loud, and the student must follow any instructions given by any of the school's faculty, administration, staff, or designated parents.
- All trash must be disposed of after a student has finished eating. Desks or tables must be cleaned by the student or assigned class groups before lunchtime is over or before anyone may go to recess.

Recess/Playground

- Students must behave in a way that ensures the safety of themselves and others.
- All trash must be disposed of properly. Students found eating on the playground or field or leaving their trash on the ground will be given grounds-patrol duty (picking up trash).
- All students should include others to participate in any activities during recess. Exclusion will NOT be tolerated.
- Students must follow instructions given by any of the school's faculty, administration, staff, or designated duty teachers.

Afternoon Dismissal

- Students will sit in the hallways as instructed by designated duty teachers. Students will remain quiet without talking so they can hear when they have been called, and the student must follow any instructions given by any of the school's faculty, administration, or staff. The use of electronic devices is prohibited during dismissal.

Discipline Procedures for Grammar School:

1. Classroom Discipline.
 - a. Teachers will follow developed classroom discipline procedures for misconduct not rising to the level requiring an office visit to the Dean of Lower School, such as clip moves.
 - b. If misconduct is persistent, teachers may send home a yellow slip to be signed and returned, noting misconduct incidents and consequences.
 - c. The issuance of three yellow slips will result in a red slip and visit to the Dean of Lower School's office to discuss ongoing misconduct.
2. Office Visits to the Dean. During the visit with the Dean of Lower School, the Dean will notify the parent(s) and determine the nature of the discipline through Red Slips. The Dean may require restitution, janitorial work, parent's attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate. There are five basic behaviors that will automatically necessitate discipline from the Dean of Lower School (versus the teacher). Those behaviors are the following:
 - a. Severe disrespect shown to any staff member
 - b. Dishonesty in any situation while at school, including lying, cheating, and

- stealing
 - c. Willful Disobedience
 - d. Fighting
 - e. Obscene language/gestures
3. Continuing Misbehavior. If for any of the above or other reasons a student receives discipline from the Dean of Lower School multiple times within a given school year, the following outcomes may result:
- a. The first two times a student is sent to the Dean of Lower School for behavior issues, the student will receive a Red Slip, which will go to the student's parent and include the details of the visit. The parents' assistance and support is critical and expected in order to avert future problems.
 - b. The third time, the Dean will meet with the student and the student's parents and issue a Red Slip.
 - c. The fourth instance, the Dean will meet with the student and his or her parents and the Head of School and issue a Red Slip and will suspend the student for one day.
 - d. The fifth instance (and any further instances), the Dean will issue a Red Slip, forward the student to the board for an expulsion hearing to determine whether the student should be expelled from the school, and suspend the student until the time when the expulsion hearing takes place.
4. Serious Misconduct: If a student commits an act that has, or may have, serious consequences or has repeatedly disruptive misbehavior in a short window, the Dean of Lower School or Head of School may set aside the office-visit process set forth above and expedite the punishment up to the point of and including imposing immediate suspension of the student and sending the matter to the board for an expulsion hearing.

Cell Phones and Electronic Equipment

1. Grammar school students (Bridge - 6th) are **NOT PERMITTED** to bring cell phones, tablets, electronic games, or MP3 players to school. Exceptions may be made for After-School Students when students are repeatedly not able to go outside due to ongoing weather (e.g., heat/cold, rain). However, when brought to school, these items **must** remain in the student's backpacks during the entire school day, and PCA is not responsible for any damage done to the items. Disciplinary procedures for cell phone/electronic device violations are as follows:

First and Second offense: Clip move or behavior mark and confiscation of phone/device for the entire day; Parent will be required to pick it up from the Dean of Lower School.

Third offense: Yellow Slip and confiscation of phone/device for the week; Parent may pick up the phone/device from the Dean of Lower School with a \$10 fee charged to FACTS.

Fourth Offense: Red Slip and confiscation of the phone/device for a month; Parent will be required to pick it up from the Head of School.

Items Prohibited

These items are not allowed for use on campus during school hours:

- Fidget Spinners or Trading cards (such as Pokemon or Yu-Gi-Oh)
- Skateboards, hoverboards, scooters, skates, roller blades, shoes with wheels
- Lighters, knives, firearms, etc.

- The Head of School or Deans may add to this list at any time they deem necessary.

Students who possess a deadly weapon on school property or at school functions may be reported to the appropriate police authority and face immediate suspension and/or expulsion. Students who are aware or suspect that a deadly weapon has been brought or will be brought on campus should alert a teacher or administrator immediately.

Substance Abuse and Weapons

Drugs, alcohol, and weapons at school has never been, nor does PCA anticipate it becoming, a real or perceived risk at PCA in the Grammar School. However, if a student brings drugs, alcohol, or weapons to campus, PCA will follow the same policy found in the Upper School Handbook.

The Head of School reserves the right to expel students for any offenses.

3.9 Student Dress Code

PCA believes that uniforms play an important role in maintaining a culture conducive to cultivating virtuous scholars. In many respects the uniform is the face of PCA. Uniforms encourage a sense of school identity and cohesion and also help to raise the standards of the school's academic and cultural pursuits. Rather than expressing themselves through fleeting youth fashion, students at Providence are expected to express themselves through their good attitudes and behavior, keen minds, and willing hearts. Like physicians, nurses, athletes, firefighters, military, and chefs, students at PCA wear uniforms.

1. A student must be in full uniform from the time he or she exits the car in the morning until he or she is in the car on the way home, unless students are changing clothes for an athletic practice or game.
2. Our exclusive uniform provider is Land's End. We have found that the quality and price is consistently the best.
3. Uniforms must be worn at all times (including field trips) unless the Dean of Lower School gives permission otherwise.
4. If the Dean has authorized a student to be out of uniform (i.e. a free dress day or a field trip where wearing a uniform would not be practical), the student is expected to be prudent in choosing clothing and should conform in spirit to the Providence dress code. Jeans are not permitted unless express permission has been granted by the Dean.
5. The Dean is the final arbiter of whether a student is in compliance with the dress policy.

Uniform Violation Consequences

When a student violates the uniform policy, the student's parent will be notified of the infraction either by phone, email and/or by sending home a note in the binder or a uniform violation slip.

The specific uniform requirements for students can be found on the school website (www.pcabossier.org) and are also available from the school office.

Lower School Free Dress Code (for assigned Free Dress days)

Students are to dress modestly on free dress days. All shorts should have a minimum inseam of 5 inches. All hemlines of shorts/skirts should be clearly visible below any length shirt. Female

athletic shorts, such as Nike brand running shorts, must be worn with leggings under them. No flip flops or pajamas. All leggings (no flesh color) should be worn with shirts that fall long enough to touch mid-thigh. Sleeveless shirts and shirts with spaghetti straps are not allowed. Students who do not follow the guidelines will call parents to bring a change of clothes or may be given something from the uniform closet to wear. If swimming is involved, such as an end of year pool party, all girls are required to wear a modest one-piece bathing suit or the equivalent. Both girls and boys are required to cover up with a shirt before and after swimming.

Uniform Policy (including Personal Appearance and Hygiene)

The following applies to all students both while in school and while attending school-sponsored activities:

- Boys in Grades Bridge-6:
 - Shirts: long and short sleeve navy polo shirt with school logo purchased from Land's End; short sleeve undershirts may be worn in white only. Uniform shirts **MUST** be tucked in.
 - Bottoms: Khaki uniform style pants or shorts (NO cargo)-from any vendor.
 - Shoes: Any color. Shoes may NOT have lights, characters, or wheels. All shoes must have a real back.
 - Boots: Must be black or brown, no cowboy boots allowed.
 - Socks: Must be solid white, navy or black and be worn below the knee.
 - Belts: Black, brown or navy with a plain buckle. **MUST** be worn by 3rd grade and up, optional for grades Bridge-2nd grade.
 - Outerwear: navy jacket (may be hooded), any navy Land's End outerwear (PCA logo optional), PCA spirit sweatshirt or sold navy sweatshirt (No large labels (such as Nike, Under Armour, etc. are allowed on the outside of outerwear - Initials and Monograms are allowed in school colors only).
 - *All grades must wear tennis shoes and socks for P.E.*
 - Fridays: Spirit shirts (**Navy only**) with logos/words in school colors with khaki pants or shorts. School led team t-shirts may also be worn every Friday (such as Robotics and Pep Squad). Regular uniforms are also allowed on Fridays. PCA sports team jerseys, cheer camp t-shirts, Field Day shirts, Little Knights basketball camp t-shirts, etc. may **ONLY** be worn on blue jean days unless permission has been granted by the Dean of Lower School.
 - Blue Jeans Day: Announced by the office via email, jeans worn must be full length (NO shorts) and have no tears or holes. **Field Day shirts may ONLY be worn on Jeans Day.**
 - Fingernails: should be clean and neatly trimmed.
 - Hair: Should be washed and neatly combed and not falling below the eyebrows at any time. Hair should also be of a natural color such as blonde, brown, black, or red. Administration reserves the right to be more restrictive if necessary.
 - Jewelry: No bracelets, rings, earrings or necklaces. Watches are allowed for 5th & 6th grade; Smart watches are NOT allowed.
 - Additional restrictions: No makeup. No facial hair, nor have any piercings or visible tattoos. No hats are permitted inside the school. No tears, holes or stains on clothing. No stickers, buttons, pins, etc. may be applied to uniforms. No large labels (such as Nike or Under Armour) should show on the outside of the uniform clothing.

- Girls in Grades Bridge-6:

- Shirts: Broadcloth white shirt with or without navy piping or solid white turtleneck during winter months (worn with plaid jumper only); Long or short sleeve navy polo shirt with school logo (worn with plaid skirt/skort or khaki bottoms). Uniform shirts **MUST** be tucked in.
- Bottoms: Khaki uniform style pants or shorts (NO cargo or capris)-from any vendor; Jumper in plaid #57 purchased from Land's End; Skirt or Skort in plaid # 57 purchased from Land's End.
- *Jumper, Skirt and Shorts should be no longer than 2 inches below the knee and no shorter than 2 inches above the knee.*
- *Navy modesty shorts **MUST** be worn under all skirts and jumpers.*
- Shoes: Shoes (including tennis shoes, dress shoes & sandals) can be any color. Shoes may NOT have lights, characters, embroidery, applique, lace, ribbon, glitter, sequins, etc. All shoes must have a real back. No shoes with large heels are allowed.
- Boots: Must be black, brown or grey. No heels allowed. NO cowboy boots allowed.
- Socks: Must be solid white, navy or black and be worn below the knee.
- Tights/Leggings: Must be solid colored either white or navy. Leggings should be ankle length.
- Belts: PCA plaid, black, brown or navy with a plain buckle. **MUST** be worn by 3rd grade and up, optional for grades Bridge-2nd grade.
- Outerwear: navy jacket (may be hooded) or button up sweater, any navy Land's End outerwear (PCA logo optional), PCA spirit sweatshirt or solid navy sweatshirt. (No large labels (such as Nike, Under Armour, etc. are allowed on the outside of outerwear - Initials and Monograms are allowed in school colors only).
- *All grades must wear tennis shoes and socks for P.E.*
- Fridays: Spirit shirts (**Navy only**) with logos/words in school colors with khaki pants or shorts. School led team t-shirts may also be worn (Robotics, Pep Squad, etc.). Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email, jeans worn must be full length (NO shorts) and have no tears or holes. ***Field Day shirts may ONLY be worn on Jeans Day.***
- Nails: Nails should be clean and neatly trimmed; Nail polish should be light, conservative colors only.
- Hair: Should be washed, neatly combed and pulled back from the face; No distracting hair color or hair style is allowed; Hair accessories should be coordinating school colors (navy, gold, white, or plaid only)
- Jewelry: Girls with pierced ears may wear one pair of small stud earrings (no hoops or earrings that dangle). Watches are allowed for 5th & 6th grade, but no smart watches allowed.
- Additional information: Makeup is not permitted; No visible tattoos; No hats are permitted inside the school; No tears, holes or stains on clothing; No stickers, buttons, pins, etc. may be applied to uniforms; No large labels (such as Nike, Under Armour, etc.) should show on the outside of the uniform clothing.

The Dean of Lower School determines whether students are complying with the standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, the Dean may bar attendance of students in violation of these guidelines.

Lost and Found

As a courtesy to parents and students, the school has a Lost and Found area. Periodically the

items are emptied. Labeled items are returned to students. Unidentifiable uniform items are laundered and added to the school's stock of used uniform items that are available for parents to purchase. Unidentifiable non-uniform items are taken to a thrift store. Prior notice is given via email whenever the lost and found is scheduled to be emptied.

It is very important that all students' clothing be marked with a complete and legible name. Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize their own clothing, but also so that a staff member will know whom to return it to. The use of iron-on or sew-in name labels is highly recommended. In addition, please do not forget to clearly mark your student's lunch box and backpack or portfolio.

3.10 Curriculum

Curriculum Materials

PCA strives for Classical Christian teaching methodologies, courses, and curricular choices at all grade levels. While we believe with confidence that the majority of our texts and teaching materials represent excellent choices for providing our students with a traditionally Classical Liberal Arts education, the faculty and administration are always critically reviewing curriculum materials and texts, especially as new courses are added to our curriculum. Parents interested in viewing a comprehensive list of the school's curriculum may contact the school office or speak to the Dean of Lower School.

PCA uses both Christian and secular textbooks as tools for teaching the curriculum. The curriculum committee regularly reviews the school's academic program, and when conducting a subject area review, the committee diligently examines a number of textbooks and strives to make the best choice after considering the school's requirement of academically excellent materials and the effective presentation of a biblical worldview. Materials with a secular worldview may be adopted for student use if, after thorough research, it appears that there are no biblically-based materials of equal or better quality. When secular materials are adopted for student use, the materials must be rigorously examined and countered in philosophy with biblical perspectives. Biblical principles related to the course objectives must be taught to the students.

COMMON CORE Curriculum: PCA bases its curriculum on a rich-tradition of Christian and Classical resources. Thus, PCA does not consider the Common Core when establishing its curriculum. However, PCA may use materials that state that they are designed for Common Core Curriculum. If a text is selected that has such verbiage, PCA will use the materials but will not in anyway be intentionally pursuing adherence to COMMON CORE Curriculum standards.

Teachers have the freedom and the responsibility to choose supplemental materials within the boundaries of the following standards. Teachers must choose materials which:

- Best carry out the school's mission and goals.
- View the subject from a Christian viewpoint if those materials are available.
- Provide a balanced view of issues.
- May contain offensive elements if, and only if, the dean and a review committee believe that the overall effect of the materials will help carry out the school's mission well.
- Do not champion an immoral worldview, portray evil or unbelief in an approving manner, or lead participants to distorted conclusions about the Christian faith.

- Have been reviewed by the curriculum committee whenever the teacher has any reservations about whether the proposed materials satisfy the standards of selection or whenever a formal complaint has been written.
- Are age-appropriate and maturity-appropriate for the students.
- Compliment or enrich rather than increase the workload of the prescribed curriculum.

Student Textbooks

The school provides textbooks to students, the cost of which is included in tuition. If a student loses a textbook, the total replacement cost for the book must be paid, and a replacement textbook will be issued. If the student later finds the missing book, money will be refunded only if the replacement book issued to the student came from the school's existing inventory. If the school had to order the replacement book, no money will be refunded. An appropriate fee will also be assessed for textbooks that are damaged beyond what occurs with normal use. Report cards may be held until books are returned or replacement fines are paid.

For non-consumable textbooks, teachers should number each book, note the condition, and assign a numbered book to each student. At the end of each school year, teachers are responsible for collecting textbooks from students and following up on books that were not turned in. Report cards may be withheld until books are found or fines are paid for lost or damaged books.

Special Needs Students

Definitions

Severe Learning Disabilities are any condition(s) in which a student or prospective student that would require a separate classroom, program, or personnel in order to provide the education desired by the parents. Severe learning disabilities include, but are not limited to Down's Syndrome, deafness, blindness, and muteness.

Mild Learning Disabilities are any condition(s) in which a student or prospective student does not require a separate classroom, program, or personnel in order to provide the education desired by the parents. Mild learning disabilities include, but are not limited to, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD) and minor dyslexia. For the purposes of this policy, the school does not consider either whether the condition was properly diagnosed or whether it is a genuine learning disability.

To clarify the school's educational goals with respect to learning disabilities, the following guidelines are to be followed:

1. The school cannot admit children with severe learning disabilities because of its lack of adequate personnel, funding, and facilities.
2. In making admittance decisions, the accommodations necessary for students with mild disabilities will be a part of the considerations. In general, students diagnosed with mild learning disabilities are expected to meet identical academic and disciplinary standards as all other children at their grade level.
3. Children enrolled in the school who are subsequently diagnosed with mild learning disabilities will receive the same quality of individual instruction and encouragement as their peers. Some minor accommodations are possible and will be considered on a student-by-student basis.

Educational Resources

In seeking to meet the needs of each student, the school has referral options for students with learning disabilities. The specialist to whom the student is referred does not have a contractual relationship with PCA; parents must coordinate and pay for his/her services privately. In addition, the school offers optional speech and language screening for students. PCA reserves the right to set guidelines for any suggested accommodations for students with learning disabilities or special needs.

Summer Reading and Skill Retention

1. Part of the mission of the school is to help instill within its students a lifelong love for learning. In order to help achieve this goal, the school partners with parents as they convey to students the importance of developing strong reading habits.
2. The school's hope and desire is that students read several books during the summer.
3. In addition to making recommendations of books for rising 1st-12th grade students, the school provides a list of required books for PCA students to read over the summer.

Challenged Curriculum or Library Materials

1. In the event of parental objection to any textbook or other curriculum item, the parent should bring their complaint directly to the teacher for the class in which the materials are being used.
2. If the issue cannot be resolved by talking with the teacher, the parent will email the Dean of Lower School, who oversees PCA's curriculum.
3. The curriculum committee will examine the book, taking into consideration the school criteria for selection of materials and the time frame for adopting new materials. This will be done as expediently as possible.
4. The committee's recommendation for action will be returned to the appropriate Dean, with a copy for the parent and the school administration.
5. If dissatisfied with the committee's recommendation, the parent may route the objection to the Board of Directors through the appropriate Dean.
6. Parents should be aware of PCA's policy concerning selection of curriculum resources as stated in the Student Handbook.
7. The same procedure should be followed for objections to any library materials, except that the objection should be directed to the librarian. If the issue is not resolved through the librarian, the materials will be turned over to the administration for re-evaluation.

3.11 Emergency Procedures

Each classroom contains a copy of the Emergency Folder, which includes emergency procedures, policies, and protocol.

Drill Practices

Monthly practice evacuations of the school building are conducted, and tornado drills are conducted biannually.

Severe Weather:

1. PCA will not dismiss students in the event of a tornado watch or warning.
2. In the case of a watch, classes will remain in session. In the case of a warning, students will take cover in designated areas.
3. Parents who wish to pick up children may do so without penalty for absence. Parents who pick up children must be certain that regular checkout procedures are followed and that the

student's classroom teacher is notified that the student has been picked up.

3.12 Events and Field Trips

Field Trips

Teachers may plan off-campus educational activities to enhance learning and accomplish goals that cannot be accomplished inside the classroom. Teachers are responsible for planning their own field trips, although they may enlist a parent to help with the details. Parents will be required to follow these guidelines:

1. Each student must have a permission slip signed by a parent before leaving campus on a field trip, and those permission slips should be taken along on the field trip so that the emergency information on the permission slips is accessible if needed.
2. In accordance with Louisiana Law, all children under age 8, unless they are over 4'9" (57") tall, must be properly secured in an approved car seat or booster seat while riding in passenger automobiles, vans and pickup trucks.
3. If students are transported in personal vehicles, there must be one seat belt for each child in a vehicle, and no student weighing less than 100 pounds may sit in the front seat of a vehicle with an airbag.
4. Unless employed by the school, drivers must be on the school's approved driver list. To be on the approved driver list, an individual must submit a Volunteer Driver/Chaperone Application Form (Trak 1) and a copy of his/her driver's license and current vehicle insurance card. In the Lower School, *both* enrolling parents from each family are expected to complete this form and sign the volunteer form. Individual Lower School classes will not be allowed to schedule field trips until the office has received each completed form for the class. When all forms are received, the office will notify the teacher that she may begin to plan and schedule field trips for her class.
5. Only screened and approved volunteers will be allowed to drive or supervise students other than their own child.
6. Drivers are expected to follow all driving laws and to keep cell phone usage to a minimum. There should be **NO TEXTING**. All students need to be properly restrained with seatbelts or in the proper car seat/booster.

Assisting with supervision of students on a field trip is a very important role that parent volunteers can fill. However, when parents volunteer to help in this way, it is incumbent upon school personnel to take a firm stance with them regarding younger siblings accompanying the parent on the trip. Our experience is that younger siblings represent an unsafe distraction to parents in these settings, which compromises the safety of the students for whom the trip is planned. Therefore, when parents attend a field trip, they must make arrangements to leave their uninvolved children with another supervisor.

Parent chaperones are required to conform to all PCA policies and protocols while they are acting in the place of other parents as a chaperone.

School-Sponsored Events

School-sponsored events are those events that (1) are organized by a member of the Board,

Administration, or Faculty in his or her official capacity, or (2) are approved by the Administration but organized by an agent of the School, or (3) are published on the School's yearly calendar, or (4) receive the School's financial support.

1. School-sponsored activities must comply with the School's stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the Board, Administration, or Faculty.
3. Students who do not attend PCA may not participate in school-sponsored activities, except with the explicit permission of the Dean of Lower School or Head of School.
4. The School must provide parents with timely information about school-sponsored activities. The Dean of Lower School must approve all written communication to parents concerning such activities.
5. Parents must sign a written waiver both releasing the School from any liability for each particular off campus school-sponsored activity and authorizing the School's procurement of any necessary treatment in the event of a medical emergency.
6. The School will advertise only school-sponsored activities in its official communications.
7. The Dean of Lower School must approve all proposed activities and their dates and determine the number of chaperones necessary.
8. Only school-sponsored activities will receive financial support from the School (e.g., free promotional copies and telephone usage, advertising assistance and use of supplies).

3.13 Grievance Policy

The purpose of this policy is to establish biblical guidelines for the resolution of disputes and grievances that arise in the operation of Providence Classical Academy. These guidelines should be followed whenever a dispute or grievance concerning any aspect of the school's operation arises between or among any parties connected in a direct way to the school, including students, parents, volunteers, staff, administration and Board. In the event of a more serious, extraordinary grievance such as physical abuse, sexual harassment, or violations of law, the guidelines should be adhered to on an expedited basis, skipping consultations as appropriate. All disputes should be handled according to the Matthew 18 principle.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between or among parties, that disrupts the lines of authority in the school, or that (in the judgment of either disputant) threatens the successful implementation of the school's objectives and goals.

Grievance: A concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority.

Concern: The substance of a dispute and/or grievance.

Guidelines:

1. Students/parents to teachers:

- a. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- b. If the problem is not resolved, the parents or student may bring the concern to the appropriate Dean. To do so, they should accompany the concern with proof that they have

sought to resolve the matter first with the teacher.

c. If the problem is still not resolved, the parents or student may bring the concern to the Head of School. To do so, they first need to submit the concern to the Head of School in writing. In bringing the concern to the Head of school, they should accompany the concern with proof that they have sought to resolve the matter first with the Dean.

d. If the parents or student believe that the matter has been handled by the Head of School in a way that is inappropriate, they may submit their complaint to the president of the PCA board through written communication.

2. Parents/patrons to administrator:

a. If parents or students have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate dean.

b. If there is no resolution, they should bring their concerns to the Head of School.

c. If there is still no resolution, the parent or student may submit their complaint to the the PCA board through written communication to the board president.

d. This procedure applies also to board members who are acting in their capacity as parents/patrons and not as representatives of the board.

3. Parents to Head of School or PCA Board:

a. If parents have a grievance or dispute about the policies of the school or regarding concerns about the head of school or the board, they should bring their concerns to the head of school.

b. If there is no resolution, they should put their grievance or dispute in writing to the Providence Classical Academy Board through the board president. The PCA Board will take the concern into consideration and respond to the grievance by the next meeting.

c. Communication with the PCA Board on official school matters should never take place in informal conversation. All official communication with the PCA Board should be made through the Head of School or written communication through the Board President or by attendance at a scheduled board meeting.

4. Parent to Parent:

a. Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.

b. When possible disputes between students or parents should be resolved face to face and with Christian charity.

c. The deans or head of school should only be involved in disputes or actions that affect the student body of Providence Classical Academy. Individual disputes should be handled by the parties involved at the individual level.

5. Other Concerns and Suggestions. For concerns not relating to a specific individual, the student should consider other options including:

a. Students may give suggestions to one of their teachers for consideration.

b. Students may request to meet with the appropriate Dean of the Head of School individually or in small groups.

- c. Students should be willing to accept the decisions, outcomes and wisdom of those whom God has placed in authority over them, even when they disagree.
- d. If a dispute among families becomes disruptive to the school, the Head of School reserves the right to become involved in the matter.

3.14 Medical Policy

1. It is the expectation that families keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff. This includes not sending children to school if they have had any of the following within the previous 24 hours:
 - a. Fever >100.4
 - b. Vomiting
 - c. Diarrhea
 - d. Excessive coughing
 - e. Excessive nasal drainage
2. Should a child become ill or be injured during the school day, the office will make every effort to care for them so that they may return to class. If necessary, students will be allowed to rest 15-20 minutes before deciding if they will return to class or if a parent will be contacted in order for the child to be taken home.
3. A student whose temperature is 100.4 degrees F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be asked to go home and should not return to school until he/she has not experienced these symptoms for 24 hours.
4. When parents are notified of the need to pick up their child, the child MUST be picked up within 30 minutes of being called. If this is not possible, we ask that arrangements be made to have the child picked up by someone other than the parent.
5. It is required that a parent/guardian complete the medical information on the enrollment form for each student. Please keep the school updated of any changes in relevant health history, or any changes regarding medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information card and a Power of Attorney that legally authorizes him/her to seek medical care for your child in the event that you are unavailable.
6. See the Medication Policy for the school's guidelines for administering medication to a student at school.

Medication Policy

The policies regulating the administration of medication during school hours are for the students' safety and are mandated by the state of Louisiana. School personnel will only be able to administer medication after the *Medication Administration Form* is properly completed and signed by the parent for all medication and by the physician for prescription medication.

1. If your child requires medication during the school day, a *Medication Administration Form* must be on file in the office. The form must be signed by a parent (and by a physician for prescription medication) annually and updated immediately as changes occur. It is recommended that the first dose of any new medication be administered at home.
2. Over-the-counter medication supplied by parents must be turned in to the front office by a parent in the original manufacturer's container.
3. Prescription medications must be brought to the front office by the parent in the current, original, properly-labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription

medications. A *Medication Administration Form* and *Medication Order Form* must be signed by both the parent AND the physician who prescribed the medicine.

4. The parent must deliver all medication (over-the-counter and prescription) to the school for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. **Any medication not picked up by the end of the school year will be discarded.**
5. Medication labels must contain the student's name, name of medication, directions for use, and date. Physician's order and medication label must be the same.
6. For those children with EpiPen prescriptions, a *Medication Administration Form* and *Medication Order Form* must be completed and signed by the parent AND physician. This form is available at the school. Two sets of emergency medications are to be supplied by the parent- one to remain in the classroom with the child and one in the office.
7. NO medication of any kind may be carried on a student's person without permission from the administration.
8. Essential oils are considered an over-the-counter medication and may not be in a student's possession during the school day. Parents may apply essential oils to their student directly either before school or during the school day.

Serious Disease Guidelines

This applies to all students, employees and volunteers of the school.

Serious diseases are communicable diseases that are potentially life-threatening or that can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome) and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat, lice and the like, though unpleasant and contagious, are not considered serious diseases.

1. The administration will take all appropriate precautions (including isolating the student(s) who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee, or volunteer by any known serious diseases.
2. The school will not be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
3. Upon receiving reliable information that a student, employee or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the Board and (at the discretion of the administration) local health officials and the Center for Disease Control in Atlanta, Georgia to obtain pertinent information.
4. Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions it has made.
5. The administration may require a student to remain home for a specific or indefinite period of time.
6. The Board and administration may close the school in extreme cases.

Injuries at School

Students who incur an injury at school will be cared for within the parameters allowed. The parent will be notified by the *Injury Report Form*, which will be sent home with the student. The parent will also be notified by phone for more serious injuries.

3.15 **Privacy Policy**

For the purposes of this policy, "Providence Classical Academy" refers to persons who are part of the faculty, staff, and/or members of the governing board of PCA. "The community of PCA" refers to persons who are students, other members of a student's own household, and persons who are part of "PCA."

The Community of Providence Classical Academy-Personal Information: The privacy of the students, parents, faculty, staff, and Board of PCA is valuable, and is a matter of great importance and trust.

Personal information, (including, but not limited to names, addresses, phone numbers, and email addresses) may only be distributed among persons belonging to the community of PCA, and may not be distributed by PCA to any other parties.

Friends and Guests-Personal Information: Personal information received by PCA belonging to persons other than the community of PCA will be treated with care. Reasonable efforts will be made to ensure that the information is distributed only as needed at PCA, and will not be distributed to other parties.

Providence Classical Academy-Internal Communication: Personal information may be distributed among PCA for purposes of school-related business only. PCA will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of PCA, and personal information belonging to friends and guests.

Providence Classical Academy-Community Communication: Community communication of personal information shall be governed by the principle of "one document, one recipient". Each document containing personal information will be intended only for the receipt of one person or household. The following statement shall appear on documents, in any form, that contain personal information belonging to anyone other than the sender or the recipient:

In accordance with the Privacy Policy of PCA, this document and any associated documents are intended only for the use of the initial recipient and may contain information that is privileged and confidential. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of PCA. If you have any questions about this policy, please contact the school's office manager.

3.16 **School Day**

School Hours for Bridge and Kindergarten:

Drop-off - 7:30 a.m. - 7:55 a.m.

Instruction - 7:55 a.m. - 2:40 p.m.

Pick-up - 2:45 p.m. - 3:15 p.m.

School Hours for Grades 1-6:

Drop-off - 7:30 a.m. - 7:55 a.m.

Instruction - 7:55 a.m. - 2:55 p.m.

Pick-up - 3:00 p.m. - 3:15 p.m.

Please note that classes begin promptly at these times. An early arrival allows a student time to prepare for the day. Entrance doors will remain locked until teachers are outside on duty at 7:30 a.m., so students should remain in cars during car line until that time. Students will NOT be allowed to enter the building until 7:30 a.m.

Student Arrival and Dismissal Procedures

In order to ensure the safe arrival and departure of students both to and from school, these procedures are to be followed. Any parent or guardian who demonstrates unsafe conduct while driving (*including but not limited to: not following signals given to ensure safety, use of cell phones while operating a vehicle on school property, any other behavior deemed unsafe by school officials*) during drop-off and pickup times before and after school will be given a warning about safe driving on school premises. Any further disregard for safety will result in the family being asked to pick up their child at a specified time determined by the administration.

Arrival Procedures

Students may arrive beginning at 7:30 a.m. Entrance doors will remain locked until teachers are outside on duty, so students should remain in cars during car line until that time. Morning drop-off will end at 7:55 a.m. to allow teachers time to escort their students to Chapel. The doors will be locked promptly at 8:00 a.m. At this point, students will be admitted into the building at times that are not disruptive to chapel.

Students who arrive to school at any point after the school day has begun must report to the office to sign in, explain the reason for the late arrival, and receive a pass to get into class. The student will receive a tardy for late arrival.

Dismissal Procedures

Every parent is given a hanging tag with their child(ren)'s name on it. The tag needs to be hung from the rearview mirror, and removed once all the children you are picking up are in the vehicle. It is critical to follow the signals of the faculty guiding the traffic.

Safety Guidelines for the Carpool Line

• NO CALLING OR TEXTING DURING CARPOOL

- Watch the traffic directors
- Drive slowly--observe **5 mph** speed limit

School-Wide Policies:

1. All students must have a current dismissal authorization card (colored card) on record.
2. In order for a Lower School student to be picked up by anyone not listed on the dismissal authorization card, he/she must have written permission. Without written permission including email, the student will not be allowed to leave until a parent is contacted.
3. School personnel are not authorized to facilitate pickup arrangements. Please do not call the school office to inform students of changes, etc. Exceptions will be made in the case of emergencies.

Late Pickup

Any student not picked up by 3:15 p.m. will be escorted to the office. When someone arrives to pick up the student, the student will be signed out and the time will be documented. The first late pickup will receive a courtesy warning. Thereafter, a \$25 fine will be assessed to the family's account through FACTS for the first fifteen minutes, with an additional \$25 for every subsequent fifteen-minute period or portion thereof. **Please understand that calling ahead does not exempt anyone from this policy.**

Student Checkout Procedures

Under no circumstances is a student allowed to leave campus without parental permission.

Any student who needs to leave school early must provide a note for his/her classroom teacher. Students must be signed out by a parent or authorized adult in the appropriate school office.

Parents are asked to make every effort to schedule medical or other appointments outside of school hours and to check out students early only when absolutely necessary.

Aftercare

Aftercare is offered for students in grades Bridge-6th each year on a contractual basis. The hours are from after school until 5:30 p.m. with two exceptions: (1) on days with early dismissals aftercare is not offered at all and (2) to Bridge and Kindergarten students only during their school calendar days. Any other exceptions to this will be advertised ahead of time. To discontinue Aftercare services, the appropriate paperwork must be completed, and thirty days notice must be given.

Lunch

All students have a lunch time of 30 minutes sometime between 11:00 a.m. and 12:40 pm. Only students in grades 4-12 may use the microwave ovens to reheat food. Providence also contracts with a food service provider who offers school lunches to students.

3.17 Standardized Testing

1. Standardized testing is given to all students in grades 2-8 in the Spring of each school year. Students and parents will be given a copy of the results when they are received. School-wide results are also shared with the Board of Directors. If a parent wishes to receive a copy of the overall test results, he/she should contact the Dean of Lower School.
2. PCA currently administers the IOWA Tests of Basic Skills (ITBS) as its means of standardized testing. The Iowa Tests (ITBS) are nationally normed standardized tests offering parents and teachers a diagnostic look at how students are progressing in key academic areas.

3.18 Social Policies

Guidelines for Music Played at PCA and PCA-Sponsored Events

The desire of PCA is to choose things that are true, good, and beautiful, and, as such, we desire to

play music on campus and at all PCA-sponsored events that is in accord with this principle. To that end, we require that the music not violate any of the following standards:

1. No profanity.
2. No sexually suggestive songs.
3. No taking the Lord's name in vain.
4. No overt heresy
5. No songs that celebrate evil.

In applying this principle, we also do not want songs that have been edited (cleaned up or spliced to remove the objectionable materials) for content or clips from songs that include prohibited content.

While we will not monitor individual cars, we do encourage parents to adhere to these standards while driving students on PCA functions. This policy does not forbid a teacher from discussing such music as a means of challenging and exposing the culture's erroneous worldview as seen through songs.

Conflict Resolution Policy

Relationship difficulties are normal parts of the human experience. When these difficulties are not handled properly, all parties are negatively affected, and the successful implementation of PCA's goals is threatened. Therefore, it is imperative that all disputes or conflicts between parties directly connected to the school be handled in a biblical manner according to the principles outlined in Matthew 18, found in Appendix A. The first step in conflict resolution is to go directly to the person with whom the conflict exists in order to attempt resolution. If a satisfactory resolution is not forthcoming at this level, the two parties should take the issue to the next level. If the issue is between a parent and a teacher or staff person, the next levels would be the dean and then the Head of School. If the issue is with the dean and is not resolved by speaking with him/her, the issue should then be taken to a head-of-school. The key is to follow the chain of command shown below and to make every effort to resolve conflicts without involving outside parties.

Parents -> Teachers -> Dean of Lower School-> Head of School

Social Media Guidelines

Social Networking (online via computer or phone) is a popular means of social interaction in today's culture, especially among teenagers. PCA advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so for the protection of students at PCA, parents must monitor their child's use of social media. However, students will be subject to school discipline if inappropriate posts are made regarding PCA and/or any of its teachers, staff, or students. This includes criticism, embarrassment, the spread of gossip, and false claims. All complaints or concerns regarding PCA, any faculty/staff member, student, or parent should be addressed with the person or parties involved, not on social media. In addition, students who post pictures/images in PCA clothing (uniform, t-shirts, athletic attire, etc.) or on school property that misrepresent the values of the school, including but not limited to foul language, sexually explicit words and/or images, and embarrassing photos of themselves or any other PCA person/community member, will be subject to discipline, including expulsion from the school. While PCA's administrators do not search for students' misconduct or misuse

of social media, if any of the above-stated posts or pictures are brought to the attention of the PCA administration, it will be investigated and addressed with the student(s) and parent(s) according to PCA's disciplinary procedures.

The PCA administration seeks to guard the school, its students, and the reputation of all involved parties. Therefore, guidelines have been developed for the use of social networking by school employees, especially as it may pertain to students. We do not prohibit faculty and student interaction on social media since it can have many positive aspects.

Human Dignity/Anti-Bullying/Anti-Cyberbullying Policy

PCA intends to provide its teachers and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with dignity and respect. These are the features of the policy:

1. We do not condone or allow any harassment or bullying (continued harassment that is targeted towards an individual or a group) by teachers, administrators, support staff, students, or other persons present in our facilities.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or an administrator. Teachers should report an offense to the appropriate Dean or the Head of School. Each report will be given serious consideration and investigated thoroughly by the administration.
3. Reports of harassment or bullying or cyber-bullying and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Actions considered as harassment include obscene gestures or making faces, physical acts of aggression or abuse (including hitting, choking, pushing, tripping, damaging personal property, or unauthorized use of personal property), repeated and purposeful shunning, and forms of written or verbal harassment (including electronic communication, i.e., cyberbullying), which would include name calling, threatening harm, taunting, malicious teasing, or spreading untrue rumors. While usually behavior that occurs off-campus is not a matter of school discipline, cyberbullying that occurs outside of school hours will be subject to school discipline.
5. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including termination (for teachers) or expulsion (for students).
6. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or employment environment.
7. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature will not be tolerated. Persons engaging in this misbehavior will be strongly disciplined.
8. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

The Matthew 18 Principle

A Scriptural Understanding and Practical Application of this Important Biblical Principle

Virtually no one enjoys conflict and confrontation. Yet, in our imperfect and fallen world, relationship difficulties are normal parts of the human experience, and some conflicts and confrontation are simply inevitable. Breakdowns in effective relationships, when not handled properly, often hinder progress, usually upset all parties, and, generally speaking, are destructive and demoralizing. Therefore, it is extremely critical that a proper application of sound problem-solving skills be employed at PCA.

Christians should be encouraged to know that the ultimate textbook of knowledge and wisdom, God's Holy Word, provides very specific guidelines and mandates for effective conflict resolution. Specifically, Matthew 18:15-17 provides the following scriptural mandate for keeping communication lines open and intact:

“If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

In practical terms, how are the principles of Matthew 18 applied to the real life situations at PCA? First of all, the offended party should always directly confront the “offending” party before taking the issue to any other party. Hopefully, the problem will be solved at this point. If a satisfactory resolution is not forthcoming at this level, the two parties should take the issue to the next level. If the issue is between a parent and a teacher or staff person, the next level would be the appropriate Dean, and beyond that, the Head of School. If an issue is with the Head of School and is not resolved by speaking with him/her, the issue should be submitted to the PCA Board through written communication to the Board President. The key here is to make every effort to resolve conflicts without involving outside parties.

GRIEVANCE POLICY

Grievance Policy

The purpose of this policy is to establish biblical guidelines for the resolution of disputes and grievances that arise in the operation of Providence Classical Academy. These guidelines should be followed whenever a dispute or grievance concerning any aspect of the school's operation arises between or among any parties connected in a direct way to the school, including students, parents, volunteers, staff, administration and Board. In the event of a more serious, extraordinary grievance such as physical abuse, sexual harassment, or violations of law, the guidelines should be adhered to on an expedited basis, skipping consultations as appropriate. All disputes should be handled according to the Matthew 18 principle.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between or among parties, that disrupts the lines of authority in the school, or that (in the judgment of either disputant) threatens the successful implementation of the school's objectives and goals.

Grievance: A concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority.

Concern: The substance of a dispute and/or grievance.

Guidelines:

1. Students/parents to teachers:

- a. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- b. If the problem is not resolved, the parents or student may bring the concern to the appropriate Dean. To do so, they should accompany the concern with proof that they have sought to resolve the matter first with the teacher.
- c. If the problem is still not resolved, the parents or student may bring the concern to the Head of School. To do so, they first need to submit the concern to the Head of School in writing. In bringing the concern to the Head of school, they should accompany the concern with proof that they have sought to resolve the matter first with the Dean.
- d. If the parents or student believe that the matter has been handled by the Head of School in a way that is inappropriate, they may submit their complaint to the president of the PCA board through written communication.

2. Parents/patrons to administrator:

- a. If parents or students have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate dean.
- b. If there is no resolution, they should bring their concerns to the Head of School.
- c. If there is still no resolution, the parent or student may submit their complaint to the the PCA board through written communication to the board president.
- d. This procedure applies also to board members who are acting in their capacity as

parents/patrons and not as representatives of the board.

3. Parents to Head of School or PCA Board:

- a. If parents have a grievance or dispute about the policies of the school or regarding concerns about the head of school or the board, they should bring their concerns to the head of school.
- b. If there is no resolution, they should put their grievance or dispute in writing to the Providence Classical Academy Board through the board president. The PCA Board will take the concern into consideration and respond to the grievance by the next meeting.
- c. Communication with the PCA Board on official school matters should never take place in informal conversation. All official communication with the PCA Board should be made through the Head of School or written communication through the Board President or by attendance at a scheduled board meeting.

4. Parent to Parent:

- a. Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.
- b. When possible disputes between students or parents should be resolved face to face and with Christian charity.
- c. The deans or head of school should only be involved in disputes or actions that affect the student body of Providence Classical Academy. Individual disputes should be handled by the parties involved at the individual level.

5. Other Concerns and Suggestions. For concerns not relating to a specific individual, the student should consider other options including:

- a. Students may give suggestions to one of their teachers for consideration.
- b. Students may request to meet with the appropriate Dean of the Head of School individually or in small groups.
- c. Students should be willing to accept the decisions, outcomes and wisdom of those whom God has placed in authority over them, even when they disagree.
- d. If a dispute among families becomes disruptive to the school, the Head of School reserves the right to become involved in the matter.

Letter regarding sickness

Dear Parents,

As a school we are committed to doing our part in preventing the spread of sickness and health-related problems among our students. PCA has had a long standing policy related to students returning to school after contagious illnesses, and we ask that you familiarize yourself with these policies now and refer to them as necessary throughout the year.

In order to clarify a student's level of wellness and to ensure that we all remain diligent in adhering to our stated guidelines, we will ask that if your child leaves school due to sickness or if he or she cannot come to school due to sickness that you not only follow the long standing policy of keeping him or her at home until he or she has remained fever free or has not vomited or had diarrhea for at least 24 hours. Additionally, when you send your child back to school, we ask that you provide your child's teacher with a note stating the following:

a) The reason your child was absent (ex: Two days ago, John had a fever when he woke up. I kept him at home, deciding to let it run its course. By mid afternoon his temperature was normal. In keeping with the school's policy, I kept him at home again yesterday to ensure that he remained fever free for 24 hours.)

b) The treatment you administered if this would be helpful for the teacher to know (ex: I took Mary to our pediatrician, who believed that she had a 24-hour virus and that she would be fine to return to school by Thursday.)

c) Verification that you have followed our policy regarding return (ex: Susie's temperature has been consistently normal since she woke up yesterday with no spikes at all during the day.)

Please note that, while you may choose to give your children medication to reduce fevers and make them more comfortable, a normal temperature as the result of a dose of Tylenol does not qualify a child as being "fever free."

If this expectation seems overbearing to you, I apologize, and I assure that creating a hardship for any parent is not our goal. Sending children to school when there is even a trace of sickness still in their system is almost a guarantee that they will tire more easily than normal, the symptoms of the sickness will return and they will have subjected classmates to the same germs, thus spreading the sickness throughout the class and often into other classes as well.

I will close in stating that if your child is sent home early due to sickness or if your child misses one or more entire days due to sickness and you forget to send the requested note upon his or her return, we will keep your student in the office until we have spoken to you to gain assurance that the above expectations have been met.

Thank you, in advance, for your understanding and cooperation in this matter. Together we can ensure that we keep the spread of sickness and germs to a minimum this school year.

Providence Classical Academy Volunteer Agreement

Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have been provided a copy of the current *PCA Parent-Student Handbook*, which includes the PCA Mission, Vision and Principles, its Statement of Faith, Code of Ethics, and Parent Expectations. I certify that I consent to and will submit to all Governing Policies of the school, including all applicable policies in the *Handbook*, so that my words and actions will not violate the standards defined by the Mission and Vision of the school as well as the Governing Policies of the school.

By way of example, I understand that the Standards and Governing Policies of the school do not tolerate profanity, obscenity in word or action, blatant irreverence to the Lord and Word of God, flagrant and/or continued disrespect to the personnel of the school, or to the established policies of the school. I further understand that school authorities have the right to terminate my volunteer services at any time.

Signature of Volunteer _____ **Date** _____

Printed Name _____

Appendix E

Providence Classical Academy (PCA) believes that parents have the biblical responsibility to educate and train their children. Providence serves families by providing an academically challenging, Classical education based on a Christian worldview with the intentional goal of building the academic knowledge and nurturing faith in Christ and Christlikeness in each of our students. Providence seeks like-minded families with academically able children who demonstrate the ability to succeed in its rigorous academic environment. Parents should carefully examine the Providence Statement of Faith, established by the board of directors. This document forms the foundation of Providence's spiritual and educational programs.

Admission Requirements

Student Admission Requirements (K4/Bridge-1st Grades)

A child must have reached the age of four years by September 30th of the Fall in which he or she would be entering K4; five years of age for entrance into Kindergarten; six years of age for entrance into the first grade.

He or she must be fully toilet-trained (able to use the toilet independently and wash his/her hands). Parents must supply school with a change of clothing for K4/Bridge and Kindergarten students. On a rare occasion of a severe bathroom accident, the parent or emergency contact will be asked to pick up the child.

Every child must take an entrance exam prior to acceptance. If a child has successfully completed the previous school year and his or her schoolwork and behavior compare favorably to Providence's standards, he or she will be placed in the grade for which he is applying. However, if there is evidence that the child may not be adequately prepared for the next sequential grade level, he or she may be required to repeat the previous grade.

The student should understand that his or her parents have delegated their authority to the school during the school day. Therefore, the student is subject to the instruction and discipline of the teacher and administration in their prescribed roles at Providence.

Providence does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, admissions, financial aid, and other school-directed programs.

Student Admission Requirements (2nd - 8th Grades)

Complete grade cards from previous schools attended, and standardized test scores will be reviewed by Providence. All students will be given a preparedness test and an interview to ensure they are academically prepared to succeed in the grade for which they are seeking entrance.

Student acceptance will be based upon a student interview, parent interview, entrance testing, and review of the student's previous academic and behavioral records. Factors that will determine acceptance include the student's academic standing, desire to excel academically, their goal to grow in their understanding of Christ, and the parent's willingness to partner with Providence in the process of educating and discipling their child. To successfully learn and benefit from the challenging academic environment at Providence, students should have no major learning disabilities or significant prior behavior concerns.

If a child has demonstrated academic strength in his or her previous school year and his or her schoolwork and behavior compares favorably to Providence's standards, he or she will be placed in the grade for which he is applying.

The student should understand that his or her parents have delegated their authority to the school during the school day. Therefore, the student is subject to the instruction and discipline of the teacher and administration in their prescribed roles at Providence.

Providence does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, admissions, financial aid, and other school-directed programs.

Student Admission Requirements (9th-12th)

Providence only considers high school transfer students with exceptional academic aptitude and behavior favorable to Providence's standards.

Transfer students are required to provide transcripts and standardized testing results from their previous school sometime after they have applied, but before the family interview.

Student acceptance will be based upon a student interview, parent interview, entrance testing, and review of the student's previous academic and behavioral records. Factors that will determine acceptance include the student's academic standing, desire to excel academically, their goal to grow in their understanding of Christ, and the parent's willingness to partner with Providence in the process of educating and discipling their child. To successfully learn and benefit from the challenging academic environment at

Providence, students should have no major learning disabilities or significant prior behavior concerns.

The student should understand that his or her parents have delegated their authority to the school during the school day. Therefore, the student is subject to the instruction and discipline of the teacher and administration in their prescribed roles at Providence.

Providence does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, admissions, financial aid, and other school-directed programs.

Admission Requirement for the Parents

Parents are required to willingly cooperate with all the written policies of Providence Classical Academy. This is especially important in the area of standards of conduct, discipline, and schoolwork standards, as well as active communication with the respective teachers and administration. In addition, parents are strongly encouraged to become active volunteers in other areas of the school.

Though not required to be Christians, the parents of students at Providence Classical Academy should have a clear understanding of the school's biblical philosophy and purpose. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the PCA's "Statement of Faith" in various and frequent ways within the school's program.

Parents should have a clear understanding of our unique classical educational approach. Parents should carefully read the informational materials about the school. We also strongly encourage each parent to read the book by Douglas Wilson, "Recovering the Lost Tools of Learning," as one of the best texts for explaining the kind of program we offer at PCA.

Please contact our office at office@pcabossier.org for more information about our admissions policy.

Students with Learning Disabilities

Providence cannot provide students with learning disabilities the special instruction, staff, or facilities they might need. However, the parents of a child with learning disabilities and the dean may meet to discuss the applicant's circumstances. If after reviewing the child's needs it is determined that the child could meet with success, Providence will admit the child on a probationary basis. The child would be expected to attend classes with other

children in his grade level and do the same type of work. He would be given the same amount of individual instruction and encouragement as his classmates. It must be emphasized that academically the student will probably have a difficult time with the course work.

Students with Behavior Problems

Behavior problems from previous schooling or from outside of school, presents a more difficult problem. While recognizing that all students are sinners and all sinners can be changed by the saving work of Christ, Providence does not accept students who are likely behavior problems.

The following types of behavior issues would likely result in denied admission:

- Expulsion from or detention in another school.
- Record of repeated violations of civil law or criminal behavior.
- Running away from home and other forms of refusing to submit to parental authority.
- Gang activity.
- Rebellious attitude, including hostility to attending Providence.

Our faculty members are here primarily to teach subjects, rather than to forcibly discipline students. As a school, we are unable to correct social problems from previous school experiences, family problems, peer influences outside of school, or attitudes. The Deans will listen to any person's particular circumstances. The basic position still stands, however, that students with discipline problems cannot be admitted. Believing that God graciously changes people, we are willing to hear and consider any case.

Every incoming student is admitted under a 1 year probationary period.