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### **School Statement of Policy Procedures**

**Providence Christian Academy reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.**

# Providence Christian Academy 2009-2010 School Calendar

## AUGUST

- 10 Elementary/Middle Orientation/Open House-7pm
- 11 Pre-School Orientation/Open House-6:30pm
- 12 **1st Day of School-Elem/Middle-1/2day-8:30am**
- 17 **Pre-School Starts-8:30am**

## SEPTEMBER

- 7 **Labor Day - NS (No School)**
- 11 1<sup>st</sup> Mid-Term Ends
- 17 Mid-Terms Sent Home
- 21-25 Teacher/Parent Conferences

## OCTOBER

- 5-9 **Fall Break - NS**
- 16 End of 1<sup>st</sup> Grading Period (42 days)
- 23 Report Cards Go Home

## NOVEMBER

- 12-13 **Teachers In-Service ACSI Conference-NS**
- 17 2<sup>nd</sup> Mid-Term Ends
- 24 Mid -Terms Sent Home
- 25  **$\frac{1}{2}$  day of school-Thanksgiving Holiday**
- 26-27 **Thanksgiving Holiday-NS**

## DECEMBER

- 18- Last Day of Classes  
End of 2<sup>nd</sup> Grading Period (41 days)
- 21-3 **Christmas Holiday -NS**

## JANUARY

- 4 School Resumes
- 8 Report Cards Go Home
- 18 **Martin Luther King's Day- NS**

## FEBRUARY

- 5 3<sup>rd</sup> Mid-Term Ends
- 8-12 Teacher/Parent Conferences  
Mid-Terms Sent Home (11)  
 **$\frac{1}{2}$  Day School - Staff Development (12)**
- 15 **President's Day-NS**

## MARCH

- 12 End of 3<sup>rd</sup> Grading Period (48 days)
- 19 Report Cards Go Home
- 19  **$\frac{1}{2}$  Day School - Staff Development**

## APRIL

- 2 **Good Friday-NS**
- 5-9 **Spring Break-NS**
- 21 4<sup>th</sup> Mid-Term Ends
- 26-29 Stanford 10 Testing Week
- 28 Mid-Term Sent Home

## MAY

- 28 **Last Day of School for Students**  
End of 4<sup>th</sup> Grading Period (49 days)

NOTE:  $\frac{1}{2}$  day of school = 8:30am-12:30pm

<u>Mid Term Dates</u> <u>Dates</u>	<u>End of Nine Weeks Dates</u>	<u>Report Cards Dates</u>	<u>Parent/Teacher Conference</u>
1 <sup>st</sup> -ends-Sep 11 Send home-Sep 17	1 <sup>st</sup> -Oct 16 (42 days)	Oct 23	Sep 21-25
2 <sup>nd</sup> -ends- Nov 17 Send home-Nov24	2 <sup>nd</sup> - Dec 18 (41 days)	Jan 8	Feb 8-12
3 <sup>rd</sup> -ends- Feb 5 Send home-Feb 11	3 <sup>rd</sup> -Mar 12 (48 days)	Mar 19	
4 <sup>th</sup> -ends- Apr 21 Send home-Apr 28	4 <sup>th</sup> -May 28 (49 days)	June 4	

# **INTRODUCTORY POLICIES AND STATEMENTS**

## *WELCOME...*

We thank God that you have joined the PCA family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it.” (Proverbs 22:6) This demands a concerted effort by the home, church, and the school – the PCA team. It is imperative that close harmony be maintained between the members of the PCA team to effectively meet all the needs in our students’ lives. The necessity of this closeness is seen when we begin to define our classroom as any place where structured learning experience is occurring. In this context, everyone is a teacher.

## **PCA HISTORY**

Providence Christian Academy was established in 2004, by parents and others in the community, desiring to have a local Christian school for students to grow in the knowledge and grace of Jesus Christ. The first year was a tremendous blessing with over 75 students age two through Kindergarten. This year’s enrollment is over 250 students which includes preschool through seventh grade. Ultimately, the school’s vision is to expand one grade at a time, eventually through high school.

## **PURPOSE OF THE HANDBOOK**

This student handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Providence Christian Academy. Although the handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions concerning the policies and procedures of the school. It is important to realize these policies and procedures are formatted as a way to implement our goals in Christian education as well as to provide a safe, orderly, efficient, and consistent approach to problems. Commitment to these by students, parents, and staff enables the school to run on a smooth, orderly basis. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of the book is to allow parents, students, and teachers to be “of one mind” in the privilege we have of training children to honor God with their lives. Please refer to this handbook throughout the time your child attends Providence

Christian Academy. A current copy will be available in the school office and online at:

***[www.pcageorgetown.org](http://www.pcageorgetown.org)***

**Please take time to read through the handbook with your child, and make sure both you and your child understand the policies as stated in this handbook.**

## **MISSION STATEMENT**

Providence Christian Academy, in partnership with the home, the church, and through reliance on the inerrant Word of God as the foundation of academia, seek to lead the whole student into higher levels of excellence so each student may impact his/her own world for Christ.

## **CORE VALUES**

Core values are an organization's inherent enduring beliefs that are not to be compromised for financial gain or short term expediency. They are values so fundamental and deeply held that they will never change or be compromised. We will use our core values to guide all of our decision-making in each facet of our ministry. It is our belief that by sharing, committing to, and practicing these values we can reach higher levels of excellence in Christian education.

PCA is committed to:

1. Developing an effective partnership with the home and the church.
2. Shaping the Biblical world view within our school community.
3. Respecting the God-given uniqueness of each individual.
4. Teaching Christ-like character.
5. Inspiring a passion for learning.
6. Pursuing excellence in academic standards.

## **STATEMENT OF FAITH**

We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God.

We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.

We believe in Jesus Christ as fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that the atoning sacrifice of Jesus Christ makes salvation possible for all persons. It is by grace through faith that humanity becomes regenerated, justified, sanctified, and glorified in Jesus Christ. By accepting Him as Lord and Savior, one is born again by the Holy Spirit and becomes a child of God.

We believe in the resurrection of both the saved and the lost; persons saved by grace through faith, are resurrected to eternal life, while those who reject salvation by grace through faith, are resurrected to eternal misery and separation from God.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.

## Code of Conduct

Students must realize that it is a privilege to attend PCA and therefore agree to abide by the following Code of Conduct:

1. Students must show respect and courtesy to all individuals.
2. Students must show respect for church/school property and equipment.
3. Students must not throw objects in the building at any time.
4. Students must not bring toys, playing cards, dice, electronic games, videos, music devices, laser pointers/pens, skateboards, skates, etc. to school. Exception on toys will be up to preschool/elementary teachers with regards to show and tell days.
5. Students must not bring posters or magazines with anti-Christian themes or topics, or offensive content.
6. Weapons of any kind are not allowed at school.
7. Students must adhere to the PCA dress standard.

Providence Christian Academy seeks to promote an atmosphere that reflects basic scriptural principles. A student's conduct should measure up to that which is normally expected of a follower of Jesus Christ. Honesty, courtesy, reverence, dependability, cleanliness, trustworthiness, and respect for authority are qualities marking the Christian. **Scoffing and mocking, which are common in today's society, are condemned in Scripture and will not be tolerated. Respect will be shown for both school personnel and fellow students. (Proverbs 3:34, 14:6, 22:10, II Peter 3:3).** Behavior in hallways and classrooms should demonstrate courtesy at all times. In acting responsibly, the student needs to observe all the school's rules and respect the rights and property of others. The Scriptures teach that "Whatsoever you do, work at it with all your heart, as working for the Lord, not for man..." (Colossians 3:23). There are specific items that arise as culture changes that are not mentioned in the Handbook. If there are any questions regarding the acceptability of these trends for the PCA student, the administration should be consulted. The school does not thereby condone behavior and appearances which are not mentioned.

## For the Parents

We are in whole-hearted agreement with the educational philosophy, values, standards of conduct, and the principles of this covenant. We will work with the teachers in a spirit of teamwork as together we train our child/children. If at any time during the training of our children, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child/children from PCA.

## For the Students

I understand that Christian teachers are an extension of my parents.  
I will strive to obey them as they seek to train me according to God's Word.

I will seek at all times with the help of the Holy Spirit to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that willful disobedience to these principles and the guidelines of the student handbook may result in my dismissal from PCA.

## **For the School**

We pledge by God's gracious enablement to uphold the principles of this covenant as we work together to train your children.

# **ADMISSION INFORMATION**

## **Nondiscrimination Policy**

Providence Christian Academy adheres to a longstanding policy of admitting students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. PCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, athletic programs, or any other school-administered programs.

However, PCA reserves the right to refuse admission to any professed homosexual/bisexual student as well as any student who supports or condones such practices. (Lev.20:13; Rom. 1:27)

## **Policy on Acceptance of Students with Disabilities**

Providence Christian Academy believes that every child deserves and is entitled to a quality education, regardless of physical, mental or emotional disabilities. However, due to constraints on the school's ability to physically and financially accommodate children with disabilities and lacking the necessary specialized support staff required to create a proper learning environment, it would be a disservice to the children to allow them admission at this time. Furthermore, if current PCA students are tested and diagnosed with a specific kind of disability and the school can no longer accommodate their academic needs, then the student will be released from the school. The final decision on admission of any child shall be exclusively reserved to the School Board and is not subject to review or appeal.

## **Admission Process**

Application for admission to Providence Christian Academy is open to any academically qualified students of good character, provided the family is in agreement with the child's instruction under the PCA Statement of Faith and Mission Statement. PCA was purposed as a local Christian school that gives a Bible-based education for students whose parents/guardians desire this option and the applicant qualifies for admission. All students currently enrolled in Providence Christian Academy (Preschool-7<sup>th</sup> grade) are generally given priority for the following year except upon the express recommendation of the administration. Students, whose fifth birthday is on or before October 1, are eligible to apply for Kindergarten. There will be no exceptions to this rule.

Interested parents will be asked to follow the procedures listed below in order to enroll their children in

any grade at Providence Christian Academy. Acceptance of students, grades preschool-7th, for the next school year begins with the re-enrollment of our current school families during the month of February. PCA reserves the right to interview, test, and selectively enroll applicants. Students are required to provide a current report card, their report card from the previous year, and a copy of their most recent standardized test scores. Two years of standardized test scores are required for students applying for grade four or higher. Students must also complete a request for transfer of records and must take an admission test. A place in the class is reserved for the student upon receipt of initial application materials. However, students cannot be formally accepted until final transcripts from the previous school attended are received and satisfactory entrance testing and interview are completed.

- Obtain an enrollment packet.
- Complete all required documentation.
- Complete Entrance Testing.
- Attend a required Parental/Student Interview Meeting.
- Conditional confirmation of acceptance will be provided by phone and by letter.
- Upon receipt of transcripts, a final decision will be made regarding acceptance. The parent/guardian will be notified by phone and by letter.

NOTE: A separate application form must be completed for acceptance into our Leap and Grow (extended care) program. Applications are available in the school office.

## **Preschool Admissions**

In order to maintain enrollment status, all students must have an updated KY Immunization Certificate and a Student Information Form on file. In general, all students currently enrolled in Providence Christian Academy preschool are automatically enrolled for the following year, except upon the recommendation of the administration.

## **Late Enrollment**

Any student enrolling after school begins will be considered a **late** enrollee and will be subject to the same registration procedures. Full tuition will be charged to all elementary students entering during the first nine-weeks of school. After the first nine-weeks, tuition will be prorated. This does not apply to preschool and extended care students as their charges are based on date of entry into the program.

## **Waiting List**

When a class is full, the student who has completed the application process will be placed on a waiting list. As a vacancy in that class arises, the parents/guardians will be notified on a first-come basis. The waiting list does not carry over into the next school year. The enrollment fee will be refunded if a spot does not become available.

## **Re-Enrollment**

Students attending PCA will be given the opportunity to re-enroll during the month of February.

## **New Student Enrollment**

New student enrollment will be available to the general public on the last Saturday in February (Open House). New students will be accepted using the following priorities:

1. Providence Christian Academy members with siblings already in school.

2. Children of present faculty members.
3. Open enrollment applicants.

PCA reserves the right to make exceptions to these priorities in individual cases with extraordinary circumstances. New and incoming elementary/middle school students will be on probationary status for a nine week period from the time of enrollment. The Administrator may dismiss probationary students at any time during the probationary period for failure to meet PCA standards related to behavior and academic performance. This will result in the student not being eligible to attend Providence Christian Academy for the remainder of the school year.

### **Sibling Enrollment**

Siblings of current students may submit an application during re-enrollment of current students in February. They do, however, need to meet with the administration and meet all other entrance requirements.

### **Student Withdrawal**

A student is not considered withdrawn until the administration has been notified by the parent/guardian. The parent will be asked to complete a withdrawal form, or in the case of dismissal, the parent has been notified and the parents have had an official interview with the administration. Tuition will continue until the withdrawal is completed. Report cards or other school records will not be issued for any student whose account is not current (for example: tuition, fees, meal program, etc).

## **Finances**

### **Tuition**

Please refer to published brochures or the PCA website for current tuition rates for elementary, middle school, preschool and extended care programs. Fees are listed below. Report cards will be held until the account is paid in full. Parents will receive a 30 day late notice. If a 60 day late notice is sent, parents have 5 days to respond. Students may not attend class if accounts are more than 65 days in arrears. Multiple child tuition discounts are incorporated into the schedule.

### **Financial Obligation Statement**

A payment schedule will be sent to each school family during the month of July (June for option D), outlining their payment schedule for the next school year. Parents will receive two copies – one to keep, and one to sign and return to the school office, acknowledging your understanding of your responsibility. Before a student can begin classes, a signed financial statement must be on file in the school office. This statement gives specific details of tuition and other fees for the school year. It is the responsibility of parents/guardians to contact the school administrator or School Board finance chairman if financial problems arise.

### **Registration Fee**

The registration fee is due at the time of enrollment or re-enrollment. The registration fee is non-refundable.

### **Re-Enrollment Fee - \$50.00 per student or \$100/family (non-refundable):**

This fee is non-refundable and must be paid in full when the re-enrollment forms are submitted. This fee is not credited to your tuition. Acceptance of re-enrollment is contingent on completion of all

enrollment criteria.

### **New Student Enrollment Fee - \$50.00 (non-refundable)**

This enrollment fee is required of each student who is applying for the first time. This fee covers application processing and testing materials and must accompany the completed application form. This fee is only refundable if the student does not gain admittance.

### **Preschool Fees**

The fee for 2 day classes is \$40 and for 4 day classes is \$55. The fee includes a classroom fee (\$15/2 day classes; \$30/4day classes) that will go into an account designated for your child's teacher and will be used for items needed that are not readily available in the resource room. The remainder of the fee is used to purchase the following:

1. Classroom supplies-crayons, markers, glue, scissors, folders, Clorox wipes, paper plates and anything else that might typically be listed on a school supply list.
2. Providence Christian Academy school bag (to be used instead of backpacks).

### **Elementary/Middle School Fees**

A curriculum fee of \$150.00 is due on the first day of classes. This is not refundable and will go towards curriculum and classroom supplies. Another \$150.00 is due on January 1<sup>st</sup> for curriculum and classroom supplies for the second semester.

### **Late Fees**

1. Tuition and extended care payments not received by the 15<sup>th</sup> day of the month (or first business day thereafter) will be charged a **late fee of \$25**. A further late fee will be added for each successive month that the tuition or extended care payment remains past due (check your financial statement for details). Accounts 30 days in arrears will receive a letter from the Business Manager. Accounts 60 days in arrears will be given five business days to bring their account within 30 days. Accounts 65 days in arrears may result in students not being able to attend classes. If the account remains past due or a payment plan has not established at 60 days, the PCA Board reserves the right to remove the child/children from the school enrollment. Once a student has been removed from the school's enrollment, a new application must be submitted before the student can be re-admitted and the past due account must be current.
2. At any time during the school year, report cards and/or school records will be held until all outstanding and miscellaneous fees (lunch charges, etc.) have been paid. It is the responsibility of the parents to contact the Business Manager if financial problems arise.
3. A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current month enrolled for preschool students. Elementary/middle school students should refer to the Financial Obligation Statement. Fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.

### **Tuition Assistance**

Tuition assistance awards are based on the family's demonstrated need as determined by specific financial

information required on an application provided by the school. Awards are made for one year only, based on the availability of tuition assistance funds. Current families will be given priority consideration in the aid allocation process. Check with the school office as to the annual deadline for application.

### **Pre-Payment**

A 2% discount will be applied to the total tuition amount if the full year is paid on or before the first day of the academic school year.

Semi-annual/Semester Payments: First semester tuition paid by August 1<sup>st</sup> will receive a 1% discount. Second semester tuition paid in advance by January 1<sup>st</sup> will also receive a 1% discount.

### **Sibling Discounts**

Sibling discounts are available to families that have multiple children enrolled at PCA and at least one of the children is enrolled in the elementary school. The discounts are as follows:

First (oldest) child 0% discount, second (oldest) child 20% discount, third and subsequent children 30% discount per child.

### **Records**

At any time during the school year, report cards and/or school records will be held until all fees (lunch charges, etc.) and tuition have been paid. No student will be allowed to reenter school in August until all accounts are paid in full. Records of students will not be transferred to other schools until all fees and tuition have been paid.

### **Donations**

Presently, tuition is not tax deductible, but cash gifts are. From time to time, parents might like to donate needed school equipment and supplies. Please see the administration for a current list of needed items. Donations to the general fund are always appreciated.

## **SCHOOL ATTENDANCE**

### **Instructional School Day**

The school day begins at 8:30am and ends at 3:30pm for Kindergarten through seventh grade. The preschool day begins at 8:30am and ends at 12:00 noon. The Extended Care program operates from 6:00am to 6:00pm.

### **Drop-off/Pick-up Procedures**

Parents may drop off elementary/middle school students between 8:15-8:30am each morning at the designated door. Classrooms will not open until 8:15am for elementary/middle school students and at 8:20am for preschool students. Students should not be on the school property before that time, unless attending the Extended Care program. It is recommended that elementary/middle school students be in the classroom by 8:15am to prepare for the beginning of the day. After 8:30, parents are expected to park and walk their children in to the school office. Students are tardy if they arrive after 8:30am and will require a tardy slip from the office prior to entry into the classroom. Students will be marked absent for the proportion of the day they are not in attendance.

Preschool and Extended Care students should be escorted into the building by their parents/guardians and their arrival noted on the Childcare Manager time clock. The Preschool day begins at 8:30am and ends at 12:00 noon. Classrooms will not open until 8:20am and students should not be on the school property before that time, unless attending the Extended Care program.

Any student who remains ten minutes past dismissal will be escorted to the Extended Care program and the parents/guardians will be charged for this service. Extended Care ends promptly at 6:00pm. If a student is not picked up by 6:00pm, the account will be charged a late fee. The school must enforce this standard to ensure the safety and security of students.

In addition, parents are to follow the established pick-up and drop-off procedures which are distributed at the beginning of the school year. It is imperative that all parents cooperate with the established procedures for the safety of all students.

### **Cancellation & Delay of School**

If school is cancelled or delayed due to inclement weather and/or other emergencies including during the school day, parents will be notified via the local television stations. PCA will be mentioned directly. Television channels are: ABC, CBS, FOX, and NBC. Please make prior arrangements and provide a list of the individuals who may pick-up your child in the event of early dismissal. In the event of a two-hour delay, preschool will be cancelled for the day.

### **Faculty**

All staff members of Providence Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most important qualifications for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian School ministry is their service to God, and a personal acceptance of the Lord Jesus Christ. The teacher is in charge of his/her classroom. We ask that parents support their child's teacher in the eyes of their child and in no way undermine his/her authority while in the classroom.

### **Class Size**

The object of PCA is to maintain a low student to teacher ratio. Elementary classes are designed for twelve students per Kindergarten class and fifteen students in grades one through seventh. Subject to the Board of Directors, these numbers may be revised. Preschool and extended care classes follow state regulations based on age of the students and space requirements.

## **GENERAL STANDARDS**

### **Preschool/Extended Care Dress Code**

Children are able to explore their environment with ease when comfortable and are able to concentrate on learning and playing. Preschool students should dress in season appropriate clothing. Girls should wear shorts under a dress. Shoes with open heels (flip flops) are not allowed.

Be aware that activities can be messy at times. If at any time, the children will be working with permanent paint you will be notified in advance so that you can dress your child accordingly. Our teachers will make every effort to cover clothing with smocks.

(Please refer to the Dress Code section on page 35 of this handbook for information for elementary/middle school students.)

### **Cell Phone Usage**

During school hours, all cell phones **MUST** be **turned off** during the school day. They may be used after school or at organized activities. Confiscated cell phones will be turned over to the administration.

Phones will be returned to parents **ONLY**, not to students.

## Incoming Telephone Calls

Teachers and students will not be called from the classroom to answer telephone calls unless it is considered by the office to be an emergency. Parents may leave voicemail messages on telephones located in each teacher's classroom. Otherwise, a message will be left in the teacher's box to be picked up before school, after lunch or at school dismissal. Every effort is made to ensure that the message is given in a timely manner.

## Restricted Areas

The following areas are off limits to students at all times:

- the church sanctuary (except when accompanied by a teacher)
- the open area in the rear of the school classrooms
- Preschool/Sunday school classrooms not used by PCA
- Resource room
- Cafeteria/ kitchen area

## Holiday Celebrations

Because of the discrepancy of what is acceptable in regards to the celebration of holidays, the following schedule will be observed. Parties need to be held at the end of the school day for no more than one hour.

Month	Holiday	Acceptable	Not Acceptable
September	Labor Day		
October	Columbus Day, Fall, Halloween	Harvest, Scarecrows, Pumpkins, Spiders, Happy Jack-O-Lanterns	Bats, Black Cats, Scary faces, Witches, Owls, Ghosts
November	Veteran's Day, Thanksgiving	Celebrated School wide, Pilgrims, Indians	
December	Advent, Hanukkah, Christmas	Biblical teachings of holidays and traditions, celebration of Christ's birth, Star, Nativity, Caroling, Christmas tree, giving spirit, Party allowed.	Santa Claus, Reindeer, Elves
January	New Year's Day, Martin Luther King Jr. Day	Educational Day	
February	President's Day, Valentine's Day	Friendship, Love for each other, God's love for us, Party allowed.	Cupids, Nothing of sensual nature, Kissing, Lips, etc.
March	St. Patrick's Day	3 Leaf Clover as related to trinity	Leprechauns, Bags of gold, 4 leaf clover
April	Palm Sunday, Easter/Spring	The Resurrection, Resurrection Eggs, Coloring eggs, Egg hunt	Easter Bunny
May	Mother's Day, Memorial Day		

## Birthday Parties

Birthday parties will not be held at school or during school hours. No personal party invitations are to be distributed unless every student in the class or every child of same sex as the birthday boy/girl receives one. Parents may bring a light snack to be served at the discretion of the teacher. Teachers should be notified in advance of any treats to be shared with the class. No deliveries (i.e.; flowers, balloons etc.) are to be made to students on special occasions.

## Gum/Candy

Gum chewing is generally not allowed by students in any part of the school or church facilities. Teachers can use their discretion when permitting gum chewing as a privilege or reward. Students should not bring gum or other candy to school. For safety reasons, candy donated to the class as a special treat

should not be hard candy or candy on a stick.

## **Lunch**

Parents are also invited to share lunch with their child. All visitors and volunteers are asked to sign in at the school office. Students should bring a lunch and drink from home each day or utilize the PCA lunch program. Candy, gum or caffeinated and carbonated drinks are not permitted.

## **Acceptable Music**

PCA endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. Parents are requested to cooperate with the school in this regard by not allowing secular music to be played on field trips or at school-sponsored parties or activities when they are serving as chaperones or otherwise assisting teachers. Any exception to this rule requires pre-approval from the administration.

## **Media Policy**

Video usage in the classroom will be limited to educational purposes only and should fit into the time frame of that particular subject. If more time is needed, it may be continued the next day. Music, books, and videos are powerful tools for learning and will be utilized at PCA. All music, books, and videos that are used will be considered carefully by the instructor to make sure that they have nothing inappropriate. Our guide to the appropriateness of music, books, and videos is Scripture.

The school administration will have authority to approve or disapprove of any material in the classrooms. If the instructor is uncertain as to the appropriateness of music, books, or videos then the administration will review the particular item and make a decision.

## **Lost and Found**

Many items are lost each week that cannot be returned to the students because they are not labeled with the student's name. Please be sure that every item of clothing, including jackets, sweaters, scarves, gloves, lunch boxes, glasses, backpacks, etc. all have the child's first and last name marked on the item. Use permanent marker. If an item is found with a child's name in it, it will be returned to the student. If there is no name, the item will be placed in the Lost and Found box for a period of time. If it is not claimed, these items will be donated to a charitable organization.

# **STUDENT CONDUCT AND DISCIPLINE**

## **DISCIPLINE PROCEDURES & POLICIES**

Upon choosing Providence Christian Academy for their child's school, parents/guardians agree to be governed by the basic philosophy of the school, its rules and procedures. Parents/guardians agree also to work with the school to help their child develop a sense of honor, integrity, and responsibility toward self and others. Effective discipline assists in the development of the child's self-control, character, orderliness, and respect for others. Every student has a right to learn while attending Providence Christian Academy. Therefore, all students are expected to comply with the school rules, policies and procedures during the school day, during all school functions at the school or off campus, including overnight trips, at any time they are on school property, and coming to or from school.

The administration of Providence Christian Academy uses a variety of disciplinary methods to maintain

a positive and safe school environment. Providence Christian Academy expects full cooperation from both students and parents. The Bible admonishes, **Train up a child in the way he should go; and when he is old, he will not depart from it.** (Proverbs 22:6) Discipline at PCA is viewed as an opportunity to teach. A Biblical approach is followed as the teachers and administration assume the role of shepherd. Creating a safe and nurturing environment is a priority. The Bible also admonishes, **Above all else, guard your heart, for it is the wellspring of life** (Proverbs 4:23). Addressing the heart of the student is paramount in providing the proper direction for school behavior and for life. Disruptive behavior will be dealt with in the context of counseling with a goal of bringing the student to true repentance and restoration. While grace will play a major role and forgiveness issued, continually disruptive students will not be permitted to remain in school. The following reflects the heart of the Biblical philosophy, which is incorporated into the various methods used in the discipline process.

## **Biblical Discipline**

- Reflects the character of a creative and redemptive God
- Considers the heart as the root of all behavior
- Sees the child as created in God's image and as a fallen sinner
- Understands the importance of relationships
- Grows and matures the student from the inside out
- Teaches the child to make wise choices in response to a loving God
- Does not ignore misbehavior
- Issues just rewards and punishment
- Affirms the child unconditionally
- Partners with parents
- Is based on Biblical principles
- Addresses the what and the why of a child's behavior

## **Positive Procedures**

Disciplinary planning often focuses on negative behavior. At PCA, we believe that placing a strong emphasis on positive behavior will not only reduce the negative connotation associated with discipline, but will also follow God's command to "train up our children" so that they will not depart from the way they should go. Part of this training includes the study and exhortation of positive character traits throughout the school year. These will be presented through Bible messages, stories and games throughout all ages.

## **Discipline Plan and Guidelines**

Students in grades 2-7 will be required to carry a student planner. Parents will sign and return the daily behavior progress note the following day. PCA staff and parents expect the students of PCA to demonstrate appropriate behavior. Disciplinary action will be taken including detention, parent/teacher conferences, and conferences with the administration based on the offense. Teachers will confront conflict and behavior problems in the classroom.

All teachers are empowered to handle discipline within the classroom and within the school. The steps below will be followed when handling a disciplinary offense.

Step 1 - 1 <sup>st</sup> Offense	Warning given to student
Step 2 - 2 <sup>nd</sup> Offense	1 Consequence

	Parents/Guardian notified by teacher
Step 3 - 3 <sup>rd</sup> Offense	2 Consequences Parents/Guardian notified by teacher
Step 4 - 4 <sup>th</sup> Offense	Student sent to the Director/Administrator Parents/Guardians notified by teacher/director

## Consequences

It must be recognized that all children will not respond to a given disciplinary action in the same way since each person has been created by God as a unique individual. Moreover, children in elementary school are still in their formative years of training for acceptable social interaction with the community at large. The training and disciplinary procedures they are accustomed to in their homes may at first seem be very different from what they experience at Providence Christian Academy. Teachers exercise the discipline plan in a given situation by selecting consequences from an approved list established by the administration. Consequences include, but are not limited to the following examples:

## Minor Offenses

Teachers will follow Steps 1-4 in the plan

- Verbal or written apology
- Stand in corner
- Loss of recess play time
- Silent lunch
- Sentences
- Classroom contest penalties

## Major Offenses

Teachers will follow steps 3-4 in the plan

- Letters of explanation and apology
- Public apology
- Chore assignment
- Detention
- Removal from classroom

## Extreme Offenses

Teachers will proceed immediately to step 4 in the plan.

Extreme disciplinary measures outside the scope of the plan may be necessary in some situations. For example, when a student physically attacks someone in any way, he/she will be removed from the classroom immediately and will not be permitted to return to the class until the parent/guardian comes to the school for a conference with the teacher and the Administrator. Any offense in the "Extreme" category may also result in dismissal or expulsion from Providence Christian Academy, as determined by the School Board.

## Bullying

Bullying can take many forms, and can have devastating consequences. It can mean hurting someone

by causing physical pain, by hitting, pinching, or kicking. It can also mean just being unkind to someone by teasing, calling names, or talking about someone in a negative way to someone else. **Bullying is doing ANYTHING that causes someone else to feel afraid. Even an unfriendly look can be considered bullying. PCA has a ZERO tolerance towards bullying. Disciplinary Action WILL BE TAKEN.** PCA does not want any person in our school to feel afraid to come to school. PCA expects our school to be a safe place for everyone, and a place where children and adults look forward to coming each day.

## Middle School

PCA uses a demerit system to document student infractions of school rules and to ensure equitable administration of disciplinary actions. The system actively promotes communication among the school staff and provides yet another line of communication between the school, the student, and parents/guardians.

1. Demerits accumulate on a **semester basis**.
2. A “to date” accumulation of demerits is reported on the student’s interim and nine weeks report card in the communication section.
3. The teachers and administration will communicate either by telephone or by written communication as deemed necessary throughout the demerit levels, in order to change negative behavior.
4. When students reach the halfway point between demerit levels, the student will serve appropriate disciplinary action as stated.
5. The following disciplinary actions will be taken at the accumulated demerit level indicated:

10 demerits – School sends letter of advisement to parents/guardians	<b>30-minute detention</b>
15 demerits – School sends letter of advisement to parents/guardians	<b>30-minute detention</b>
20 demerits – School sends letter of advisement to parents/guardians; conference if necessary	<b>1 hour detention</b>
25 demerits – School sends letter of advisement to parents/guardians; conference if necessary	<b>1 hour detention</b>
30 demerits – Administrator conference with parents/guardians and student	<b>1 day suspension (In-School)</b>
35 demerits – Administrator conference with parents/guardians and student	<b>1 day suspension (In-School)</b>
40 demerits – Administrator conference with parents/guardians and student	<b>2 day suspension (In-School)</b>
45 demerits – Administrator conference with	

parents/guardians and student	<b>2 day suspension (In-School)</b>
50 demerits – Administrator conference with parents/guardians and student	<b>3 day suspension (Out of School)</b>
55 demerits – Administrator conference with parents/guardians and student	<b>3 day suspension (Out of School)</b>
60 demerits – <b><u>Immediate Dismissal</u></b>	<b>Expulsion action is possible pending School Board Review.</b>

- The PCA School Board will review the conduct/performance of students with 30 or more demerits on a monthly basis. Following these reviews, and at its sole discretion, **the Board reserves the right to direct the Administrator to take administrative or disciplinary actions it deems necessary to correct unacceptable behavior. Such actions may be in addition to, or different from, those actions listed above.**
- OUR SINCERE THANKS TO THOSE MANY STUDENTS WHO DO NOT REQUIRE THE THREAT OF PUNISHMENT TO OBSERVE CHRISTIAN BEHAVIORAL STANDARDS.***

## Demerits

### **Minor Offenses** (1-5 demerits)

Offenses such as, but not limited to, the following:

- Class disturbance
- Dress code violation
- Tardy to class
- Tardy to homeroom
- Unprepared for class
- Food/gum/candy in class

### **Major Offenses**

Offenses such as, but not limited to, the following:

### **CATEGORY I** (10 demerits)

- Lying/dishonesty/forgery
- Profanity
- Copying homework/allowing homework to be copied
- Direct disobedience
- Inappropriate Internet usage-sites not approved by school
- Defacing school/church property
- Public display of affection
- Disrespect for teacher or student
- Skipping class

### **CATEGORY II** (20 demerits)

- Stealing
- Cheating (quiz, test, project)
- Threats to harm a person
- Fighting
- Truancy (skipping school all day)

Plagiarism

**CATEGORY III** (30 demerits)

Rebellion  
Possession or use of tobacco products at any time  
Tampering with fire alarms  
Tampering with Science Lab equipment  
Unauthorized use of fire at school  
Prank calls to 911 (a misdemeanor)  
Tampering with computers and/or computer network

**CATEGORY IV** (60 demerits – DISMISSAL OR EXPULSION)

Possession or use of alcoholic beverages at any time\*, other than Communion  
Possession or use of drugs at any time\*  
Sexual immorality at any time\*  
Possession or use of weapons at school  
Harmful violence to another person  
Willful vandalism of school property  
Inappropriate Internet usage – pornography

\*Demerit penalties are imposed on these activities whether or not they occurred on school grounds, or during school hours, because they pose a severe threat to the sound Christian testimony of the school, or because they are clear violation of public law, or both.

**Any action which leads the School Board to conclude that the student's continued presence is a danger to or a hindrance of the mission of PCA.**

## **Suspension, Dismissal and Expulsion**

Attendance at PCA is a privilege with certain responsibilities. Disciplinary action involving suspension, dismissal or expulsion of students is always a difficult decision for our Administrator and the School Board. These decisions are made after much prayerful deliberation and meeting with parents/guardians and the student to determine the best course of action. When suspension or dismissal action is taken, the goal is restoration with repentance. Unfortunately, there are situations where expulsion is the most appropriate action to be taken. Even in expulsion, however, the prayer of the faculty and the School Board will be for restoration to Christian behavioral standards and repentance.

## **Parent-Teacher Conference/Contact of Teachers/Resolution of Problems/Grievance Procedures**

The decision by parents and their children to be a part of Providence Christian Academy includes a commitment to be governed by the schools policies, procedures, rules and our Christian values. All parents/ guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, Christ-like manner in all areas involving the school, its students and personnel and related school business. As a Christian school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people. If a student or

parent/guardian has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15-17. These principles include the following:

- Going to the person in question privately.
- Going to those in the correct line of authority over that person, only after you have spoken to the person in question.
- Doing everything with the purpose of building up and not tearing down.

If a grievance is brought before the School Board, all appealing parties should provide a written statement addressing the complaint, corrective steps that have been taken, suggested steps for resolutions, and if appropriate, suggested procedures for preventing future recurrences.

After the School Board has considered all information provided, the Board will, in a written statement to the parties involved, announce their decision. All parties shall be informed of the decision and must abide by the decision. The Board's decision is final and no further appeal is possible.

## **Conferences**

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. Teachers at PCA are professionals and should be treated as such. If a conference is needed, please schedule an appointment with the teacher by contacting the office, whereby, they will forward the message to the teacher's voice mail. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their home telephone number available. Be considerate of their time away from school. Parents and students are also discouraged from having conferences with teachers at church/school functions. The administration is also available for conferences. However, if the issue relates to the classroom, the parent should speak with the teacher first.

**The time before and after school is reserved for teachers to welcome and dismiss students. Parents are asked not to involve the teachers in a conference at those times.**

## **Volunteers**

Providence Christian Academy is delighted that you have entrusted the formal education of your child to our school and are honored to consider ourselves a partner with your child's educational process. Opportunities are available to volunteer in the regular classroom, an enrichment class, special events, assist in the office, or to be a driver. Please make prior arrangements with the teacher if you are available to help. Because younger children can be very distracting to the class, we ask that you not bring siblings on the day you help.

All volunteers that work directly with children must meet the following requirements:

1. Complete a Criminal Background Check through the Administrative Office of the Courts.
2. Sign a confidentiality agreement and PCA statement of faith.

## **Parent-Teacher Fellowship (PTF)**

The purpose of the PTF is to further enhance the relationship and fellowship between the parents and teachers here at PCA. The membership of PTF includes all teachers and parents represented at Providence Christian Academy. You are welcome at all PTF meetings. Please take this opportunity to

become involved in the quality of the programs offered through our school. The Parent-Teacher Fellowship also provides very creative and successful fund-raising efforts to benefit all the students and teachers.

## **Room Parents**

Each class will have room parents to assist the teacher with parties and various other activities of the class. Parents interested in helping are encouraged to contact the PTF. This parental involvement is important for the special activities regularly held at school.

## **Field Trips**

Field trips are considered a very valuable educational opportunity for students. Teachers will plan field trips that relate to curricular studies. Parents will be notified in advance, through classroom notes, and must provide written permission for each field trip the student takes. Children will not be able to participate without a signed permission slip. Students not attending a field trip may have to remain in the parent's care or at school with another grade level and may be given an alternative assignment by the school. Fees may be necessary for some trips and should be sent to school with your child in a sealed envelope labeled with the student's name and event. Parents/guardians will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teacher and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures during the field trip. Parents/guardians must pay for all field trip fees unless the teacher has made special arrangements. All students will be required to wear seatbelts. For safety reasons, school trips are intended for PCA students and chaperones, only.

## **Drivers for Field Trips and Insurance Coverage**

The school often needs help transporting students on field trips. Parents/guardians who wish to provide transportation for school field trips must complete and sign a **Field Trip Volunteer Driver Application Form** and provide copies of their driver's license and current vehicle insurance card to the school. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in the selection of drivers. A new Field Trip Volunteer Driver Application Form must be filled out each school year. By signing this form, the parents/guardians are acknowledging that the car insurance limits are at least \$50,000 bodily insurance liability, \$100,000 bodily insurance liability each accident, and \$50,000 property liability. Below are the guidelines of eligibility for Volunteer Driving:

1. A background check will be conducted once a year. Please fill out the necessary form which may be obtained from the school office.
2. No volunteer will be permitted to drive if he/she has any of the following:
  - a. Three or more speeding tickets on their traffic record.
  - b. Any serious traffic violation such as Driving Under the Influence.
3. The school office will notify the volunteer(s) if he/she cannot drive.

## **Change of Postal Address, E-mail Address, or Phone Numbers**

If parents/guardians have a change of postal address, e-mail address, home phone number, work phone number, cell phone number, or work location, the school office should be notified ASAP. It is important that emergency telephone numbers be current and updated on a regular basis.

## **Right of Access to Records**

The school maintains a complete record for each student that is kept in the school office. Parental permission is no longer required when authorized school personnel request records (*Family Educational and Privacy Act. Final Rule on Education Records. Federal Register, June 17, 1976, Vol. 41, No. 118, pg. 24673*). All material in these records is treated as strictly confidential and is available according to the following policy:

- A. Parents/guardians have the right to inspect and review any and all official records, files and data directly relating to the student, including all material that is incorporated into the student's cumulative record folder.
- B. All requests to inspect and review the official records relating to the student are to be made in writing to the administration by the parents/guardians. Such requests will be honored within one school day following receipt of the request. All records will be reviewed or inspected in the presence of the child's teacher or the administration so that proper explanation can be given.

Records will not be given without the written consent of the parents/guardian to any individual, agency or organization other than the following:

1. Staff members of the school who have legitimate educational interest.
2. Court or law enforcement officials, if the school is given a subpoena or court order.
3. Certain federal, state or local authorities performing functions allowed by law.
4. Officials of other schools in which the student intends to enroll. In all such cases, the parents/guardians are to be notified of the transfer of records, receive a copy of the record desired and have an opportunity for a hearing concerning the contents of the records. Verification must be received that the student has in fact applied for admission to that school.

## **HEALTH AND SAFETY**

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. For the health and safety of your child, please see that all telephone numbers and emergency contacts are kept up-to-date.

### **Procedures for Illness**

For the well-being and health consideration of all our students and staff, parents are asked to keep home all students with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. It is school policy that a student must stay home with the following conditions:

- Flu symptoms
- Diarrhea
- Colored nasal discharge
- Persistent cough
- Fever (24 hours free before returning)

- Vomiting (24 hours free before returning)
- Strep Throat (24 hours on medication before returning)
- Pinkeye (24 hours on medication before returning)

Students do at times come down with illnesses while at school. If that happens, the student will be sent to the school's office for evaluation by the school's secretary to determine if the child should stay in school or be sent home. If a child needs to be sent home, every effort will be made to contact a parent/guardian. If a parent/guardian is not available, the emergency contact person will be notified. Sick students will remain in the office until someone comes to get them.

The staff of Providence Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of major illness or injury. In those cases where an injury or illness appears to be serious, the school retains the right to seek professional help, including ambulance, doctor, and emergency room services. Parents/guardians will be responsible for payment of the services obtained in the child's behalf.

## **Medicine Policy**

Most prescription medications can be given before/after school or in the evening. Whenever possible, please arrange your child's dosage times so that the medication does not need to be given during the school day. Otherwise, all medications (prescription or over-the-counter) must be administered by the school's secretary. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Prescribed medications must be in the original container. Over-the-counter medicines must be in an original, unopened container. Medication that must be administered to a student during the school day (over the counter medications including cough drops, Tylenol, etc as well as prescriptions, insulin or asthma medication) must be given to the teacher first thing in the morning and stored in a locked box in the classroom. **No medication whatsoever is permitted to stay in a child's backpack or desk.**

## **Lice**

PCA shall enforce a nit-free policy in regard to head lice. If a student is found to have lice or nits after coming to school, the parents/guardians will be called to pick the student up from the school office. Any student who has had lice and/or nits must provide a doctor or health department statement indicating the student is lice and nit-free before returning to school.

## **Visitors and Security**

All visitors/volunteers must report to the school office to check in, record the arrival time, the purpose of the visit, and receive a visitor badge. The visitor should be escorted to the classroom by someone in the office. At the conclusion of the visit, return to the office to check out and return the badge. The visitor must wear the visitor badge at all times during the stay in the school. Unscheduled visitors can be disruptive to the class. For this reason, parents/guardians who are picking up students during the school day are required to report to the school office and check in at the office. Someone from the office will retrieve the student. If the parents/guardians receive a badge, it should be returned to the office at check out.

## **Technology Acceptable Use Procedures**

PCA has a technology lab with internet capabilities and students will have access to the internet at times as part of supervised class activities. All students, staff, and parents using the school computers, e-mail system, and internet are required to adhere to the **Acceptable Use Policy** (please refer to document on

page 40). Each school computer is equipped with software that blocks inappropriate content and websites. School computers are the property of the school and the administration reserves the right to review any information contained on the computers, networks, servers, Internet connections, e-mail etc.

Students in middle school study halls may have access to the Computer Lab during supervised, designated times to obtain information for class work or projects. Students will then be able to go online following the established guidelines.

If a student uses the Internet for other purposes than those stated above or visits any website not approved by the school, their Internet privileges will be suspended and demerits will be issued.

## **Fire Safety and Tornado Drill Procedures**

Fire drills and other disaster drills are held at various times during the school year. Exit directions will be posted in each room. Drill instructions will be given at the beginning of the year. Students shall exit quietly, quickly, and orderly while listening for directions during such drills. All classes will have an assigned exit through which they are to pass. A signal will be given to return to the classroom. NOTE: Other types of safety drills may be practiced as well.

*IN THE CASE THE SCHOOL WILL NEED TO BE EVACUATED DUE TO FIRE/SEVERE WEATHER, PARENTS WILL BE NOTIFIED AND ALL STUDENTS WILL BE PICKED UP AT MCDONALD'S LOCATED DIRECTLY IN FRONT OF PROVIDENCE CHRISTIAN ACADEMY.*

## **Weapons**

Carrying, using, or possessing any firearm or other deadly weapon, destructive device or explosives on school grounds, in any school vehicle or at any school-sponsored activity is strictly prohibited. This policy applies to students, staff/faculty members, and visitors. Except for authorized law enforcement officials, PCA prohibits the carrying of concealed weapons on school property.

Violations of this policy will include but is not limited to, the following.

- Confiscation of the firearm or deadly weapon.
- Immediate phone call to the student's parents.
- Immediate phone call to the appropriate law enforcement agency.

In keeping with the Kentucky State Law, PCA will post the following notice in prominent locations in the school. The notice shall be at least six (6) inches high and fourteen (14) inches wide and state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE. This policy is intended to reflect all provisions of KRS 527.070

## **Child Protection Policy**

If there is any known or suspected abuse or neglect by an adult or a child attending Providence Christian Academy, the teacher, administration, and anyone employed by PCA has a legal duty to report the knowledge or suspicion to the appropriate state agency, such as the Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

- The knowledge or suspicion shall be reported immediately to the administration.

- The administration shall meet with appropriate parties to discuss findings to determine a course of action. The school board is notified of findings.
- The administrator shall immediately report what is known to CPS or other appropriate agency.
- All parties shall cooperate to the extent required by the state agency and perhaps beyond.

### **Confidential Information**

If a student reveals information that in faculty/staff’s opinion and discretion raises concerns for the safety and/or emotional stability of the student, that information may be revealed to the appropriate officials and/or the parents.

## **LEAP & GROW EXTENDED CARE PROGRAM**

PCA’s Extended Care program is offered as a service to our families who need care for their student outside of regular school hours. To assure the safety of students not picked up by 12:10pm for preschool students or by 3:40pm for elementary students, they will be sent immediately to the Extended Care program with charges incurred for the time the student is there.

**Extended Care Hours:** Before and After School from 6am-6pm

**Enrollment Fee:** \$25

<b>Sessions and Pricing:</b>		(Enrolled)	(Drop-In)
<b>Morning Session 1:</b>	6am-7am	\$ 2.25/day	\$ 4.25/day
<b>Morning Session 2:</b>	7am-8:30am	\$ 3.25/day	\$ 5.25/day
<b>After Preschool:</b>	12pm–3:30pm	\$ 9.25/day	\$ 10.25/day
<b>Evening Care:</b>	3:30pm–6pm	\$ 7.25/day	\$ 8.25/day
<b>Fun Fridays:</b>	8:30am–12pm	\$15.25/day	\$ 18.25/day
	8:30am–3:30pm	\$20.25/day	\$ 23.25/day

**Parent’s Day Out:** Is available for families who do not have students enrolled in PCA’s other programs. Families participating in our Parent’s Day Out Program are subject to the guidelines set forth in this handbook. **Hours:** M-F 2:30 – 3:30pm \$12.25/day (enrolled) \$15.25/day (drop-in).

### **Leap & Grow Policies**

- A 2-inch nap mat will be provided, however a crib sheet and a small blanket from home will need to be brought in a backpack labeled with child’s name. Bedding will be sent home once per week for laundering.
- Snacks will be provided each day by PCA Leap & Grow.
- All children are to be picked up by 6:00 pm. A charge of \$2.00 per minute will be charged for late pick ups.

\*Leap & Grow Statements are sent home on the 1<sup>st</sup> of each month and are due by the 15<sup>th</sup> of each month. A \$25 late fee will be assessed to any outstanding balance after the 15<sup>th</sup>. Any changes to your

extended care schedule must be pre-arranged by the 30<sup>th</sup> of the prior month.

\* Drop-ins must pay when services are rendered.

\* Students participating in Morning Session 1 may bring breakfast from home.

\* Students participating in After Preschool are required to bring lunch from home.

\* Under state regulations, we are unable to heat or refrigerate student lunches. Please provide appropriate ice packs and thermoses in your child's lunch box. Lunch must consist of milk, a protein, bread, and 2 vegetables, or a fruit and a vegetable.

## **ELEMENTARY/MIDDLE SCHOOL**

### **ACADEMICS & RELATED INFORMATION**

#### **Curriculum**

The foundation for your child's curriculum will be the Bible. Biblical truths will be integrated into the personal lives of our students, teachers/staff, administration and school policies. Other resources used in the classrooms are from a variety of publishers including, Association of Christian Schools (ACSI), Abeka, Bob Jones and Saxon.

Using Kentucky's Program of Studies as a point of reference, the administration and teachers will develop the basic objectives at each level and the methodology (Scope/Sequence) for obtaining those objectives will be specifically stated in writing. Although the curriculum is planned and structured, Providence Christian Academy's commitment is to the individual student and his/her true educational needs. The curriculum is centered on the individual student in order to prepare them toward maturity - spiritually, academically, physically, and socially.

#### **Enrichment Classes**

Providence Christian Academy students are offered a wide range of programs available throughout the school day/week. Enrichment classes are offered in Art, Music, Technology and Health/Fitness.

#### **Chapel and Assemblies**

Chapel services and assemblies will be an important part of the spiritual and educational program of the school. Through the chapel services, students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and Bible messages. Students are required to bring Bibles. Parents are welcome to attend chapel services.

#### **Library**

PCA continues to develop a library to provide educational as well as recreational reading enjoyment for your child. The Scott County Library will provide opportunities for children in first through seventh

grades, to check out library books from the Bookmobile on a weekly basis. Checking out books is a privilege for children who have a personal library card from the Scott County Library. If a borrowed library book is lost or damaged, your child will be responsible to the Scott County Library. PCA supports the rules and regulations of the library. The teachers will not be responsible for student's book selections, although if a book is considered to be inappropriate, the teacher will ask the student to make a different choice. Please monitor what your child is reading.

## Books and Supplies

Curriculum/materials fees are collected in the fall and in the spring. The fees are used to purchase textbooks, workbooks, and manipulatives needed for the school year. Each student is responsible for his/her general supplies. General supply lists are available prior to the beginning of school. Additional supply lists may be sent home as needed throughout the school year. Students will be responsible to pay for lost or damaged books. It is recommended that students have a school bag, backpack or satchel to transport items between home and school. Backpacks with wheels are not permitted.

## Homework/Tests

We believe that homework is an integral part of the school program and each teacher is at liberty to assign homework to help all students advance in their studies. Each student must complete homework assignments. We request parents' cooperation in seeing that the assignments are completed. Parents are asked to call the school office by 10am to request any homework needed to be picked up that day.

A "test" differs from a "quiz" in that it requires special preparation beyond the normal night's assignments, while a quiz covers material a student should know from a normal assignment without special preparation.

Total work time for average students in grades Kindergarten through 5<sup>th</sup> is approximately:

Grade	K -	20 minutes
Grade	1 -	30 minutes
Grade	2 -	45 minutes
Grade	3 -	45 minutes
Grade	4 -	60 minutes
Grade	5 -	75 minutes

Total work time for average students in grades 6 through 7 is approximately 2 hours maximum or 20 minutes per subject.

**NO HOMEWORK IS GIVEN ON WEDNESDAY NIGHTS**, except for long range projects such as book reports, research papers, or other special projects. No homework may come due on Thursday, nor may tests or quizzes be given on Thursday.

Make up work must be satisfactorily completed within the same amount of time that was missed, except for extremely long absences (i.e. – A student who is out sick for three days will normally be allowed three days to turn in all missed work without penalty.) Students must complete any assignments that are missed within this time frame established by the school. Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a grade of zero. Course work that is incomplete at the end of a semester may receive a report card grade of "I" for incomplete. All such

grades must be converted to a regular grade during the first week of the new reporting period or within 1 week of the closing of school. Grades not converted will automatically be recorded as “F” for Failing. The administration may grant exceptions in extenuating circumstances.

## **Middle School Test Policy**

No more than 2 tests may be administered on the same day.

## **Late Work Policy**

Generally, late work will not be accepted. However, there is a pass which can be used according to the following rules. The pass applies only to daily work or homework. It does not apply to projects, book reports, presentations or long term assignments. These assignments must be turned in at the appointed time or receive a zero. If a student is absent due to illness, the policy on make-up work will be followed.

**Elementary School** - The pass must be turned in the day the work is due. This work does not have to be made up. Once the allotted pass(es) are used for the quarter, work not turned in on time will be given a zero. Passes not used in a quarter may not be saved for later use.

Grades 1-4	1 pass per quarter
Grade 5	2 passes per quarter

**Middle School** - The pass must be turned in the day the work is due. The assignment is due the next time the class meets and will be graded with a 10 point penalty. Once the allotted pass is used for the quarter, work not turned in on time will be given a zero. Passes not used in a quarter may not be saved for later use.

Grades 6-7	1 pass per quarter, per subject
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## **Plagiarism**

The administration and teaching staff of PCA expect our students to approach their work seriously as a preparation for college and to maintain high levels of integrity, honesty, motivation and respect. As a Christian school, we must do all things for the “glory of God” (I Corinthians 10:31), and in so doing, we honor our parents (Exodus 20:12) and others in authority over us.

Plagiarism is defined as taking an author’s ideas or words and using them as one’s own work. Plagiarism is stealing (Exodus 20:15) and is a serious violation of academic honesty. To prevent such theft, teachers will instruct students on proper documentation procedures for research assignments. The student’s use of the Internet must include submitting copies of all Internet sources. When using another’s data, proper credit must be given. When in doubt about proper documentation, students should always consult their teacher.

Any plagiarism violation will be addressed under Category II (Major Offenses) of the Demerit System. Zeroes will also be issued for the plagiarized assignments. Please note that students who consent to give their work to be copied by other students will receive the same consequences.

## **Academic Support**

Many teachers are available after school on designated days each week to provide extra assistance to students with their studies. Teachers may request that students attend these after school sessions.

## **Grading Scale, Report Cards, Progress Reports for Elementary/Middle School Students**

Kindergarten:

S=Satisfactory

P=Progressing

1-7th Grade:

100-92	A	(Excellent)
91-84	B	(Good)
83-76	C	(Average)
75-68	D	(Minimum Pass)
Below 68	F	(Failure)

Enrichment Classes:

S=Satisfactory

N= Needs Improvement

An X will indicate a need for attention in area of conduct and will be assigned by the classroom teacher.

### **Report Cards/Interims**

Report cards are issued to students at the end of each quarter. All outstanding tuition and fees must be paid before a student's final report card is issued. Report cards may be held at the discretion of the administration if accounts are outstanding at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

Interim reports are issued to students midway through every grading period. All report cards/interims must be signed by a parent and returned by the due date.

### **Achievement Testing**

Each spring, students in grades 1-7<sup>th</sup> are administered the Stanford Achievement Test. The Kindergarten students are administered the Bracken School Readiness Assessment in the fall and spring. A battery of national standardized achievement tests will be administered each spring. The results of these tests are used to assess a student's strengths and needs and will be reported to the parents after receipt of the results. Parents/guardians are welcome to schedule an appointment with the administration or the student's teacher to review their child's test results.

### **Promotion**

Students are promoted to the next grade level based on their mastery of the academic skills for the present grade level and the readiness for more difficult academic material. Consideration is also given to their social and emotional readiness. Satisfactory progress is determined by reviewing the student's grades, assessments of material taught, and the student's ability to retain and comprehend the material taught. In some cases, it is in the best interest of the students to allow them more time to learn the material and assume the responsibilities needed for learning and practicing skills. Consultation must occur with the parent/guardian and teachers prior to the administration making the final decision regarding promotion. Students, who are not promoted, may want to consider summer school or tutoring and may be reassessed in August to determine if they have mastered the material for their present grade level.

## **ELEMENTARY SCHOOL (Grades 1-5)**

1. A student who fails Math and English, or a total of three (3) subjects will be retained.
2. A student who fails two (2) subjects, with one being Math or English, is retained unless tutored over the summer in either Math or English, whichever one was failed. The tutor must be approved by the administration and must have an earned college degree.
3. For the Student who fails one (1) subject, either Math or English, summer tutoring is strongly encouraged in the subject failed, but is not required for promotion.

## **MIDDLE SCHOOL (Grades 6-7)**

1. A student who fails Math and English or a total of three (3) subjects, will fail the grade.
2. A student who fails two (2) subjects, with one being Math or English, is retained unless he/she passes Math or English in an approved summer tutoring program.
3. For the student who fails only one (1) subject, summer tutoring program is strongly encouraged but is not required for promotion.

## **Withdrawal Procedures**

- 1) A written request must be submitted to the administration requesting withdrawal of the student from Providence Christian Academy.
- 2) A completed PCA Withdrawal Notice must be completed and submitted to the office. The notice, including a self-addressed, stamped envelope, will be mailed immediately following receipt of the written request for withdrawal.
- 3) No cumulative records will be forwarded until the Withdrawal Notice has been completed, reviewed, and accepted by the administration.
- 4) If an elementary/middle school student withdraws from enrollment during the school year, the tuition refund will be determined as follow: 50% if withdrawn on or before Christmas break, 0% if withdrawn after the first day of school after Christmas break. Preschool tuition is payable monthly. Preschool tuition is due for the entire month in which the student is withdrawn. Transcripts will not be released until the students accounts are paid in full.
- 5) All financial obligations according to the schools policies have been satisfied. Full tuition charges for the given school year are due in the event of voluntary withdrawal or involuntary dismissal of any student. (Please refer to your copy of the Statement of agreement and Financial Commitment.)
- 6) The Withdrawal Notice requires approval from the student's teachers, the Business Manager, and the Administrator.

## **Attendance Policies**

All students are to attend school regularly. We believe that regular attendance in classes, including homeroom, is essential to the success of a student's school experience. One can never totally make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Absences in excess of 10 per class per semester may result in a Saturday school. This is at the discretion of the administration

and incurs a fee. When a prolonged illness is documented by a physician, the administration will make the final decision as to whether or not a student will pass or fail. If a student (grades 6-7) with an "A" average has more than 5 absences per class, per semester, excused or unexcused, the student will not be exempt from exams. A student must be in school 4 ½ hours to receive credit for the day. Students must be at school by 10:30 a.m. in order to be counted present. If they have a doctor's appointment, they must have a total of 4 ½ hours at school to be counted present.

## **Excused and Unexcused Absences**

Absences are **excused** for the following:

- illness
- injury
- death in the family
- medical or dental appointments that cannot possibly be made outside of school hours
- family reasons pre-approved by the administration (one week's notice)
- marriage in the immediate family
- business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay
- Family emergencies will also be given consideration
- Special situations where a student may have the opportunity to represent his church, scout troop, etc., will be considered by the administration based on the student's grades, previous absences, etc.

Absences are excused and exempt from the 5-day absence policy (see above) for the following:

- Students participating in school-sponsored activities during the school day.

Absences are **unexcused** for the following:

- all of the above listed excused absences if not requested in writing and approved in advance
- oversleeping
- shopping excursions
- automobile repairs
- working on class assignments
- unapproved personal trips
- truancy
- tardiness
- parent notes with no reason given for absence
- suspension (OSS-Out of School Suspension)
- failure to bring a note in the three day grace period

Consequences for Unexcused Absences: A deduction of one point per class per day for the quarter will normally be made for unexcused absences.

Makeup Work: Students will be required to make up all missed work including homework, tests, and/or quizzes. Failure to make up an assignment within the allotted time results in an automatic zero. If a student has been approved for an absence and wishes to take a test or turn in homework

before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the student's responsibility to schedule a time for makeup work. All work missed should be completed within the same number of days absent. This applies only to excused absences relating to illness, injury, and death in the family. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher. If the homework or tests were assigned prior to the absence, the student is responsible for the absence, the student is responsible for the test or homework upon returning to school.

Loss of Credit for the Year Due to Absences: For middle school students to receive credit in any class, total semester absences may not exceed ten (10) and the year absences may not exceed twenty (20). Whether the absences are excused or unexcused does not change the credit ruling. For elementary students, excessive absences (over 20) jeopardize promotion to the next grade. Exceptions may be granted under unusual circumstances after parental consultation with the Administration.

## **Anticipated Absences**

Except for illness, injury, or death in the family, prior notice of the absence should be given one week in advance. Parents must complete and submit the Anticipated Absence Form available in the school office. Once the form has been returned to the student, he/she must have it completed by the teachers and returned to the office no later than 5 school days prior to the anticipated absence. Failure to meet the completion deadline will result in the absences being counted as unexcused. All assignments are due the day the student returns and the student must be prepared to take any missed quizzes or tests, unless otherwise scheduled by the teacher prior to the absence. No more than five academic days will be excused for trips.

## **Tardiness**

Students are expected to be on time for their classes. Elementary teachers are responsible for handling their students' tardiness and MS tardies are recorded in the school office. A note for being tardy to school should be brought on the day of the tardy. Tardies without a note will be counted as unexcused. If a student does not bring a note on the next school day following the tardy, the tardy will remain unexcused.

Examples of unexcused tardies:

- oversleeping
- arriving late for any reason not in keeping with reasonable prudence
- any tardiness in getting to class during the school day
- not bringing a note on the next school day following a tardy

Examples of excused tardies:

- automobile delays or breakdown en route to school (unless habitual)
- detainment by the office or another teacher
- temporary illness

In K-4<sup>th</sup> grade, being tardy to school will result in the parents receiving a call from the teacher after 5 tardies and from the administration after 10 tardies in each semester. Five unexcused tardies count as one absence and will disqualify the student for perfect attendance. When elementary students are tardy to school, a parent/guardian must accompany the child to the office and sign in. Tardies to school in the elementary disrupt and distract the class as they begin the day.

In 5 -7<sup>th</sup> grades, for five unexcused tardies to homeroom or 1<sup>st</sup> period each quarter, students will serve an after school detention. Five additional unexcused tardies in the same quarter will result in a Saturday school. Subsequent tardies in the same quarter may result in suspension.

## **Dismissal**

Checking out of school early is strongly discouraged. Parents/guardians should try to schedule all medical appointments after school hours. If it is necessary for a child to be taken from school before dismissal, we ask the parents/guardians to send a note or call the office in advance.

Teachers will escort their classes to the gym for dismissal at the end of the day. In order to ensure the safety of your student at all times, those picking up students must have the school decal/number on their car windshield. The school will maintain a list of people who are authorized to pick up your student(s). **People not known by sight to school personnel and do not have a school pick-up decal should be prepared to show picture identification.** A written note from home will be required before students will be released to anyone not on the list of people authorized to pick up their student.

## **DRESS CODE POLICY**

Providence Christian Academy has a required uniform dress code that all students in grades K-7th must wear while on school property and during the school day unless the administration has declared an exception for a particular day or event. The policy was developed to be easy for parents and staff to interpret and monitor. Simply, the policy attempts to indicate what the student is permitted to wear. If the policy does not indicate something is permitted, assume it is not. Transfer students will be given ten (10) school days to acquire a proper uniform.

The uniform/dress policy is intended to foster a Christ-centered academic environment. Changing fashions may reflect trends that are inconsistent with Providence Christian Academy's mission. The uniform policy is designed to help students comply with the schools requirement that students must demonstrate modesty and good taste in dress and grooming at all times.

These uniform guidelines do not attempt to embrace every conceivable situation in the realm of uniforms. Direct any questions about the intent or provisions of the uniform dress code to the respective Director. The school administration will have the final word on all matters concerning the uniform dress code. Any clothing which is not deemed neat and/or modest will be prohibited.

### **Rationale for the Dress Code**

*"Whose adorning, let it not be the outward [appearance], but let it be the hidden man of the heart which...is a meek and quiet spirit, which is in the sight of God a great price."* 1 Peter 3:3-4

The dress code of Providence Christian Academy impacts our school every day. The appearance of our students conveys the Christ-centered focus of our school and should be an admired testimony in establishing our reputation as an outstanding school with excellent students. These appearance guidelines are stated to remind parents and students that dress and appearance are heart issues. Our overall goal is for parents and this school to partner with each other in preparing and nurturing our young people's hearts to bring honor to Jesus Christ in how they look, what they wear, and how they conduct themselves before others.

## Policy Statement

PCA desires to enhance its learning environment in positive ways. Research and experience demonstrate that a more formal dress standard does have a positive impact on a student's frame of mind. In light of these findings, and with respect to the value of modesty and moderation, the School Board and Administration of Providence Christian Academy have sought to establish a standard that will create an attractive, comfortable, and practical dress code that will ...

- be a testimony from the entire student body.
- be a testimony for the Christian environment of our school.
- be an acceptable standard in the eyes of the majority of our parents.
- strengthen the educational process.

We also believe that our standards are based on four biblical principles:

1. Dress should be modest. (I Timothy 2:9)
2. Dress should properly differentiate between the sexes.  
(Deuteronomy 22:5; I Corinthians 11:14-15, Mathew 19:4)
3. Dress should not call undue attention to itself.  
(Philippians 4:5; I Peter 3:3-4; I Corinthians 10:31)
4. Dress should not identify with an element of society that is contrary to God and the Gospel of Jesus Christ. (I John 2:15; I Corinthians 6:19-20; Colossians 3:1-10)

## Parental Responsibility

PCA believes it is the parent's responsibility to ensure that students are dressed neatly and modestly. Please acquaint yourself with PCA acceptable dress standards and help train your young people to comply.

When a student is observed by a teacher or the administration to be in non-compliance of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he/she will be held out of class until the dress code issue has been remedied. The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal. Since this normally creates a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. It is the student alone and his/her parents or guardians who are solely responsible for proper dress consistent with the spirit and the word of the dress code.

Please be aware that the administration of Providence Christian Academy reserves the right to determine the acceptability of clothing and hairstyles.

## ELEMENTARY/MIDDLE SCHOOL

The following information provides the dress requirements for the 2009-2010 school year.

### Shirts/Sweaters

**The following shirt/sweater colors are permitted:**

**Pastel pink, light blue, navy, white or primary red**

Boys- Long or short sleeve polo or oxford (button down) shirts  
Crew or cardigan sweater, or v-neck sweater  
Turtleneck (or mock)

Girls- Long or short sleeve polo or rounded collar (peter pan) button down shirts/blouses  
Turtleneck (or mock)

All- Shirts must be solid, collar matching the shirt, with no logos, emblems or words.  
Shirts must be tucked in, belt visible for first-seventh grades (belts to be worn with all pants/shorts that have belt loops).  
Long or short sleeve solid white shirt or turtleneck may be worn under any shirt/sweater for warmth in cold weather only.

### **Pants/Shorts**

**The following pants/shorts/dresses/skirts/skort colors are permitted:**

**Khaki (light or dark) and navy blue**

Boys- Shorts should not fall below the knee.

Girls- Low-rise or hipsters are unacceptable. Capris are acceptable as long as they fall at the calf.

All- Shorts should be worn on warm weather days, only.  
Pants and shorts are to be Docker/Chino style & should not have zippers or pockets below the hips.  
If pants or shorts have belt loops, a belt is expected to be worn, and shirts tucked in.  
Corduroy is acceptable.  
No cargo pants or shorts are acceptable.  
No carpenter pants or shorts are acceptable.

### **Jumpers/Polo Dresses/Skirts**

These items should be solid khaki or navy, knee length, and purchased from Lands End or JCPenney, ONLY.

No cargo styles.

Appropriate colored shorts must be worn underneath at all times if tights are not worn.

Dress-Mesh Polo/2 –button placket and stitched-down pleats/knee length.

**Outerwear/Jackets:** Jackets and coats (except suit jackets/sports coats) are NOT to be worn in class.  
Crew neck or v-neck sweaters (cardigan or pull over) may be worn over polo, turtleneck, or oxford shirts.  
PCA sweatshirts (zip up or pull over) may be worn in class over polo, turtleneck, or oxford shirts. Hoods must be left down while inside buildings. **No other type of sweatshirts may be worn.**

The following items are not to be worn: camouflage, trenchcoats, fleece, or shirts worn as outerwear.

**Shoes:** Shoes must have enclosed or strap heels. No flip flop styles.  
No raised heels.  
Students should wear tennis shoes on Physical Education days.  
If boots are to be worn they should be appropriate for play and must be worn with pants only.  
No Heelys (shoes with wheels embedded in the soles).  
All shoes requiring shoelaces are to be laced and tied.

**Socks/Tights:** Socks must come above the ankle, and should be a solid uniform color only.  
Sport socks with a band are acceptable, if they are above the ankle.  
Lace or trim of the same color is acceptable.  
Pictures on any style sock are not permitted.  
If socks are worn over tights, they need to be the same color as the tights.

**Accessories:** Belts must be braided or plain with no pictures or words, in black, brown or solid uniform color.  
Magnetic belts are permitted for primary students, if desired.  
Black fingernail polish, face paint, or visible tattoos are not permitted.  
Body piercing, other than pierced ears for girls, will not be permitted.  
There are no restrictions on the color of hair bows.  
Chains or other alternative accessories are not permitted (i.e. chains on wallets, keys)

**Guidelines:** No sagging, fraying or oversized clothing is appropriate.  
No logos, emblems or words are to be showing on clothing, except for PCA shirt.  
Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn in the building.  
Girls need to wear pants, skorts or shorts on PE days.  
No backpacks on wheels unless medical condition warrants such.

**Hair:** Must be clean and neatly groomed.  
Must be above the eyebrows, above the collar, and above the bottom of the ear lobe.  
No extremes in fashion or hair are permitted as determined by the administration  
No hair coloring is permitted  
Extreme fads are to be avoided

**Note: Please put your child's name on the labels of their clothing. This will enable us to return it to the proper owner if it gets misplaced.**

Lands' End clothing may be purchased online [www.landsend.com/school](http://www.landsend.com/school), or from Lands' End school catalog. Izod may be purchased through JC Penney school catalog or online [www.jcpenney.com](http://www.jcpenney.com). To support the school, a percentage of the net sales from Lands' End and JC Penney will be contributed to Providence.

**Please remember that not all items available from the vendors are accepted as PCA uniform. Please refer to this handbook for detail on the uniform.**

## **Spirit Day (Friday)**

Fridays will be Spirit Day dress privilege days. Students may wear jeans (if they either bring in a \$1.00, or another specific named item, i.e., canned goods). All jeans should be appropriate in size and fit. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate.

Students may wear T- shirts with a Christian message or PCA spirit T-shirts. T-shirts must be tucked in. By definition, "PCA Spirit T-Shirts" refers to professionally made T-shirts such as those sold by the PTF. Home-made T-shirts will not be allowed on Dress Privilege Day unless the administration has approved

it in advance.

Students will be permitted to wear crew neck sweaters or sweatshirts without a collared shirt under them. Sweatshirts must have a Christian message or be PCA spirit wear. Any writing or logos/pictures should be in harmony with the philosophy of PCA. Hooded sweatshirts, whether pull over or zip up, may be worn in class if they meet the above qualifications. Violation of this stated policy will result in loss of privilege. Repeated violations will result in permanent loss of privilege.

### **Special Days in the School Year**

Special days during the school year include some field trips, theme days and individual picture day.

- There may be adjustments made for days of field trips. The administration will make that decision and communicate it to the parents in advance.
- Individual Picture Day: This is a special dress day. Students do not need to wear uniforms; however a dress code still applies. No sleeveless clothing or logos are permitted.
- Scout uniforms are permitted on the day a student has a scout meeting.

### **Swap Shop**

The PCA Swap Shop is available to parents/guardians as an alternative to purchasing brand new clothing and is operated on a self-serve basis. Parents/guardians may bring in clean clothing items, sort them according to type (shorts, skirt, etc.) and put them in the proper sorting bin. Parents/guardians may take whatever is needed. It is encouraged that you exchange one piece of clothing for another or leave a small donation.

## **Providence Christian Academy Acceptable Technology Use Policy**

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to access any home email, instant messaging system, or screen name without the express written permission of the PCA administration. Teachers and classes as a whole will be permitted to use such items on a case-by-case basis if the particular plan of study requires it. There is no guarantee of privacy for such transmissions and therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet without express written consent of a parent or guardian on file in the office.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. Resources offered by the Internet and supplied by the school and its representatives may not be willfully wasted.
10. A user shall not attempt to access any Internet resources or entities without the authorization of the teacher.
11. Invading the privacy of another user, or using their identity within the system shall not be tolerated.
12. Posting personal messages shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing information that could be viewed as slanderous, explicit, or subversive in nature shall be forbidden.
15. Perusing or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Any subscriptions to list servers, bulletin boards, or other online services shall be approved by the administration or their designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem

shall not be demonstrated to other users.

19. Suspension shall automatically result for any user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

20. Any inappropriate use of the Internet may result in appropriate disciplinary action and loss of privileges to use the Internet. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet.

**Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action.**

## ***You can now shop for your family needs and for school needs and it can financially benefit PCA!***



Purchase your card from the school (ask your child's teacher or the school office). Cards are \$5 and have a \$5 balance on them. Your shopping/gift card can be used for general merchandise, fuel and prescriptions in any Kroger store. Services such as Money Orders, Western Union, Lottery Tickets, Hunting/Fishing License and Ticket Master are not included in the program.

You can recharge your card with the cashier prior to the final purchase of your items. You can pay for the recharge with cash, check or credit/debit card in any amount up to \$500. You must use funds on the shopping card you get through the school for the benefit to count. PCA will receive 4% rebate from all sales. Always keep at least one dollar on your card. A card with a zero balance for a period of 90 days will be taken out of the system and a new card will have to be purchased from PCA. You may call Gift Services at 800-292-5574, x4957 for questions about the gift cards, see the back of the card for additional information or go to:

<http://www.kroger.com/mykroger/ms/ms.htm>

## **Office DEPOT.**

*Taking Care of Business*

Every time parents, students and school supporters give your school's ID # when buying supplies at Office Depot, our school receives credits equal to 5% of the purchases. Just tell the cashier your school is Providence Christian Academy and they can look up our code or keep this number handy: PCA # 70208626. Use this number for all your Office Depot purchases!



When you purchase your school dress code items (IZOD) from JC Penney you can submit our school's code and PCA will receive 5% of the net sales back from the purchase! With special sales each season you'll see savings from 20 to 40%. You can make your purchase in the store or on line.

**You can start your online shopping through the Box Tops 4 Education website for additional bonuses for the school! See BoxTops for complete instructions. The school will earn 8% when you use this program!**

**When you make your purchase, be sure to have the clerk enter the JC Penney PCA code # SZ5333 or enter**

it on line. If you make a purchase and forget to use the code, bring your receipt to the school and we can enter it for you for our credit!



When you purchase your school dress code items from Lands' End you can submit our schools code and PCA will receive 3% of the net sales back from the purchase. And it's not just for kids; parents can proudly wear the school colors as well as the teachers and administrators!

**You can start your online shopping through the Box Tops 4 Education website for additional bonuses for the school! See the BoxTops section for complete instructions. The school will earn 6.5% when you use this program.**

**When you make your purchase, enter the Lands' End PCA code # 9001-0405-0. If you make a purchase and forget to use the code, bring your receipt to the school and we can enter it for you for our credit!**



***Inkjet Cartridges - where to find them and who to ask to look for you!***

*Found in most home printers*

*Likely fit in the palm of your hand*

*Libraries, computer labs, small businesses and parents are a great source of inkjets*

***Laser Cartridges B where to find them and who to ask to look for you!***

*\_ Found in larger, high-speed printers*

*\_ About the length of your forearm*

*\_ Banks, accountants, brokers and large companies that print numerous forms will probably use lasers*

***Cell Phones B do you know someone who works at a cellular sales location?***

*\_ Can be collected from individuals and businesses*

*\_ Many cell phone users change service carriers or upgrade equipment*

Every qualifying cartridge and cell phone has a designated value. The values for all collected items are deposited into our account. We can spend our earnings in Funding Factory's Rewards Catalog with thousands of great products or request a check.

For more information go to <http://www.fundingfactory.com>



*We are also participating with Campbell's Soup Company and their subsidiaries and continue to save UPC and labels for the Labels for Education Program. Labels and UPC codes can be sent in your child's folder or given to any school personnel.*

See attached sheet for items bearing point values for PCA, or go to <http://www.labelsforeducation.com>



The original Box Tops program keeps getting better! As always, you can find the familiar Box Tops coupon on hundreds of your family's favorite products from **General Mills** and now, you can find Box Tops on **Ziploc** and **Kleenex** products, too! You can find Box Tops in more grocery aisles than ever before. For more information go to <https://www.boxtops4education.com> . Box Tops *can be sent in your child's folder or given to any school personnel.*

**Our success will be much greater when you ask all of your family and friends to register and shop through the Box Tops Marketplace and save box tops for you!**

When you go to the Box Tops website (above) and register, you can print valuable coupons, shop from the Marketplace (information below) and apply for a Box Tops Visa card which will rebate the school 1% on all purchases made with the card.

Box Tops has partnered with dozens of popular online stores to help you earn even more cash for your school. At the Box Tops Marketplace, you can shop at over 60 online stores including **JCPenney** and **Lands' End, Kohl's, Office Depot and Wal-Mart!**

**Whenever you start your shopping trip at the marketplace (through the Box Tops 4 Education website), a portion of every qualifying purchase is automatically donated to our school all at no additional cost to you!**

**SIGNATURE ACKNOWLEDGMENT**

I, \_\_\_\_\_

have read all the preceding pages of this Parent/Student Handbook, and am in agreement with the educational philosophy of PCA, the Admissions Policy and with the Statement of Faith. I am also aware of and in agreement with the policies concerning student debt, the guidelines of conduct, grading procedures, dress code and attendance set forth herein.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Middle School Student Signature Date

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL.

