

Providence Classical Academy
Parent - Student Handbook



2019 - 2020

Table of Contents

I. THE SCHOOL'S MISSION AND VISION

History of Providence Classical Academy (PCA)	6
Profile of an Ideal Providence Graduate	6
School Principles	7
Statement of Faith	8
Secondary Doctrines	10
Mission Statement and Vision Statement	11
Core Values	11
Educational Philosophy	12
Excellence in Christian Education	13
Objectives and Standards of PCA	13
Code of Ethics	14
<i>In Loco Parentis</i> Policy	14

II. CORPORATE STRUCTURE

Board of Directors	14
Head of School	14
Assistant Head of School	14
Director of Admissions	15
Director of Accounting and Finance	15
Director of Operations	15

III. SCHOOL OPERATIONAL GUIDELINES

Re-Enrollment of Current Students	15
Required Forms and Records	15
Payment of Tuition and Fees	16
New Student Probation	16
Withdrawal of a Student	16
PCA-Initiated Withdrawal of a Student	
Parent-Initiated Withdrawal of a Student	
Financial Obligations following Withdrawal	
Optimal Class Size	17
School Day	17
School Hours for Bridge and Kindergarten	
School Hours for Grades 1-12	
Student Arrival and Dismissal Procedures	17
Arrival Procedures	
Dismissal Procedures	
Safety Guidelines for the Carpool Line	
Student Drivers	
Student Pickup Policies	

Late Pickup	
Student Checkout Procedures	
Aftercare	
Lunch	19
Food and Drinks	19
Homework	20
Lower School Homework Guidelines	
Upper School Homework Guidelines	
Effective Home Study Guidelines	
Assessment and Testing	21
Semester Exams	
Semester Exam Exemption Policy for Seniors	
Standardized Testing	22
IOWA Tests of Basic Skills	
PSAT - Preliminary Scholastic Aptitude Test	
SAT Exams and ACT Exams	
Grading Scale	22
Report Cards	23
College Counseling	23
Academic Transcripts and Transfer Grades	23
Graduation Requirements	24
Academic Assistance for Students	24
Student Honors and Awards	25
Lower School Honor Roll	
Upper School Honor Roll	
National Honor Society Distinction	
Student Promotion	25
Lower School Guidelines	
Upper School Guidelines	
Academic Probation	26
Lower School Students	
Upper School Students	
Dual Enrollment	26
Student Attendance Requirements	26
Attendance Requirements Specific to Upper School	
College Visitations	
Tardy Policy	27
Guidelines for Start of School Tardiness	
Additional Guidelines for Tardiness in the Upper School	
Definitions	
Additional Guidelines and Comments for all Students	
Make-up Work Policy	30
Excused Absences	
Unexcused Absences	
Pre-Arranged Absences	
Special Note to Students	
Co-Curricular Activities	31

Co-Curricular Expectations	
Co-Curricular Pick-up for Lower School Students	
PCA Communication Channels	31
Start of School Orientation	
Meet the Teacher Day	
Parent-Teacher Conferences	
State of the School Address	
Knight Binders (Bridge-2nd Grade)	
Friday Folder (Lower School)	
Facts School Information System (formerly RenWeb)	
Grade Reports	
Facebook	
PCA School App	
Telephone Usage/Parent Messages	
School Calendar	
Communication of Student Concerns	
Communication with Divorced and Separated Families	
Non-custodial Parents	
Curriculum	35
Curriculum Materials	
Student Textbooks	
Challenged Curriculum or Library Materials	
Summer Reading and Skill Retention	
Special Needs Students	37
Definitions	
Educational Resources	38
Field Trips and Events	38
Field Trips	
School-Sponsored Events	
Guidelines for Music Played at PCA and PCA-Sponsored Events	
Student Injuries at School	40
Student Conduct and Discipline	40
School Discipline Principles	
Conduct Around Campus	
Discipline Policy for Lower School	
Discipline Policy for Upper School	
Items Prohibited	44
Substance Abuse	44
Drug Testing and Awareness Program	46
Academic Dishonesty Policy	46
Student Locker Policy	47
Cell Phones and Electronic Equipment	48
Lower School Guidelines	
Upper School Guidelines	
Computer Usage Policy	49
Student Guidelines	
Social Media Guidelines	49

Uniform Policy	50
Student Dress Code	51
Uniform Violation Consequences	51
Lost and Found	52
Emergency Procedures	52
Drill Practices	
Severe Weather	
School Closings	
Campus Visitors	53
Volunteers	53
Parent Expectations	53
Rules for Engagement	54

IV. SCHOOL POLICIES

Student Athletic Policy	55
Expectations of Student Athletes	
Expectations of Parents of Athletes	
PCA Medical Policy	56
Medication Policy	57
Serious Disease Guidelines	
Food Delivery Policy	58
Privacy Policy	58
Conflict Resolution Policy	59
Grievance Policy	60
Definitions	
Guidelines	
Human Dignity/Anti-Bullying/Anti-Cyberbullying Policy	61

V. APPENDICES

Appendix A - The Matthew 18 Principle	63
Appendix B - Letter Regarding Sickness	64
Appendix C - Uniform Guidelines for Bridge-2nd Grade	65
Appendix D - Uniform Guidelines for 3rd-5th Grade	67
Appendix E - Uniform Guidelines for 6th-12th Grade	69
Appendix F - Courtside Cafe Info & Online Ordering Instructions	71

I. THE SCHOOL'S MISSION AND VISION

History of Providence Classical Academy (PCA)

In February 2005, Howard and Melissa Davis held two informational meetings about Christian Classical education with an interest in seeing a school started in this area. In May of 2005, Howard put together a board who shared the common vision of a Christian Classical school in the Shreveport-Bossier area. The founding board members were Howard and Melissa Davis, Mark and Stephanie Jonker, Michael Raggio, Charles Roberts, Lacey and Vikki Wallace, and Serena White. Several moms agreed to join together, volunteer their time and talent, and start the first school year in August 2005.

The school met for its first year at Broadmoor Baptist Church in Shreveport, LA, with 17 students in grades K-4th. For the 2006-07 school year, Providence began meeting at First Baptist Bossier with its first head of school Serena White. In the fall of 2007, Providence began its first year as a “full-time” private school, meeting five full days a week. By the 2009-10 school year, enrollment had grown to over 100 students in grades K-8th. During this year, Howard Davis stepped down from the board to assume the role of head of school.

In October of 2011, we moved into our “permanent home” at 4525 Old Brownlee Road with 180 students. Getting this property had God’s fingerprints all over it! Moran Hall was so-named because one of the ways God provided was through the generosity of Mr. Scotty Moran and his wife, Espe. The Moran’s humble reply to our words of thanksgiving, “You can’t out give God!” In 2013 we added to our current facility by building 16 more classroom spaces as well as our elementary gymnasium. By 2015, we added our Middle School building, and we built the Kindergarten building in 2017. The last major building will be our High School building.

Looking ahead, Providence will continue seeking God for opportunities to honor Him as we grow. Providence presently continues to employ an incredible group of teachers, whose enthusiasm for learning is contagious to the students. Through this school, the prayer is that our students, parents, teachers, families, friends, and churches will collectively grow in a deeper understanding of God, His character and His purposes.

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.

<p style="text-align: center;"><u>Spiritual</u></p> <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. 	<p style="text-align: center;"><u>Intellectual</u></p> <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 style="text-align: center;"><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 style="text-align: center;"><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

School Principles

The founders established PCA to be a school characterized by three primary distinctions: building leaders through discipleship, winning students to a love for the Lord and a love for learning through spiritual nurture, and equipping students through high academic standards. The leadership today is still committed to that founding vision and these three distinctions.

Discipleship School

PCA is among a small but growing subset of schools that is specifically designed to deepen the knowledge, understanding, and character of its students by strengthening their faith. As our Mission states, we “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.”

Spiritual Nurture

PCA directs each student toward a personal relationship with God the Father through Jesus Christ. Students are encouraged to develop and embrace a biblical worldview. Along with that, they are taught to reason and think critically and to develop discernment skills. The school helps train students in the content and application of God's Word and uses mentoring and discipleship to help students advance in the attainment of Christ-like character.

High Academic Standards

PCA provides a comprehensive and rigorous academic program with a curriculum that puts biblical truth at the center of all instruction. We believe academic success requires mastery of skills through disciplined effort; therefore, PCA actively and steadfastly maintains high academic standards. This commitment to high standards directs the focus of our instruction and is the reason behind our advanced curriculum at all levels. Students are challenged to pursue excellence in their studies and to resist educational mediocrity.

Statement of Faith

In summary, we believe...

1. God is sovereign.
2. The Bible is the inerrant Word of God.
3. The Father, the Son, and the Spirit have eternally lived as One God.
4. God created all that is.
5. God graciously deals with His people by way of covenant relationship.
6. Mankind is fallen through sin against God.
7. Jesus came to save sinners.
8. Believers are made right with God by faith alone in Christ alone.
9. Believers are sanctified by the work of the Holy Spirit.
10. The Church is God's Family where believers are intended to grow and serve.
11. All will face a final judgment and resurrection

We believe:

1. God is sovereign. God sovereignly controls all things and works them all for His glory. His plans and purposes always prevail; nothing can thwart them.
2. The Bible is the inerrant Word of God. God's written Word, the Bible, is free from error in the original text and completely trustworthy. We submit to its authority, acknowledging it to be inspired by God and carrying the full weight of His authority.
3. Three Persons (the Father, the Son, and the Spirit) have eternally lived as one God. These three are one God, the same in substance, equal in power and glory. These three have communed from eternity past to present in love with One another. Each member of the Godhead has different roles but work together in all their works, namely Creation and Redemption.
4. God created all that is. God was pleased to create the universe from nothing. God spoke, and everything was created, including humans. Man and woman were created in the image of God with the purpose of glorifying Him and enjoying Him forever. All that God created was good.

5. God graciously deals with His people by way of covenant relationship. God is the same God of both the Old and New Testaments and has always dealt graciously with His people through means of a covenant, which is a relationship that God establishes with His people and guarantees by His word. Because God chooses to keep the terms in His covenant with mankind even when mankind breaks the terms, the believer's confidence and hope is in God's covenantal faithfulness rather than human performance. Through the historical stages of creation, fall, redemption and glorification, God is gracious and faithful to His people.

6. Mankind is fallen through sin against God. While made in God's image, the first man and woman, desiring to be god, distrusted and disobeyed God and were therefore put at enmity with God. Because of sin, we live in a world that is broken by the curse and all humans are broken, being from birth both guilty and twisted. While we are not as given over as we could be, every part of our faculties (heart, mind, and emotions) are bent toward sin. All mankind, as Adam's heirs, participated in his fall and are by nature and by choice sinners without any power to save themselves and restore themselves to a right relationship with God.

7. Jesus came to save sinners. Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. At God's initiative, Christ alone secured salvation for believers by dying the death that we deserve to die (substitutionary atonement) on the cross and by living the life God calls us to live. Jesus rose bodily from the dead, ascended to the right hand of the Father and will come again in power and glory.

8. Believers are made right with God by faith alone in Christ alone. Believers neither deserve salvation from the penalty of sin—the just wrath of God, nor can they earn it. Justification (being made right with God) is granted solely by God's grace through faith in Jesus Christ as Lord and Savior. When we rest on Him for our acceptance with God, God forgives our sin and credits us with His righteous life.

9. Believers are sanctified by the work of the Holy Spirit. Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works. While in justification God declares us to be holy in light of Christ, sanctification is the work of God's grace in which He increasingly conforms us to Christ's likeness causing we who trust Christ to progressively grow in personal holiness. While faith alone saves us, saving faith is always accompanied with godliness and good deeds.

10. The Church is God's Family where believers are intended to grow and serve. The triune God has established a visible church which is called to live in the power of the Holy Spirit under the authoritative regulation of Holy Scripture, exercising discipline and administering the sacraments, and preaching the gospel of Christ. All believers are spiritually united to the Lord Jesus Christ, and as such are united to His body, the Church. Every believer is called to be baptized and in doing so to be part of His bride, the Church. We are to actively share our lives with believers of our local church.

11. All men will face a final judgment and resurrection. At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

This statement of faith contains the essential biblical doctrines that guide the ministry of the school. These primary doctrines define the perspective from which all classes are taught and are one of the tools that is used in the hiring of faculty and administration. Surely issues will arise upon occasion within the curriculum that are not defined by this statement of faith. Providence recognizes that Christians are at liberty to reach different conclusions on many of these issues. Providence Classical Academy is intentionally a school made up of students from different churches, with over 50 local churches and several denominations represented by our student body. Still we are intentionally historically grounded in orthodox Christianity. The purpose of Providence Classical Academy is 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. In order to accomplish this goal, PCA board and teachers hold to the following Statement of Faith as the core foundation for which all truth must be laid.

The school's recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there are no right answers to questions regarding these issues. Issues not settled by this statement of faith will ultimately be resolved by reference to historic, orthodox Christianity.

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

1. the mode and appropriate age for baptism
2. the chronological details of the return of Jesus Christ
3. the practice of the ecstatic gifts within the body of Christ
4. 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.

The Statement of Faith shall be given to every person prior to their being offered employment at PCA. Persons shall only be employed at PCA if they are in complete agreement with the Statement of Faith. If a person changes his/her beliefs with respect to the Statement of Faith following employment, that person may be asked to leave the employ of the organization.

Secondary Doctrines

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 unnecessary offense to the parents.
2. Teachers must strive to fairly portray differing perspectives on controversial issues. Teachers may communicate personal beliefs without advocating their perspective.

3. Teachers should encourage students to seek counsel on such issues from their parents and pastor.

Mission Statement and Vision Statement

MISSION OF PROVIDENCE CLASSICAL ACADEMY:

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 OF PROVIDENCE CLASSICAL ACADEMY:

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.

Core Values

Spiritual Growth

PCA desires for students to have their identity rooted in Christ and uses mentoring through personal relationships to help students grow spiritually. We strive to foster personal and corporate worship of God.

Christian Intellectual Development

A foundational goal of our rigorous academic program is to develop in students the ability to reason and think critically from a biblical perspective, which is the expression of Christian intellect. Biblical truth informs all instruction at PCA. Our program gives students the tools for learning and seeks to cultivate a love for learning.

Worldview Development

Our understanding of the world, our ethical systems, our purpose in life, and our relationships, among other things – all these define our worldview. PCA seeks to develop in students a biblical worldview based on the doctrine of creation, fall, redemption and restoration, and consistent with the truths in Scripture.

Classical Methodology

Education that uses a classical methodology takes advantage of a child's natural stages of development, the stages of grammar, logic, and rhetoric. Through the respective stages, students are taught mastery of facts, logical reasoning, and persuasive expression.

Excellence that Leads to Success

Excellence is defined as a process that is measured by individual and corporate improvement. Striving for excellence (i.e., improvement) naturally leads to success. Through this approach, we believe that a PCA student will be prepared spiritually, socially, and academically to succeed at the next level.

Discipleship through Relationships

Principles rather than policies, and relationships rather than rules take precedence in the life of the school community. We will always seek to develop strong, loving, biblical relationships with all PCA students and their families.

Servant Leadership

Learning, modeling, and practicing servant leadership is central to worldview and leadership development. Tangible evidence of placing the needs of others before self is expected in all aspects of school life.

Educational Philosophy

We believe that it is simply not possible for students to be educated in a neutral environment. Every form of education is based on some philosophical perspective, and that philosophical perspective will serve to shape students' beliefs and influence how they view the world around them. PCA students are educated from the perspective that God is the source of all life and truth, and they are presented with a worldview that is consistent with biblical principles.

To further clarify this philosophy, we believe a Christian education has its very foundation in the relationship between God and man as taught in the Bible. It is a process whereby all instruction is based on the truth of God's Word. Christian education does not simply add chapel services or Bible classes to an otherwise secular education. Biblical truth is integrated into every part of the educational experience, particularly in how every academic subject is approached. This biblical

approach to the various academic disciplines is closely guarded and maintained, as it is essential to the formation of Christian character, without which students will have no foundation for the application of knowledge.

Excellence in Christian Education

Excellence in education is far more than merely producing students who can test a grade or two ahead of their age. We see excellence as having the following components:

Integrity

Faithfulness to one's word, forthrightness in financial dealings, and truthfulness to both students and teachers are taught and modeled at PCA.

Service

We believe that Christians have a responsibility to God, to other Christians, and to society. We seek to instill an appropriate sense of obligation in the students so they will know the joy of being effectively used by God.

Confidence

Enjoying a right relationship with God and successfully meeting life's challenges will result in a confident child. At PCA, we offer scriptural instruction to guide students in establishing and persevering in a right relationship with God, and we set high standards that require students to work hard.

Subject Mastery

Excellence means that students master the subjects taught. PCA's curriculum challenges each student to reach his/her highest academic potential.

Responsibility

Responsibility is encouraged with regard to one's own behavior, relationships with others, personal and school property, and academic assignments.

Ingenuity

Many of life's challenges do not have textbook solutions. PCA places a high value on teaching students to think rather than just teaching them facts.

Leadership

PCA seeks to develop and encourage leadership according to the gifts that God has given each child. Effective leadership may take different forms depending on one's calling.

Excellence in education should yield godly, confident adults equipped with both the personal and academic skills required to be contributing members in the church and in society at large.

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 potential; to teach all subjects in the curriculum as part 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.

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.

***In Loco Parentis* Policy**

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

This means that we view education as a partnership between parents and teachers, so that at school, teachers are vested with the authority to love and guide students as representing the authority of the parents. In this relationship, it is important for parents to support teachers in this authoritative role and for teachers to respect parent concerns as they instruct, nurture, and discipline students.

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.

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.

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, leading the Executive Leadership team, assisting the Board of Directors in developing and casting the vision of the school, and overseeing and nurturing the culture of the institution centered upon Biblical principles.

Assistant Head of School

The Assistant Head of School works closely with the Head of School and other members on the Executive Leadership team to ensure the delivery of an excellent classical Christian education at Providence Classical Academy. The Assistant Head of School leads the school's Academic Leadership Team consisting of Grade Level and Curriculum Coordinators. This role provides oversight to the professional development and evaluation of all faculty members and oversees the daily delivery of PCA's mission in all classrooms.

Director of Admissions

The Director of Admissions works closely with the Head of School and other members on the Executive Leadership team to market the school and to recruit and evaluate prospective students and help with the assimilation of these students and their families.

Director of Accounting and Finance

The Director of Accounting and Finance works closely with the Head of School and other members on the Executive Leadership team to ensure the organization is being a good steward of its tuition revenues and donated resources. This role establishes financial policies, controls, and reporting systems; ensures legal and regulatory compliance for all accounting and financial reporting functions; and manages accounting procedures, accounts receivable and collections, budgets, and payroll.

Director of Operations

The Director of Operations works closely with the Head of School and other members on the Executive Leadership team to ensure the excellence of the school in its programs, facilities, communication, and organization, to help the school be effective and efficient. This role oversees facilities and logistics, and technology, gives support and input to operations and human resources, and serves as direct supervisor to the Facilities Manager, IT Services Manager, and Administrative Assistants.

III. SCHOOL OPERATIONAL GUIDELINES

Re-Enrollment of Current Students

Current families may re-enroll current students once they are notified by the Director of Admissions that re-enrollment is open. Details of fees and tuition rates for the next academic year will be provided to the families at that time. 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, 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 grade level Coordinator in consultation with the Assistant Head of School, Head of School, the student's parents and teacher(s), will determine what is in the best interest of the student.

Required Forms and 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.

New 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.

Optimal Class Size

The optimal class size for each grade level is as follows:

Bridge – Kindergarten:	16 students
1st grade - 12th grade:	18 students

These are **optimal** numbers, and the board, under the advisement of the Executive Leadership, reserves the right to authorize larger class sizes.

School Day

School Hours for Bridge and Kindergarten:

Drop-off - 7:30 a.m. - 7:50 a.m.
Instruction - 7:50 a.m. - 2:40 p.m.
Pick-up - 2:45 p.m. - 3:20 p.m.

School Hours for Grades 1-12:

Drop-off - 7:30 a.m. - 7:50 a.m.
Instruction - 7:50 a.m. - 3:05 p.m.
Pick-up - 3:05 p.m. - 3:20 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 7:50 a.m. and doors will be locked.

Students who arrive to school at any point after the school day has begun must report to the appropriate 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. For more information regarding late arrival, see the Tardy Policy in this handbook.

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 or folded to stand up on the dashboard, 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

Student Drivers

Driving a vehicle to PCA is a privilege. Driving privileges may be withdrawn for behavior infractions (including tardiness, excessive absences) or poor grades. Also, cell phones must not be used while operating a moving vehicle on campus. Students using cell phones while driving on campus will lose their driving privileges.

Student Pickup Policies

- All students must maintain current emergency contact information through ParentsWeb.
- In order for a Lower School student to be picked up by anyone not listed in ParentsWeb, he/she must have written permission. Without written permission including email, the student will not be allowed to leave until a parent is contacted.
- 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 in grades Bridge-5th not picked up by 3:20 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.**

PCA does not monitor pickup arrangements or means of departure for Upper School students after the 3:05 p.m. dismissal time. All Upper School students are expected to leave campus no later than 3:20 p.m. unless they are participating in an after-school activity. The school will not assume responsibility for those students who remain on campus after that time but are not involved in an after-school activity.

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. Upper School students must also provide a note to the office staff before checking out. Students in grades Bridge-5th grade must be signed out by a parent or authorized adult in the appropriate school office. Students of driving age may sign themselves out if the office has parental confirmation.

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 at 11:50 a.m.; Bridge and Kindergarten students have their lunch time of 30 minutes at 12:15 p.m. Only students in grades 3-12 may use the microwave ovens to reheat food.

Providence also contracts with a food service provider to create and customize nutritious lunch options. The Courtyard Cafe offers a delicious variety lunch and snack options for our students, visiting parents, faculty and staff members to purchase. More information regarding Courtyard Cafe and online ordering instructions are provided as Appendix F in this handbook.

Food and Drinks

Students are not permitted to bring drinks, other than water, into the classroom. On special occasions, with approval from the Grade Level Coordinator, food may be permitted in classrooms. Students may not chew gum on campus.

Homework

The goal of homework in a classical Christian setting is to develop independent study habits that review and explore course materials learned in class. Homework is meant to spark curiosity in a student who has been instructed in the tools of learning. PCA teachers seek to complete the aims of our curriculum during class time. Home study time should not be used to add additional coursework to our student's learning outcomes.

Lower School Homework Guidelines

1. Homework assignments should be limited to a **maximum** time frame of 10 minutes 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 homework per night, 2nd grade would be limited to 20 minutes per night, 3rd grade would be 30 minutes per night, and so forth. This time frame should accommodate the average student. This policy does not include the time expected for reading assignments and/or reading logs.
2. In *departmentalized grades*, 3rd-5th, it is necessary that teachers are aware of homework assignments in other classes so as to maintain the maximum time frame listed above for homework. Projects must take into account the amount of time assigned on the regular homework schedule. Again, test preparations, projects, and daily assignments need to be kept in balance, and all teachers in a grade level must coordinate their assignments, tests, and projects.
3. Occasionally the school will survey students to make sure that the assignments and homework given to students can realistically be completed within the time frame (see #1).
4. When excused absences occur, a teacher should determine which missed assignments are necessary to complete and when those assignments will be due.
5. Recognizing that many families participate in Wednesday evening church activities, teachers must limit homework to only essential assignments.

Upper School Homework Guidelines

1. Homework assignments should be limited to a **maximum** time frame of 15 minutes times the appropriate grade level per night for the average student. This time frame should include the time required for reading. The rigor of Upper School studies will mean that students will have assignments every day, including Wednesdays. However, the maximum time frame should not be the typical homework load each night, but is reserved especially for major assignments and papers.
2. In the upper school, it is necessary that teachers are aware of homework assignments in other classes so as to avoid burdensome amounts of homework. Major projects must take into account the amount of time assigned on the regular homework schedule. Again, test preparations, projects, and daily assignments need to be kept in balance, and all teachers of any grade level must coordinate their assignments, tests, and major projects.

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. For students in the lower school, check email or their child's binder for a weekly information sheet to include assignments, tests and upcoming events. 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.
3. For students in the upper school, ask their student or check their student's planner for homework assignments or upcoming assessments.
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.

Assessment and Testing

Students are assessed daily by our teachers on the subject matter taught to determine mastery of objectives. An adequate number of grades are taken to accurately reflect a student's progress and to avoid any individual grade carrying an undue amount of weight. Teachers use a wide variety of means for assessment such as tests, quizzes, projects, demonstrations, reports, papers, etc. Formal assessment materials should be graded and communicated to students and/or parents in a timely manner. Teachers in grades 6-12 should check the master test schedule prior to scheduling a test, and then upcoming tests must be posted on the test board so that no student has more than two major tests on a given day.

Semester Exams

Students in 6th grade will take two comprehensive semester exams. Students in 7th and 8th grade will take comprehensive semester exams in the core subjects of English, math, science, and history at the end of first and second semester. High school students will take comprehensive semester exams in all assigned courses. The exams are scheduled during the last few days of the semester in the mornings, with each exam allotted 90 minutes. Seniors needing to take exams during the second semester will take them a week early.

Semester Exam Exemption Policy for Seniors

Seniors are exempt from final exams in year-long courses if they meet all the following criteria:

1. An A average for the second semester (calculated a week before their final day)
2. A first semester grade of A
3. No more than five absences during either semester (number does not include school-sponsored absences). If absences are due to extenuating circumstances (i.e. prolonged illness), the decision will be at the discretion of the grade level Coordinator.

Standardized Testing

IOWA Tests of Basic Skills

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. 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 grade level Coordinator.

PSAT - Preliminary Scholastic Aptitude Test

The PSAT is given to all students in grades 10-11 on a set testing day in October. This is also recommended, but not mandatory, for 9th grade students.

SAT Exams and ACT Exams

Upper School students are personally responsible for signing up for the SAT or ACT examinations. Information regarding test dates is available from the College Advisor.

Grading Scale

Students in our Bridge and Kindergarten Program are assessed according to concept mastery and not according to a grade scale. Teachers will assess a student's academic development in one of three categories: emerging, growing or meets expectations.

The following letter grades, percentages, and grade point equivalents will be used in 1st-12th Grade:

Letter Grade	Percentage Grade	GPA Equivalent
A+	98-100	4.0
A	93-97	4.0
A-	90-92	4.0
B+	87-89	3.0

B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D	65-69	1.0
F	0-64	0

Report Cards

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. In Kindergarten - 5th grade, Friday folders will go out with the graded work from the week to inform parents of student's performance. Upper school students will receive a report card at the end of each semester. Parents of students in grades 1-12 can also keep track of a student's grades via Facts SIS (formerly RenWeb).

College Counseling

Providence Classical Academy is committed to giving its students the tools for lifelong learning and helping them pursue the ends of education, which are wisdom and eloquence. PCA expects its students to desire admission to the best colleges for which they are fit. For that reason the students and parents of the Upper School are served by the grade level Coordinator. This person assists students and their parents as they prepare for college admissions. The School recognizes that planning for college is a multi-layered process; therefore, PCA has taken a holistic approach to equipping its students. The College Advisor takes the time to give attention to each individual in the 11th and 12th grades on a periodic basis but is available to meet with students and parents in other grades.

Academic Transcripts and Transfer Grades

A student's academic transcript includes all high school courses taken and the semester grades earned in each course. It is intended to be a complete and accurate record and is, therefore, not subject to exclusion of any part of the student's academic history. High school credits earned in 8th grade will also be reflected on the transcript and will count toward graduation requirements and a student's grade point average. If a student enters PCA after the 9th grade year, the high school credits and grades earned from another accredited school will count toward graduation requirements and the student's GPA.

Policy on Homeschool Grades: Any homeschool student entering PCA with high school credits

earned in their 8th through 11th grade years will receive a P for any class passed or an NP for any class failed. Any grades given to PCA will not be reflected on the PCA transcript, unless they were earned through an accredited institution and issued on a transcript. The transcript will show only the course name and credit earned. Credits will be counted toward graduation requirements. No more than 8 courses per year can be transferred. Any GPA calculations and reporting for TOPS Scholarship, colleges, or PCA achievements and awards will not include homeschool grades since they are not a part of our transcript.

If a student takes a course at another institution for enrichment or advancements, that course and grade will not be included on the PCA transcript. The exception to this is if a student is participating in an official college joint enrollment program approved by the administration and the course taken is a required course for graduation because the student is unable to take the course that PCA offers.

An official transcript will be sent to colleges, scholarship programs, or other parties as requested by the student.

Graduation Requirements

Minimum core credits required for graduation are as follows: 4 English, 4 math, 4 science, 4 social studies, 2 foreign language. Additionally, two credits of Religion are required for all students except transfer students, who must take Religion each year in attendance if scheduling allows. Students should be advised, however, that these are minimum requirements and may not be sufficient for admission to more selective colleges. Further, students may not opt out of academic classes by using minimum requirements as a reason. The minimum requirements are designed to accommodate students who have failed classes. PCA's goal is to have students take the most challenging course load available.

The students who graduate with the highest two academic averages will be named class valedictorian and salutatorian. These top two honors are calculated based on a four-year numerical record and are reserved for students who have been enrolled full-time at PCA for a minimum of three consecutive years. Any honors will only be given to students who are also in good standing with the school. In case of a tie for valedictorian or salutatorian, the student's ACT score will be used to determine the honor (if still tied, the highest sub-scores from individual tests).

Academic Assistance for Students

Students will be advised of each teacher's availability for academic assistance through the course syllabi. Assistance is for students who are putting forth a good effort to meet all regular requirements in class. It is not designed to compensate for inattention or lack of effort in class. Should a student fall behind in a subject, a more regimented tutoring schedule or tutoring from an outside source may be recommended at the parent's expense.

Lower school teachers will work with parents to coordinate extra help for a student as requested. If additional outside help is needed, tutoring from an outside source may be recommended at the parent's expense.

Student Honors and Awards

Lower School Honor Roll

To encourage academic excellence, the lower school recognizes Honor Roll quarterly in Grades 1-5. There are two designations for Honor Roll:

A student qualifies for *A Honor Roll* when earn all A's.

A student qualifies for *A/B Honor Roll* when earn all A's and B's.

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 their grade level showcase.

Upper School Honor Roll

To encourage academic excellence, the upper school recognizes Honor Roll students in Grades 6-12 on a semester system.

A student qualifies for the *Summa Cum Laude* when they earn a GPA of 4.00

A student qualifies for the *Magna Cum Laude* when they earn a GPA of 3.71 to 3.99

A student qualifies for the *Cum Laude* when they have a GPA of 3.50 to 3.70

National Honor Society Distinction

Eligibility in the PCA chapter of National Honor Society is determined by the cumulative grade point average, which must meet or exceed our chapter's standard for scholarship currently set at a 3.5 average. Once a student has been informed that he or she meets the academic eligibility, the student is asked to complete an application with additional information for consideration by the chapter's faculty council. The faculty council will carefully review the application. In addition to the scholarship standard, membership in NHS is based on standards of service, leadership and character. To be selected as a member of NHS, one must demonstrate on his or her candidate information form that he or she has met or exceeded these additional standards.

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:

Lower School Guidelines

1. Students must pass classes with at least a 65% in each subject.
2. 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. Students must attend 160 days of the school year as mandated by Louisiana Law.
4. If, in the teacher's judgment, there are any other compelling reasons to recommend retention (e.g. developmental reasons), the teacher should communicate their concerns as early as possible both to the parents of the student in question and to the Grade Level Coordinator, who will make the final determination on promotion or retention with the Assistant Head of School.

Upper School Guidelines

1. Students must maintain a GPA of at least 2.0 to qualify for promotion.
2. Students must pass classes with at least a 65% in each subject.
3. The Grade Level Coordinator will consider any petition to diverge from the requirements of this policy and will make a determination regarding such an appeal with the Assistant Head of School.

Academic Probation

Lower School Students

Students in Bridge - 5th grade will be assessed on a case-by-case basis. The grade level Coordinator in consultation with the Assistant Head of School will work with a student's teachers and parents to determine the best possible action to take for a struggling student.

Upper School Students

1. A student in grades 6-12 who carries a GPA below the academic probation threshold (2.0 with no failing grades in any subject) either quarterly for all classes being taken; quarterly for the four core disciplines of English, history, math, and science; cumulatively for all the transcript credit classes the student has ever taken; or who, in any quarter or semester, fails a class regardless of GPA, may be placed on academic probation for the following semester. Additionally, the Coordinator in consultation with the Assistant Head of School will schedule a parent conference to discuss the situation.
2. If after placement on academic probation, a student's semester GPA does not rise to or above the academic probation threshold for their grade collectively for all classes over the semester, collectively for the four core disciplines of English, history, math, and science over the course of the semester, cumulatively for all the transcript credit classes the student has ever taken, and he/she does not earn at least a C- in a class failed during the previous semester, the Grade Level Coordinator in consultation with the Assistant Head of School and the student's teachers may determine whether the student ought to be dismissed from the school on academic grounds.
3. The Grade Level Coordinator in consultation with the Assistant Head of School may limit school-sanctioned co-curricular activities participation in an effort to aid the student in academic achievement (including, but not limited to, athletic participation).

Dual Enrollment

Courses taken through local colleges that have been coordinated through PCA will be counted as graduation credit. The family is responsible for providing transcripts from the college to PCA as proof of the courses taken and credits earned.

Student Attendance Requirements

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 Assistant Head of School.

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.

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.

NOTE: 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.

Attendance Requirements Specific to Upper School

In high school courses, any student absent from a course more than **ten** times in one semester will ordinarily not be given credit for that course. An upper school student who is more than 20 minutes late to a 50 minute class or more than 40 minutes late to a 90 minute class is considered absent for that class. In grades 6-12, it is the student's responsibility to determine the class work and homework assignments that were missed due to an absence.

Deviation from any of these standards will require written petition from the parents, followed by a review from the Coordinator and Assistant Head of School. Only very special circumstances, usually related to extended physical illness, would allow an exception to the above listed attendance requirements.

College Visitations

High school students are allowed a total of three excused absences each year during their junior and senior years for the purpose of college visitation. Permission must be obtained in advance of a visit for the absence to be excused. College visitation forms are available in the upper school office. These excused absences will not count against students when exam exemption privileges are considered.

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 7:50 a.m. or after class begins will be considered tardy.

Guidelines for Start of School tardiness

1. Carline will end at 7:50 a.m. for all grades and the entrance doors will be locked. Any student, lower school or upper school, who arrives after 7:50 a.m. will be considered tardy.
2. Students who are tardy must report to the appropriate 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.

NOTE: Four tardies will be considered one absence for attendance purposes.

Additional Guidelines for Tardiness in the Upper School

1. Upper School students arriving to class after any of the class periods have begun will be considered tardy.
2. Teachers will inform a student of a tardy violation and enter the tardy into Facts SIS (ParentsWeb).
3. Repeated violations will result in additional discipline measures. Two tardies in any one day will lead to a demerit.
4. Excessive tardies to any one class within a week may also result in demerits.

Definitions:

Excused Absence: Absence from school for any of the reasons listed below.

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 Coordinator.
7. School-sponsored co-curricular activity

If there are circumstances not covered by one of the above, parents must petition the Coordinator in writing. The Coordinator, in consultation with the Assistant Head of School, 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 or classes resulting from a doctor's appointment, temporary sickness, or from any situation pre-approved by the Coordinator 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 or classes for a reason not listed under an excused tardy. For upper school 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. Students are encouraged to arrive at school at least 5-10 minutes before the school day 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 the start of first period or 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 lower school 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 grade level Coordinator, in consultation with the Assistant Head of 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 absences and tardies on each student's report card.
6. *Four tardies will be considered one absence for attendance purposes.*
7. Given the negative impact absence and tardiness can have on a student's overall academic achievement, the Coordinator 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.
8. 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 by a parent/guardian in the lower school office for grades 1-5 and at the K-wing desk for grades Bridge and Kindergarten. Students in 6th-12th grade may sign themselves in at the E-wing desk. Students will then receive a pass to class. If requesting an excused tardy for a doctor's appointment or sickness, a parent's note or

physician excuse must be presented. **Students arriving late to school in the morning will not be allowed to enter their classroom without a pass to class.**

9. Parents wishing to pick up a student early from school must sign them out in the lower school office grades 1-5 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.
10. Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents in FACTS SIS in the Emergency Contacts, 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 Coordinator or Administration. 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.

Make-up Work Policy

Each teacher will determine which assignments are to be made up when a student is absent.

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.

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.

NOTE: 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.

Pre-Arranged Absences

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. Family trips are considered an unexcused absence.

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.

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.

Co-Curricular Pick-up for Lower School Students

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.

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 edit their contact information in ParentsWeb if it changes.*

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. Teachers communicate to parents about PCA's curriculum, schedules, and classroom policies.

Meet the Teacher Day

Parents and students are given the opportunity to drop off school supplies and/or label supplies ordered online and meet their teacher(s) on the Friday before school starts for their grade level. Upper School students are given the opportunity to practice opening their locker and walking through their schedule.

Parent-Teacher Conferences

1. Parents of PCA students are encouraged to stay in close communication with their child's teachers and, if necessary, the grade level Coordinator. 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. In grades Bridge-5th, a day for parent-teacher conferences will be scheduled in the fall. Parents are encouraged to utilize this day of conference times in order to communicate directly with their child's teacher(s), especially families that are new to the school. It is only through close home and school cooperation and communication that the educational ideals of PCA can be achieved.
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 grade level Coordinator or other Administration, parents should call the school.
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 and encouraged in the Upper 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.

Knight Binders (Bridge - 2nd Grade)

The Knight Binder is used to communicate regularly with parents, communications from teachers and the school office. 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 (Lower School)

In Kindergarten-5th 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 have their student(s) make corrections to the papers. For 3rd-5th Grade, permission slips and other communication will be included.

Facts School Information System (formerly RenWeb)

This computer software program is used to record student attendance, serves as a gradebook for teachers and allows parents of Grades 1-12 to check their child's attendance and grades via Facts SIS. Teachers in these grades also also post class expectations and/or syllabi. Teachers are asked to keep their gradebook up-to-date so that at any given time a parent can see their student's progress. Parents can expect grades posted within a week of the date of the assignment and/or test.

Grade Reports

Parents of students in Grades 1-12 are expected to review their child's progress through Facts SIS. For all Lower School students, Friday Folders are intended to inform parents of student performance. Students in Bridge-5th grade receive report cards at the end of each quarter. Students in grades 6-12, as well as students participating in courses for high school credit, receive report cards at the end of each semester.

Facebook

Providence Classical Academy has a public Facebook page to allow parents the opportunity to catch a glimpse of what goes on inside the walls of the school and share it with the community. Our page represents the whole school and offers general information that can be shared. We also have a group, PCA Marketplace, that allows parents to sell and/or promote items that may or may not be PCA-related. This is a great place to sell gently used uniforms.

NOTE: No Facebook Group or Social Media using the name of Providence, its logo, or representing the school may be created without the express written permission of either the Head of School or the Assistant Head of School.

PCA School App

Providence Classical Academy has partnered with Legit Apps to provide a user-friendly app that allows parents to access information through their smartphone for all things PCA, such as announcements, sports, clubs, activities, events, grades, and so much more. Download the free app and easily stay connected to the school: providence classical - bossier

Telephone Usage/Parent Messages

1. Students may use the office phone to make necessary phone calls if they have received permission from their teacher. (i.e. to inform a parent that after-school practice is cancelled or that they left their binder 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

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 of Student Concerns

Any student having a concern for himself/herself or for someone else, may bring the concern to the Grade Level Coordinator either personally or via a comment box located in the main hallway. The comment box allows for anonymity in reporting. Parents may also communicate concerns for students to the Grade Level Coordinator preferably through email.

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:

1. 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.
2. Primary Parent - The school will send all correspondence requiring a response to the parent living at the student's primary residence.
3. Lower School Knight Binder and/or Friday Folder - The school will assume that the lower school Knight Binder and/or Friday Folder 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 and/or Friday Folder in a timely manner. That is, the family assumes responsibility that all guardians/parents transfer information to the appropriate guardian/parent.

Non-custodial Parents

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. When custody rights have been established by a court of law, a copy of all pertinent legal documents must be on file with the office. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's attendance at school-related programs or access to the child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. Only parents who have entered into a contractual relationship with the school are considered part of the parent body.
3. Items of communication or information from the school will be addressed to the custodial parent. The non-custodial parent can request that duplicate copies of such items be sent to him/her as well, though the school may charge a small fee to cover postage and handling.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent.
5. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents a written court order or the school gets verified authorization in writing from the custodial parent.
6. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.
7. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Curriculum

Curriculum Materials

PCA strives for Classical Christian teaching methodologies and curricular choices to be utilized in 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 Curriculum Coordinator.

Each teacher is expected to cover all content objectives for his/her particular grade level or subject according to the curriculum guide. Teachers may not include in their classes specific parts of the curriculum that are prescribed for another class. Special care should be taken not to assign or encourage students to read literature selections that are used as text materials for other grades. To ensure that this does not happen, teachers at each grade level must be familiar with the curriculum of each of the other grades if adding to the curriculum.

All teachers are expected to keep up-to-date, accurate curriculum maps of curriculum taught for each subject he or she teaches.

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 may use materials that state they are for Common Core Curriculum. If a text is selected that has such verbiage, PCA will use the materials but will not in anyway intentionally adhere to COMMON CORE standards.

The establishment of curriculum in each subject area includes mission statements and goals for graduates. Courses are set in a cyclical or graduated order progressing in a sensible way towards reaching the goals for graduates that allow for skills and tools to be developed for further the understanding in their field. Then, a three-year cyclical review process should commence with the first year following the completion of the above for all subjects. The three-year cycle should address mission statements and the progression plan to meet them as necessary for each subject. The subjects should be reviewed in the following order: Year 1 - Math, History, Literature, Grammar/Writing, Science; Year 2 - Theology, Foreign Language, Art, Music, Drama; and Year 3 - PE, Memory, Spelling, etc.

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

1. Best carry out the school's mission and goals
2. View the subject from a Christian viewpoint if those materials are available
3. Provide a balanced view of issues
4. Are approved by the Curriculum Coordinator or the Assistant Head of School as fitting with the school's mission and curricular goals if the materials contain offensive elements
5. Do not champion an immoral worldview, portray evil or unbelief in an approving manner, or lead participants to distorted conclusions about the Christian faith
6. Have been reviewed by the Curriculum Coordinator or Assistant Head of School whenever the teacher has any reservations about whether the proposed materials satisfy the standards of selection or whenever a formal complaint has been written
7. Are age-appropriate and maturity-appropriate for the students
8. Complement 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. Records, report cards, and transcripts may be held until books are returned or replacement fines are paid.

Challenged Curriculum or Library Materials

1. If parents object to any textbook or other curriculum item, the parent should bring their concern 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 Grade Level Coordinator.
3. Parents should be aware of PCA's policy concerning selection of curriculum resources as stated in the *PCA Parent/Student Handbook*.
4. The same procedure should be followed for objections to any library materials. If the issue is not resolved, the materials will be turned over to the Curriculum Coordinator re-evaluation.

Summer Reading and Skill Retention

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. The school's hope and desire is that students read several books during the summer. 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.

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.

Field Trips and Events

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 students 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 slip is accessible if needed.
2. 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.
3. Only screened and approved volunteers will be allowed to drive or supervise students other than their own child.
4. Drivers are expected to follow all driving laws and to keep cell phone usage to a minimum. There should be **NO TEXTING**.
5. Bossier Parish School Board bus transportation is available for some field trips.

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.

Field Trip Refund Policy: Monies for field trips should be paid in advance to the trip and will not be refunded unless the school forbids a student from attending a field trip

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 grade level Coordinator, Assistant Head of School or Head of School.
4. The School must provide parents with timely information about school-sponsored activities. The grade level Coordinator or appointed Administrator 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 grade level Coordinator or appointed Administrator 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).

Field trips and school-sponsored college visits are considered a part of the curriculum and, as such, absences from these will be considered an unexcused absence.

Guidelines for Music Played at PCA and PCA-Sponsored Events

The desire of PCA is to choose things that are good, true and beautiful, and, as such, we desire to play music on campus and at all PCA-sponsored events that is in accordance with this principle. To that end, we require that the music not violate any of the following standards:

- No profanity
- No sexually suggestive songs
- No taking the Lord's name in vain
- No overt heresy
- 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. 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. Teachers are encouraged to play only classical/wordless music during work time. Christian stations and music with words may be played during lunch, free time, and/or inside recess.

NOTE: While we will not monitor individual cars, we do encourage parents to adhere to these

standards while driving students on PCA functions.

Student 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.

Student Conduct and Discipline

School Discipline Principles

The policy set forth below, which applies to all students in the lower school and upper school, 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 grade level Coordinator considers swift and decisive action necessary, the Coordinator, in consultation with the Assistant Head of School and 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.
- Students in grades Bridge-5th should use hallway time and transitions as a time to recite

scripture, chants, jingles and/or poems.

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 in grades Bridge-5th 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.
- Students in grades 6th-12th will remain in the assigned area during dismissal. Conversation should not be overly loud, and the students must follow any instructions given by any of the school's faculty, administration, or staff members. The use of electronic devices during dismissal will be under the discretion of the designated duty teachers and/or the Coordinator.

Discipline Policy for Lower School

Classroom Discipline

1. Teachers will follow developed classroom discipline procedures for misconduct not rising to the level requiring an office visit to the Coordinator, such as clip moves.
2. If misconduct is persistent, teachers will send home yellow slips to be signed and returned, noting misconduct incidents and consequences.
3. The issuance of three yellow slips will result in a red slip and visit to the Coordinator and/or Assistant Head of School's office.

Office Discipline

1. During an office visit with the Coordinator and/or Assistant Head of School, the nature of the discipline will be determined and the parent(s) will be notified. Restitution, janitorial work, parent's attendance during the school day with their child, or other measures consistent with biblical guidelines may be determined as appropriate means of discipline.

2. There are five basic behaviors that will automatically necessitate discipline from the Coordinator and/or Assistant Head of 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. Continued misbehavior: If for any of the above or other reasons a student receives discipline from school Administration (Coordinator, Assistant Head of School, or Head of School), the following accounting will be observed within a given school year:
 - a. The first three times a student receives a Red Slip, the student's parent will be contacted and given the details of the office visit. The parents' assistance and support in averting further problems will be sought.
 - b. The fourth Red Slip will be followed by a meeting with the student's parents and school Administration.
 - c. Should the student receive a fifth Red Slip, a one-day suspension will be imposed on the student.
 - d. Should the student receive a sixth Red Slip, a two-day suspension will be imposed on the student.
 - e. If the student receives a seventh Red Slip, the matter will be forwarded to the Board for an expulsion hearing to determine whether the student should be expelled from the school.
4. Serious Misconduct: If a student commits an act that has, or may have, serious consequences, school Administration may set aside the office-visit process set forth above, and impose immediate suspension of the student.

Discipline Policy for Upper School

The upper school uses a demerit system to document and address misbehavior.

Student offenses that will receive a demerit include repeated tardies (tardy to any 2 classes in one day or persistent tardiness to one particular class, flagrant disregard of the uniform policy, disruption of class, persistent refusal to do homework or prepare for class, general disobedience, or violation of the cell phone or electronics policy. The following offenses will likely result in multiple demerits (up to 5, depending on severity):

- Inappropriate language
- Disrespect to adults or other students
- Amorous displays of affection on campus or at school events
- Destruction of property
- Dishonesty such as lying or cheating
- Fighting
- Bullying

For the first 5 demerits, the teacher will notify Coordinator and parents by email or phone about the issues, and remind them of the detention policy. The Coordinator can help with classroom

management or other ideas for helping students become self-disciplined.

For every 5 demerits that they receive, students will experience differing levels of consequences:

1. For the 1st & 2nd Levels in a school year (5-10 demerits), a student will be sent to the Coordinator, a call will be made to the student's parents, house points lost, and the student will have to serve detention.
2. For the 3rd Level (15 demerits), the student will be sent to the Coordinator and Assistant Head of School, who will then have a conference with the student's parents, house points will be lost, and the student will be assigned to serve a Saturday work detail.
3. For the 4th Level (20 demerits), the student will be sent to the Coordinator and Assistant Head of School, who will then have a conference with the student's parents and teachers, and the student will have to serve a 2-day at-home suspension, in which they will only be able to receive a max of 1/2 credit on work missed. The incident will then be reported to the PCA Board.
4. For the 5th Level (25 demerits), the student will be sent to the Head of School, who will then have a conference with the student's parents and teachers. The student will have to serve a 3-day at-home suspension, in which they will only be able to receive a max of 1/2 credit on work missed. The incident will then be reported to the PCA Board.
5. Any further demerits will likely result in immediate expulsion, depending on the results of the prior expulsion hearing.

PCA strives to provide an educational environment which reflects and promotes Christian values; which is safe, productive and nurturing; and which is free of drugs, alcohol, illegal substances and immoral behavior. Any student who engages in illegal or immoral behavior is subject to appropriate disciplinary action, as outlined in the *PCA Parent/Student Handbook*.

Acts of serious misconduct could result in a student being suspended or expelled. Reasons that could warrant such action include, but are not limited to, the following:

- Violation of the Academic Dishonesty Policy
- Continued deliberate disobedience/disrespect
- A rebellious spirit that is unchanged after much effort by the school staff
- Contributing to the spiritual or moral decline of other students
- Sexual misconduct
- An act endangering the lives of others
- A serious breach of conduct
- Vandalism of school property
- Violations of civil law

Reasons other than behavioral ones that could give cause to dismiss a student from school include, but are not limited to the following:

- Failure to maintain passing grades
- Failure to uphold the school's attendance policy
- Falsifying information during the application process

- Failure to maintain financial commitment,
- Or other reasons as deemed necessary for the good of the school

Items Prohibited

These items are not allowed for use on campus:

- Skateboards, hoverboards, scooters, skates, roller blades, shoes with wheels
- Lighters, knives, firearms, etc.
- The Executive Leadership or Administration of the school may add to this list at any time they deem necessary

Weapons

- The possession of any explosive device or weapon, including but not limited to guns and knives, is not allowed on school property or at any school events.
- Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.

Violations of these rules will result in immediate suspension and could be grounds for expulsion.

NOTE: 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

It is the School's goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ. The school encourages students to see that living a Christian lifestyle is based on conscious choice rather than mere adherence to a strict moral code or acceptance of prevailing practices in society at large. Christian lifestyle is expected of all students and consists of practicing Christian virtues and avoiding attitudes and actions that the Bible condemns as sinful.

PCA expects its students to abstain from the use of alcohol and other controlled substances at all times. Experimentation with or use of alcohol and other controlled substances is irresponsible social behavior and a detriment to one's learning potential, destructive of the learning environment for oneself and others, potentially dangerous, and illegal.

PCA believes it has a responsibility to assist students and families faced with this issue and will take necessary action to protect the rest of the student body.

The goal of disciplinary action is not only corrective, but also restorative. Therefore, the school strongly believes that professional counseling involvement and appropriate follow-up through action may be necessary when such discipline is required at the parent's expense. PCA strongly suggests the family notifies their church to allow their involvement and support for the student. In addition, suspension or other disciplinary action may be necessary for students who violate the school's expectations related to alcohol and/or controlled substances.

Tobacco Usage

- The use and/or possession of tobacco and tobacco products (including electronic cigarettes and vaping tools) by parents, students, visitors and employees is prohibited on school property and at all school events.
- For the first offense, students may be suspended and placed on probation, which would prohibit involvement in extracurricular activities for a specified period (to be determined by the Coordinator).
- Repeated offenses may result in a ban from extracurricular activities, additional suspensions, or possible expulsion.

Drug Usage

Any student who, regardless of time or location, possesses, uses, or is under the influence of illegal drugs, controlled substances (including alcoholic beverages), or who possesses associated paraphernalia, is subject to disciplinary action, which may include suspension, probation, mandatory counseling, or expulsion.

Drug Dealing

Selling, supplying, or distributing any controlled substance, regardless of where the infraction occurs will result in immediate suspension, notification of the police, and a recommendation for expulsion.

NOTE: The Head of School reserves the right to expel students for first, second, and additional offenses.

First Offense

The parents will be informed when a student is known or suspected to be using or possessing the above-mentioned substances. If a student is suspected by the Administration of using any of these substances, the Coordinator may request permission from the parents to administer or obtain a drug test. Refusal to comply with this requirement may be grounds for expulsion.

If it is determined that the student is using illegal drugs, the parents of the student will be required to meet with the Coordinator, Assistant Head of School and the Head of School to discuss intervention /prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

Parents and the student will be required to complete the program chosen by the parents and approved by the Head of School and required to follow the recommendations made at the closing interview. The Head of School shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon the program's completion. Refusal on the part of the student and/or parents to fully participate and follow recommendations may result in expulsion. The school will seek to work closely with the program directors, the student, and the parents to insure proper follow-up.

Depending upon the severity of the offense, the Coordinator in consultation with the Head of

School may suspend the student (for a minimum of three (3) days), and in extreme cases may contact legal authorities. In addition, a probation period in which students are not permitted to participate in co-curricular activities will be applied. During the probation period, the teachers will also evaluate the student's attitude and behavior at school. Appropriate recommendations will be made to the Coordinator.

As a restorative measure, mandatory counseling may be required for the student. The details of this counseling will be worked out between the Coordinator and the family.

Additional Offenses

The student will be suspended and the Coordinator will make a recommendation to the Assistant Head of School and/or Head of School regarding the student's future relationship with the school.

Drug Testing and Awareness Program

PCA reserves the right to conduct drug testing and awareness programs for all high school students. The purpose of this program is to ensure that our school maintains a drug-free environment. The administration is confident that the program will help our students better understand the damaging effects of drugs and will deter student drug use.

Ongoing random testing can be conducted during the school year. In addition to random testing, the administration may include a specific student for testing if there is reasonable evidence that this student is involved in drug/alcohol use.

In the event of a positive test, parents will be notified, and the student will be retested. Retesting will allow for any false positives. If the second test is also positive, the school will begin an intervention process involving the student, his parents, and the administration. The intervention process could include continued drug testing, counseling, meeting with a faculty mentor, evaluation of extracurricular involvement, etc. The intervention process will be structured according to the specific student's situation and could result in outcomes ranging from school discipline to expulsion. If a student tests positive at any point after having gone through the intervention process, the student will be dismissed from PCA.

Academic Dishonesty Policy

1. ***Lying.*** Lying is communicating untruths or misrepresentations in order to gain an unfair academic advantage. It includes, but is not limited to:
 - a. misrepresenting one's own research
 - b. providing false or misleading information in order to be excused from classes or assignments
 - c. intentionally underperforming on a placement exam

2. ***Cheating.*** Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. Any use of materials without explicit permission from the teacher of the class which gives a student an advantage that all other students do not have will be

considered cheating. These include, but are not limited to:

- a. giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, or examinations
 - b. using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, or examinations
 - c. altering or falsifying any information on tests, quizzes, assignments or examinations
 - d. using any material, portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so
 - e. working on any examination, test, quiz or assignment outside of the time constraints imposed
 - f. submitting an altered examination or assignment to an instructor for re-grading
 - g. failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty
3. **Stealing.** Stealing is the act of intentionally taking or appropriating the academic work of another, including plagiarism, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor
4. **“Plagiarism”** occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page and that the source of outside information and ideas be identified and attributed to that source. Students are responsible for learning proper scholarly procedures.

All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

All instances of academic dishonesty will be punished. Normally, if intent of academic dishonesty is likely, this will result in a 0 on the test or assignment. Repeated instances will likely involve failing the class and could result in expulsion. Participating in any form of academic dishonesty will normally also result in 5 demerits. Even the appearance of academic dishonesty will result in some form of punishment.

Student Locker Policy

1. The use of student lockers at PCA is a privilege. PCA has the authority to assign, limit the use of, or terminate the use of students' lockers. If these policies are not adhered to, students will be disciplined, which could follow with result in loss of locker privileges.
2. PCA has authority to open and inspect lockers as well as to take custody of any contraband items found in lockers. Contraband will be considered any item so defined by law, policy, regulation, or any item deemed by the administration to be a danger to health, safety, and welfare of our students. The discovery of such contraband items could

result in disciplinary action.

3. It is strongly advised that assigned lockers be locked at all times by a combination or key lock purchased by the parents. PCA is not responsible for lost or stolen items that are in an unsecured locker. It is expected that students will not share their locker combinations or open lockers not assigned to them.
4. The correct lock combination or spare key must be on file with school administration. If a locker cannot be accessed by the code on file, the lock will be cut and replaced at the parent's expense.
5. Students are responsible for keeping their lockers clean, neat, and secured. Failure to maintain a locker could result in the loss of locker privileges. Content of a locker is the responsibility of the students to whom the locker is issued. If items that do not belong to a student are placed in his locker, the student has the responsibility to inform the administration. No student shall access another student's locker without permission.

Cell Phones and Electronic Equipment

Lower School Guidelines

Students 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, and PCA is not responsible for any damage done to the items.

Upper School Guidelines

Students are **NOT ALLOWED** to use cell phones or other personal electronic devices during the school day. All cell phones or other personal electronic devices **must be** turned off and stowed in the backpack between the hours of 7:50 a.m. and 3:05 p.m. No cell phones are permitted at lunch or in study hall. PCA provides computers for academic work so there is no need for personal electronics. If there is an emergency, the parent may call the school office, and they will get a message to the student. Disciplinary procedures for cell phone/electronic device violations are as follows:

1. First offense for the year: Demerit and confiscation of phone/device for the entire day
2. Second offense: Demerit/confiscation of phone/device for the remainder of the day parent may pick up the phone/device from the Coordinator
3. Third offense: 2 demerits/confiscation of phone/device for the week-parent may pick up the phone/device from the Coordinator with a \$10 fee.
4. Fourth Offense: 5 demerits/confiscation of the phone/device for a month/conference with Assistant Head of School and parents. Student may be forwarded to the board at this point.

NOTE: Upper School students may use recording devices in specific classes with the permission of the teacher. Students using a recording device without the teacher's permission will be subject to disciplinary procedures. Students may not use their camera or video functions for any reason during the school day without administrative approval.

Computer Usage Policy

Computer and Internet usage will be allowed only upon receipt of a signed copy of Computer and Internet Usage Agreement form, which is located in the Appendix of the handbook.

PCA is pleased to provide students in grades 6-12 access to its computer network for educational purposes, including a unique school email address and restricted access to the public internet for research associated with their course of study.

The school is not able to guarantee that a student will *never* be able to access inappropriate internet content, particularly if that student makes intentional, determined, and sustained attempts to do so. Abuse of the school's internet connection by students or inappropriate use of technology by students can result in students being banned from using personal electronic devices on campus.

Student Guidelines

Students given access to the school computers will be given a unique password which they are expected to keep confidential.

None of the following is permitted without the explicit permission from the administrative staff:

1. Installation of non-approved software on PCA computers
2. Reconfiguring PCA computers
3. Gaming on any computer

Guidelines for student-owned computers (only allowed for 9th-12th grades):

1. Use on school campus is intended solely for academic purposes
2. May be used during class only with explicit teacher permission
3. Are subject to monitoring (must be willing to grant access to PCA staff)
4. Are not to be used for personal communication without explicit teacher permission

Violating the guidelines may result in:

1. Restriction or loss of network access (this forfeiture may directly impact assignment grade)
2. Disciplinary action by the administration

In order to ensure that computers/devices and the internet are used in a proper manner, the administration and staff have the authority to monitor all aspects of technology usage which occurs within the school facility.

Social Media Guidelines

Social Media (online via computer or phone) is a popular means of networking and 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 closely monitor nor 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.

Students are not permitted to be online during school hours, unless directed by PCA teachers/staff. Online use is only permitted for academic purposes, such as historical research and writing and current event discussions.

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.

Uniform Policy

Providence Classical Academy is committed to the use of uniforms for its students. We want our students to distinguish themselves through their work, character, and personality, rather than through attire and adornment. We believe that the use of school uniforms:

- Places emphasis on learning, not clothing
- Allows for cohesive presentation as a group
- Ensures students are safely dressed for activities
- Facilitates security by identifying outsiders
- Creates a more work-like atmosphere
- Reduces peer pressure and social stigmas
- Promotes a positive image of the school in public
- Enhances school spirit

Fundamental Benefits:

First, uniforms prevent the application of subjective standards of dress in the classroom. Parents, students, and teachers know that the uniform meets PCA's standards of modesty. Uniforms allow our board and staff to focus on academic concerns.

Second, uniforms are a positive influence in the school. Providence Classical Academy places particular value on a disciplined learning environment. This environment makes it easier for the Academy to complete its primary task – the education of children. A child learns that when he is wearing a PCA uniform, he will be engaging in studious activity.

Third, uniforms encourage *esprit de corps*, where individuality is sacrificed for the good of the group. This removes the potential distraction of “what clothing other students are wearing”. It also sets our group of students apart from other schools, encouraging each student to operate as a part of a body, much like an athletic or military group is identified by common dress.

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.

- 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.
- Our exclusive uniform provider is Land’s End. We have found that the quality and price is consistently the best.
- Uniforms must be worn at all times (including field trips) unless the grade level Coordinator gives permission otherwise.
- If the Coordinator 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 Administration.
- The grade level Coordinator is the final arbiter of whether a student is in compliance with the dress policy.

The specific uniform requirements for students by grade level including dress code requirements on free dress days may be found as follows:

Appendix C for Bridge-2nd Grade

Appendix D for 3rd-5th Grade

Appendix E for 6th-12th Grade

Uniform Violation Consequences

When a Lower School 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.

Upper School students will receive a demerit for violating the school uniform policy. Major infractions of the dress code, such as a student being blatantly out of uniform or blatantly immodest, will result in the student being removed from the classroom until his or her parents are able to bring them a suitable change in clothes. A teacher or staff member should inform a student when they are out of uniform and ask them to correct the issue.

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration 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 off of the main hallway in the lower school and at the end of E-wing in the upper school. 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.

Emergency Procedures

Each classroom contains a copy of the Emergency Preparedness Folder, which includes PCA's emergency procedures, policies, and protocols.

Drill Practices

Monthly practice evacuations of the school building are conducted. Tornado drills and lockdown 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.

School Closings

There is always the possibility of school cancellation due to inclement weather or related

conditions. The Head of School, in consultation with the Executive Leadership team, will make the decision regarding school closings. Because misinformation is so easily transmitted, parents and school personnel are asked not to call one another, but to rely on the above protocol. As soon as possible after a decision is made, a message will be posted on the PCA App, the school's Facebook page and communicated through email.

Campus Visitors

1. All visitors to the PCA campus must sign in at the appropriate office, Bridge & Kindergarten - Lower School - Upper School, 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. Visitors outside of the lunch period must sign in at the appropriate office 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 grade level Coordinator. 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 appropriate office and sign an observation agreement form. All college observations should be arranged through the grade level Coordinator.
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 nearest office and notify the office 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 to a background check. Please notify the appropriate teacher or sponsor of your interest, and a link to a secure online application will be emailed to you. All volunteers are required to abide by the policies of the school.

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.

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

- 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.

- I will model good behavior at all times by honoring and respecting students, teachers, administration, and other parents.
- 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.
- I will support teachers, staff, and administration working with my child, in order to encourage a positive and enjoyable experience for everyone.
- 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).
- 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.
- I will not have any offensive, insulting or abusive language or gestures to teachers, staff, and administration.
- 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.
- 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:

1. First time - Warning
2. Second time - Forbidden from the school for a decided period of time. If the parent comes to school during that period of time, they will be asked to leave and forbidden from the school for the rest of the year. If parent refuses to leave, the local authorities may be contacted.
3. Third time - Forbidden from the school for the rest of the school year. If the parent violates request, they will be asked to leave. If the parent refuses to leave, the local authorities may be contacted.
4. Fourth time - This matter will be forwarded to the board for expulsion.

NOTE: 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.

Rules for Engagement

Rules for Engagement

- *Accessing Teachers* - If a parent needs to address a concern, please set up a conference or communicate with the teacher through school email.
- *Guidelines for observing classes* - If parents are concerned about recess or want to come observe a class including specials, please contact an administrator 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 an Observation Agreement Form.

- *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 the conflict can be solved.
- 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.

IV. SCHOOL POLICIES

Student Athletic Policy

Our understanding of the Christian worldview compels us to go beyond training the mind only. The training of the body brings glory to God as well. Athletics represent one aspect of a comprehensive educational program, not the main focus of the program. Our academic and athletic programs are not structured to be in competition with each other. Rather, the athletic program should be planned so as to present minimal interference with the academic program. PCA uses both academics and athletics to help accomplish the goal of students becoming well-rounded individuals, striving toward their God-given potential. We believe that competitive team experiences contribute significantly to the development of personal character, mutual support, and school spirit and also provide ideal situations for teaching biblical principles of behavior.

In athletics, as in all areas, we expect our coaches, players, and students to represent PCA in a manner that is respectful of others and pleasing to God.

Expectations of Student Athletes

1. All students are eligible to participate in the extracurricular athletic program, assuming they meet the age and grade level requirements of each sport.
2. Anyone who participates in Varsity athletics must have a physical exam for the current school year completed and on file before the first day of practice.
3. All athletic fees must be paid before a student will be issued a uniform or allowed to participate in scheduled games.
4. Athletes must attend practices and competitions. When this is not possible, they will notify their coaches immediately.
5. No athletic practices will be held on Sunday. If the Wednesday practice time (or any other time) conflicts with church activities, the student will be excused from athletic practice with no penalty to the student.
6. Students must be in attendance at school at least one-half of the day in order to participate in an athletic event that day. Approval from the Athletic Director must be granted if an athlete or coach wishes to have this policy waived for any reason.
7. Students will be granted an excused absence when missing classes due to participation in

an athletic event. However, it is the student's responsibility to inquire as to any missed classwork or homework assignments.

8. Students are expected to be at school on time the morning after a late night athletic event.
9. Athletes' grades will be checked periodically, and if a student is not passing, he/she will be ineligible to participate in athletics until sufficient improvement is made.
10. If a student fails more than one class in a semester, he/she may be ineligible to participate in athletics the following semester.
11. If a student is suspended for any reason, he/she will be ineligible to participate in athletics during the suspension period.
12. Because students on athletic teams are representatives of the school, if a student engages in behaviors either inside or outside of school that are inconsistent with the values of the school, the student's participation in athletics may be affected.

Expectations of Parents of Athletes

1. Parents will represent PCA in a manner that is honoring to God.
2. Parents will pledge to demonstrate the best sportsmanship possible. They will respect themselves, players, opponents, coaches, officials, and fans.
3. Parents will maintain a positive, "team first" attitude.
4. Parents will follow the chain of command if they have a problem with a coach: first speak to the coach, then (if applicable) the Head Coach, then the Athletic Director, then the Coordinator, and then the Head of School.

For more information regarding parent expectations, please refer to Parent Expectations in this handbook.

PCA 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 who 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.

NOTE: 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.

For additional information regarding PCA's Medical Policy, please see our Letter Regarding Sickness found in Appendix B of this handbook.

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 a 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(s) 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.

Food Delivery Policy

PCA will not permit food delivery services to deliver food to students or school employees during school hours. With the rise of food delivery services, parents over the last few years have increasingly used these services to have lunches delivered to Providence. However, this has created an issue that both threatens to disrupt our school operations (due to increased traffic and interruptions for the office staff) and to introduce safety concerns of unvetted people outside of our school community roaming the hallways of our school. We have made a concerted effort to improve the quality and access to hot lunches from an on-campus vendor. Any exceptions to this policy would have to come to through the Director of Operations.

NOTE: Any food deliveries for events and/or class parties must be approved by the Grade Level Coordinator.

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 Director of Operations.

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 > Coordinators > Assistant Head of School > Head of School

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, executive leadership 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. A copy of the Matthew 18 policy and PCA's Grievance Policy can be found in Appendix of this handbook.

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 grade level coordinator. If the student brings the concern, he must have permission from his parents to do so.
 - c. If there is still no resolution, they should request a conference with the assistant head of school.
 - d. If the issue is still not resolved, they should request a conference with the head of school.
2. Parents/patrons to administrator:
 - a. If parents or patrons 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 grade level coordinator.
 - b. If there is no resolution, they should request a conference with the assistant head of school.
 - c. If the issue is still not resolved, they should request a conference with the head of school.
 - 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. 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 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 coordinators, assistant head of school 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 coordinator, assistant head of school or 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.

If a dispute among families becomes disruptive to the school, the head of school and the Board reserves the right to become involved in the matter.

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 any administrator. Teachers should report an offense to the appropriate Coordinator or the Assistant 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.

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 child 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.

Pursuing the glory of God by pursuing the good of students,

Howard Davis, Head of School

Providence Classical Academy

Bridge-2nd Grade Uniform Guidelines revised July 2019; revised "Outerwear" September 2019

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

Boys in Bridge-2nd Grade

- 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 from any vendor (NO cargo, athletic or PFG style). Elastic waist is acceptable and preferred in Bridge.
- 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 (optional): Black, brown or navy with a plain buckle.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays 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. 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 Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the school's app, 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 watches, bracelets, rings, earrings or necklaces.
- Additional information: 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 Bridge-2nd Grade:

- 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. Elastic waist is acceptable and preferred in Bridge.
- *Jumper, Skirt and Shorts should be no longer than 2 inches below the knee and no shorter than 4 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 (optional): PCA plaid, black, brown or navy with a plain buckle.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays only.
- *All grades MUST wear tennis shoes and socks for P.E.*
- Fridays: Spirit shirts (**Navy only**) with logos/words in school colors with uniform bottoms. 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 Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the school's app, jeans worn must be full length (NO shorts or capris) and have no tears or holes. Capri jeans may be worn if they are mid-calf length or longer.
- 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). No watches, bracelets, rings, or necklaces.
- Additional information: Makeup is not permitted; No visible tattoos or piercings other than ears; 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.

Bridge-2nd Grade Free Dress Guidelines (for assigned Free Dress days):

Students are to dress modestly on free dress days. Short, skirt lengths should follow the regular uniform guidelines, no shorter than 4 inches above the knee. All hemlines of shorts/skirts/skortts should be clearly visible below any length shirt, sweatshirt or outerwear. 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, tank tops 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, 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.

APPENDIX D

Providence Classical Academy

3rd-5th Grade Uniform Guidelines *revised July 2019; revised "Outerwear" September 2019*

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

Boys in 3rd-5th Grade

- 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 from any vendor (NO cargo, athletic or PFG style).
- 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 (required): Black, brown or navy with a plain buckle.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays 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. 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 Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the school's app, 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: One watch is allowed; 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 3rd-5th Grade:

- 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 from any vendor (NO cargo, capri, athletic or PFG style); Jumper in plaid #57 purchased from Land's End; Skirt or Skort in plaid # 57 purchased from Land's End.
- *Jumper, Skirt, Skort and Shorts should be no longer than 2 inches below the knee and no shorter than 4 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 (required): PCA plaid, black, brown or navy with a plain buckle. Uniform skirts and skorts that do not have belt loops may be worn without a belt. All uniform shorts and pants should have belt loops and be worn with a belt.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays only.
- *All grades MUST wear tennis shoes and socks for P.E.*
- Fridays: Spirit shirts (**Navy only**) with logos/words in school colors with uniform bottoms. 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 Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the school's app, jeans worn must be full length (NO shorts or capris) 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). One watch is allowed. Smart watches are NOT allowed.
- Additional information: Makeup is not permitted; No visible tattoos or piercings other than ears; 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.

3rd-5th Grade Free Dress Guidelines (for assigned Free Dress days):

Students are to dress modestly on free dress days. Short, skirt lengths should follow the regular uniform guidelines, no shorter than 4 inches above the knee. All hemlines of shorts/skirts/skorts should be clearly visible below any length shirt, sweatshirt or outerwear. 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, tank tops 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, 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.

APPENDIX E

Providence Classical Academy

6th-12th Grade Uniform Guidelines *revised July 2019; revised "Outerwear" September 2019*

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

Boys in 6th-12th Grade

- Shirts: Long and short sleeve navy polo shirt with school logo purchased from Land's End; short sleeve undershirts may be worn in white or navy only. Navy long sleeve Under Armour compression type shirts may be worn under polo shirts in cold weather. High School boys can wear the blue or white monogrammed oxford long sleeve shirt. Uniform shirts **MUST** be tucked in.
- Bottoms: Khaki uniform style pants or shorts from any vendor (NO cargo, athletic, PFG or Columbia style). Uniform pants and shorts should be a Chino Khaki style/color and must have belt loops; No elastic waistbands. Length of shorts should be no shorter than 4 inches above the knee.
- Shoes: Shoes (including tennis shoes, dress shoes, and sandals) can be 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; No large or colored labels (such as Nike, Under Armour, etc.).
- Belts (required): Black, brown or navy with a plain buckle.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays only.
- *All grades MUST wear tennis shoes and socks for P.E.*
- Fridays: Spirit shirts with khaki pants or shorts. School led team t-shirts may also be worn every Friday (such as JCL, House, other club shirts, etc.) No tournament shirts are allowed on Fridays unless permission has been granted by Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the PCA app, jeans worn must be full length (NO shorts) and have no tears or holes.
- Fingernails: should be clean and neatly trimmed.
- Hair: No facial hair - should be clean shaven; 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: One bracelet, one watch and one necklace is allowed; Smart watches are NOT allowed.
- Additional information: No makeup; No 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 6th-12th Grade:

- Shirts: Long and short sleeve navy polo shirt with school logo purchased from Land's End; High School girls can wear the blue or white monogrammed oxford long sleeve shirt. Uniform shirts **MUST** be

tucked in.

- Bottoms: Khaki uniform style pants, skirts, skorts or shorts from any vendor (NO capris, cargo, athletic, PFG or Columbia style); Skirt or Skort in plaid # 57 purchased from Land's End. All shorts and pants must have belt loops. No elastic waistbands.
- *Shorts, skirts, and skorts should be no shorter than 4 inches above the knee*
- Navy modesty shorts **MUST** be worn under all skirts.
- 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. Heels may NOT be above 1 ½ inches high.
- 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 (required): Black, brown or navy with a plain buckle. Uniform skirts and skorts that do not have belt loops may be worn without a belt.
- Outerwear: Any style of solid navy outerwear may be worn, such as a jacket, sweater, hoodie, sweatshirt, coat, etc. Items may be hooded, however the actual hood may not be worn on the head inside the building. The PCA logo is optional. Approved PCA spirit wear may also be worn. 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. Other colored outerwear may be worn outside only - those items must be removed when inside the building. A uniform collared shirt must be worn underneath outerwear and be visible; Spirit shirts may be worn underneath outerwear on Fridays only.
- *All grades MUST wear tennis shoes and socks for P.E.*
- Fridays: Spirit shirts with khaki pants, skirts or shorts. School led team t-shirts may also be worn every Friday (such as Cheerleading, JCL, House, other club shirts, etc.) No tournament shirts are allowed on Fridays unless permission has been granted by Administration. Regular uniforms are also allowed on Fridays.
- Blue Jeans Day: Announced by the office via email and the school's app, jeans worn must be full length (NO shorts or capris) and have no tears or holes.
- 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 (one natural color); Hair accessories should be coordinating school colors (navy, gold, white, or plaid only)
- Jewelry: Girls may wear modest jewelry. Smart watches are NOT allowed.
- Additional information: Light makeup is permitted; No visible tattoos or piercings other than ears; 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.

6th-12th Grade Free Dress Code (during Free Dress Week)

Students are to follow the short/skirt lengths of the regular uniform policy. All shorts should be no shorter than 4 inches above the knee. *All hemlines of shorts/skirts should be clearly visible below any length shirt, sweatshirt or outerwear.* No short shorts, flip flops, pajamas or costumes. All leggings (no flesh color) should be worn with shirts that fall long enough to touch mid-thigh. Spaghetti straps and tank tops must be covered with an appropriate top. Students who do not follow the guidelines will call parents to bring a change of clothes and may be subject to further discipline including demerits or losing privileges in future. Modesty is the key. All travel attire (including overnight trips) is to follow the free dress code requirements. If swimming is involved, all girls are to wear a modest one-piece bathing suit or the equivalent. Both girls and boys are required to cover up before and after swimming.



Courtside Cafe

Lesley Duke, owner of Southern Sweet Tea Pops, LLC and I'll Fry Away Mobile Kitchen, will be providing an on-site food program at Providence called ***Courtside Cafe***. Her services will create and customize nutritious meals and snacks for our students, visiting parents, faculty and staff members. Lesley is passionate about serving good food and that passion is clearly seen in the goals she has established for the upcoming school year:

- 1) support locally sourced food products
- 2) use natural oils
- 3) strive to use hormone-free and antibiotic-free meat and poultry
- 4) use low-sugar recipes
- 5) and cook from scratch!

PCA's Courtside Cafe will offer all of the above while providing choices within each meal that appeal to a younger palate as well as older students and adults! Lesley has experience with incorporating diverse cultural menu options while paying close attention to dietary needs and allergy concerns.

All of this at a lower cost... yes, that's right... a lower cost for lunch options. Our new food program will also allow older students to order a la carte items for those increased appetites we know so well! And for the younger students, parents will have the option to add a little something extra to pre-ordered lunches, an encouraging note or scripture can be added to their child's lunch each day.

Delicious food will be prepared in the kitchen at Providence each day. Our parents, students, faculty, and staff will save time because Lesley and her amazing kitchen staff will take food preparation and/or delivery off your hands. And you will save money because of the lower prices this new program can offer!

Online Ordering Information

There are only three easy steps to follow to order some of the new delicious food options offered by the Courtside Cafe! In an effort to assist the kitchen in being good stewards, the ordering deadline will be each Wednesday for the following week of service. Last minute orders and

forgotten lunches can be fulfilled with a variety of options, however the best way to guarantee that you get exactly what you want is by ordering before the deadline.

Please follow the instructions below to get started. The Menu has been updated and is ready to accept orders immediately!

The first step is to ***create an account***:

1. Visit the hot lunch website at <https://lunches.southernsweetteapops.com/>
2. Click “Create an account”
3. Fill out the form and click “Register”

The next step is to ***add a student***:

1. “Student” at the top of the screen
2. Click the button “Add a Student”
3. Fill out the form to place an order (for added security regarding food allergies, please include important allergy information with your child’s name:
 - a. i.e, Cameron Duke (peanut, gluten)
4. Parents may also create their own account by completing this step and entering “adult” instead of the grade level.

The last step is to ***order delicious food***:

1. Click “Order” at the top of the screen
2. Find your desired date and click on a food item to see available options and details including allergies
3. Click the portion size (if one is available)
4. Click “Add to Cart”
5. Go to cart and process the order
6. To watch tutorials, click on the “Tutorials” link in the side menu

Tutorial videos are available to assist you with each step. They are easily accessible by clicking on the “Tutorials” link in the side menu.