



ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK 2020-2021

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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 modifications. When changes are necessary, parents will be informed in writing.



2020-2021 CALENDAR

August 24	First Day of School
September 7	Labor Day (No School)
October 5-9	Fall Break (No School)
October 23	Faculty/Staff In-Service Day (No School)
November 25 - 27	Thanksgiving Holiday (No School)
December 18	Early Dismissal (12:30pm)
December 21 – January 1	Christmas Holiday (No School)
January 18	M. L. King, Jr. Holiday (No School)
February 12	Faculty/Staff In-Service Day (No School)
February 15	President's Day (No School)
March 29-April 2	Spring Break (No School)
May 13	Graduation
May 28	Projected Last Day of School for Students 12:30pm Early Dismissal
June 1	Beginning of 1 st Summer Session

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 who desired 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 programming includes Early Education through 12th grade.

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, via RenWeb, and on the school website (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.

Vision Statement

That students attending PCA will pursue academic excellence and positively impact their world for Christ by understanding and living their lives in obedience to the Word of God.

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, seeks to lead the whole student into higher levels of excellence so each student may impact his/her own world for Christ. ***So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.*** (Col 2:6-7 NIV 2011)

Philosophy

Our goal is to graduate students who will significantly involve themselves within society according to their gifts, talents, and vocational callings. We will accomplish this by providing a Christ-centered environment for learning, based upon an orthodox, historic, and evangelical interpretation of the Bible and dedicated to the development of future Christian leaders.

We seek to train each student not only in the saving knowledge of God, so as to live in the biblical principles of Christianity, but to develop learners who will excel academically at each level of their education. Thus, we will challenge students to strive for Christ-like character, academic and athletic excellence, personal health, and emotional well-being.

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.

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

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

Code of Conduct

Students must realize that it is a privilege to attend PCA and therefore agree to abide by the Student Code of Conduct found on Pages 17-18 of the Handbook.

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, which arise as culture changes, which 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 in this handbook.

The PCA faculty is comprised of Christian teachers who believe that teaching is God's calling and are dedicated to the task of training students to the utmost of their ability. Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of PCA.

Family-School Covenant

According to the Bible, parents are responsible for the training of their children. PCA serves as a partner with Christian parents as they obey the command of God to train their children in truth. There must be harmony between home and school for godly training to take place (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). This covenant verbalizes six basic life principles that, if followed, will result in the maturity we are all seeking in the lives of our children.

Life Principles

RESPECT—An attitude that highly esteems those in positions of properly placed authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. We have a Biblical command to honor them because God says so, and it is for our own good (Rom. 13:1-7; Heb. 13:7; I Peter 2:13-21; I Thess. 5:12-13).

OBEDIENCE—The outworking of the attitude of respect. We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful, as He has promised (John 14:21; Eph. 6:1-4; Rom. 13:1-7).

DISCIPLINE—The correction that comes when we disobey. Discipline is a sure sign of love. Though never enjoyable at the moment, it later brings righteousness and peace. The goal is to have a life under control—self-disciplined by the Spirit of God as outlined in Gal. 5:22-26 (Prov. 3:11-12, 6:23; Heb. 12:4-13).

HOLINESS—A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God’s Word, and our desire must be one with God and His holiness (Gal. 5:16-26; II Tim. 2:22; I Peter 1:13-16, 2:9-10; I Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8).

WISDOM—Understanding what is true and doing what is right in any situation. Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. The Bible says if we do not respond to correction with a teachable spirit, we are fools and unable to attain wisdom (Prov. 1:17, 20-33, 2:1-22).

RESPONSIBILITY—Being trustworthy and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative and excellence should be the marks of all tasks we attempt (I Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5: 29-32; Eccl. 9:10).

ADMISSIONS

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.

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 provides a Bible-based education for students whose parents/guardians desire this option and who qualify for admission. All students currently enrolled in Providence Christian Academy (Early Education-12th 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 August 1 are eligible to apply for Kindergarten. However, parents of a student currently enrolled in our Early Education program may feel strongly that their child should be considered for Kindergarten even though he/she falls short of the August 1st deadline. For such families, the School Board is willing to consider exceptions to this policy if compelling reasons exist that indicate the child is otherwise prepared for entrance. If you would like to appeal the age requirement for your child, please contact the EE Director or Administrator.

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 (Early Education-12th grade) for the

next school year begins with the re-enrollment of our current school families during the month of February. The Admissions Committee reserves the right to interview, test, and selectively enroll applicants, who must perform at an average or above-average level. 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 4th grade and above. Students must also complete a request for transfer of records and must take an admissions 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. In order to attend school, all students must have an up to date KY Immunization Certificate and a Student Information Form on file in the PCA office.

Enrollment Procedures Checklist:

1. Obtain an enrollment packet
2. Complete/provide all required documentation
3. Complete Entrance Testing (if required by PCA)
4. Attend a Parent/Student Interview Meeting

* Confirmation of acceptance will be provided from the Admissions Committee or Administrator by letter. However, when final transcripts from the previous school are received, and there are one or more failing grades for the year, PCA reserves the right to reconsider the student's acceptance.

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 as well as on the PCA website.

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

Continuing PCA families must have their previous year PCA accounts fully paid off to avoid being placed on a Waiting List if classes fill up over the summer. 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 student must meet the criteria as outlined in the admission process. 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.

Priority Enrollment

Students will be accepted for enrollment using the following priorities:

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

2. Siblings—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.

3. Children of Present Faculty and Staff Members (who are not enrolled for the current academic year)

4. Alumni Families—Alumni Families (families with children who had previously attended PCA for at least one full year) may submit an admission application during the Priority Registration period in February.

New Student Enrollment

New student enrollment will be available to the general public after the Priority Enrollment in February has been closed. PCA reserves the right to make exceptions to these priorities in individual cases with extraordinary circumstances. New incoming 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/or academic performance. This will result in the student not being eligible to attend Providence Christian Academy for the remainder of the school year.

Withdrawal Policies

1. A written request for withdrawal of the student from Providence Christian Academy must be submitted to the administration.
2. **If a student withdraws from enrollment before the school year, they must inform the school in writing before July 15th. If the student withdraws between July 15th and the first day of school, they will be required to pay a fee of \$350. If the student withdraws on or after the first day of school, the full tuition for the fall semester must be paid. Likewise, if a student withdraws from enrollment on or after the first day of school following the Christmas break, the full tuition for the spring semester must be paid. These guidelines may be waived in extenuating circumstances (i.e. job transfer requiring a move, loss of income, etc.).**
3. Transcripts will not be released until the student's accounts are paid in full.
4. All financial obligations according to the school's policies must be satisfied. Please refer to your copy of the Statement of Agreement and Financial Commitment.

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 varied disabilities (including some food allergies) 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 or physical 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

the Administrator and in consultation with the Admissions Committee and is not subject to review or appeal.

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 and teacher should be notified ASAP. It is important that emergency telephone numbers be current and updated on a regular basis.

FINANCES

Tuition

Please refer to the enrollment packet or the PCA website for current tuition rates and extended care program fees. Applicable tuition discounts are incorporated into the payment schedule.

Payment of Tuition and Fees

The FACTS Management Company administers tuition and fee payments at PCA. All payments go directly through FACTS and will require families to use a credit card or ACH payments (automated withdrawal from a checking or savings account). Families may choose an annual payment, semi-annual payments, or 10 monthly payments. PCA will accept cash or checks directly from families ONLY for semester or year in full payments; however, families are still required to register with FACTS for payment of other fees (lunches, field trips, etc.). Detailed instructions for using FACTS will be given to families at the time of re-enrollment/enrollment. Families can manage their accounts through the FACTS website (www.online.factsmgt.com) or via a link on the school website (www.ppageorgetown.org). Students will not be permitted to attend PCA until their families are registered with the FACTS program.

Re-Enrollment Fee

This fee is non-refundable and must be paid in full each year 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

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.

Late Fees

1. Tuition and extended care payments not received by the 15th day of the month (or first business day thereafter) will be charged a **late fee of \$30**. 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 notification from the Finance Manager. Accounts 45 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 been established at 60 days, the PCA Board reserves the right to remove the child/children from the school enrollment.

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. Parents 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. Tuition assistance is available to Elementary, Middle, and High School students only.

For Pre-Payment, Sibling, or Pastoral Discounts, See Appendix A.

Records

At any time during the school year, report cards and/or school records will be held until all tuition and fees (curriculum, lunch charges, etc.) have been paid. No student will be allowed to re-enroll or 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

From time to time, parents might like to donate needed school equipment and supplies which qualify as charitable donations. Please see the administration for a current list of needed items. Donations to the general fund are always appreciated.

Fundraisers

Throughout the school year, families will be given the opportunity to help with school-wide fundraisers. Occasionally a specific group will conduct a fundraiser for a specific purpose. All fundraisers are approved by the administration and the PCA board. The standard for approval of fundraisers is that they must provide a value or service to the purchasers.

GENERAL STANDARDS

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 collaborate with their child's teacher by serving as an educational partner, speaking

positively of the teacher, supporting classroom procedures, and being mindful to acknowledge the teacher's authority while in the classroom or participating in school sponsored events such as field trips.

Class Size

The objective of PCA is to maintain a low student to teacher ratio for our classes. Extended care classes follow state regulations based on age of the students and space requirements.

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. 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. Parents are encouraged to use email during the day to contact their child's teacher.

Cell Phone Usage

During school hours, all cell phones **MUST** be left in the student's backpack and **turned off** during the school day, unless a teacher has specifically asked students to bring their phones to the classroom to be used for educational purposes. Cell phones may be used after school or at organized activities with the permission of your teacher or administrator. Confiscated cell phones will be turned over to the administration. Phones will be returned to parents **ONLY**, not to students.

Restricted Areas

The following areas are off limits to students at all times, except when accompanied by a teacher:

- the church sanctuary
- the open area in the rear of the school classrooms
- Preschool/Sunday school classrooms not used by PCA
- Resource Room
- Kitchen areas
- Any other areas identified by the Administration

Holiday Celebrations

With teacher approval, refreshments may be served at the end of the school day prior to a holiday. Parties should be limited to about one hour. We realize there are divergent beliefs concerning what is acceptable in regard to the celebration of holidays, and families are certainly free to observe holidays at home as they personally see fit. However, the following guidelines for holidays will be observed in PCA classrooms:

Month	Holiday	Acceptable	Not Acceptable
October	Fall/Harvest Festival	Harvest, Scarecrows, Pumpkins, Happy Jack-O-Lanterns	Bats, Black Cats, Scary faces, Witches, Ghosts
December	Christmas	Biblical teachings of holidays and traditions, Celebration of Christ's birth, Star, Nativity, Caroling, Christmas tree, Giving spirit	Santa Claus, Reindeer, Elves
February	Valentine's Day	Friendship, Love for each other, God's love for us	Cupids, Anything of sensual nature, Kissing, Lips, etc.
March/April	Easter	The Resurrection, Resurrection Eggs, Coloring eggs, Egg hunt	Easter Bunny

Birthday Parties

Birthday celebrations are limited to light refreshments to be served at the discretion of the teacher. Lighted candles are not permitted. 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. **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.** If delivered in error, it will be held in the office until dismissal or parent pick-up from the office.

Gum/Candy

Gum chewing is generally not allowed by students in any part of the school or church facilities. However, teachers may use their discretion when permitting gum chewing as a privilege or reward. Students should not bring gum or other candy to school (see Lunch section below that does not exclude candy).

Lunch

Lunch is available for purchase through local vendors five days a week, or a student may bring lunch from home. A lunch menu/ordering form will be sent home monthly. Our lunchroom is for all students; therefore, everyone must take care of it. Students are responsible for using good manners, which means clearing off their area of eating. Students are required to eat lunch in the cafeteria. Parents are also invited to share lunch with their child in the cafeteria, not the HCC lobby. All visitors and volunteers must sign in at the school office. Gum and caffeinated drinks are not permitted. In the event your child will be late on a day you have ordered a vendor lunch, please call the school office by 9:00am so that your child's lunch will not be cancelled. Otherwise your child's lunch will be cancelled and your account will be credited.

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 (including in cars) 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.

Social Media

Social media (Facebook, Twitter, etc.) has become an increasingly common part of our culture, and we recognize the value it places in providing connections to friends and family. However, there is an expected responsibility that comes when using these social media outlets, whether at PCA or at home. Students, parents, and staff of PCA should be mindful of what they post on these outlets. Our words should be uplifting and constructive, never hurtful or destructive. **Additionally, PCA encourages parents to refrain from publishing/reproducing images of students, other than their own children, that were taken while volunteering in the classroom, on a field trip, or at another school activity, as this may infringe on others' privacy.** This applies to personal websites and blogs, as well as social media networks. Parents should also refrain from mentioning children, other than their own, whether just by name or referencing activities, behavior, etc.

Media and Technology Acceptable Use 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, videos, and internet content/access that are used will be considered carefully by the instructor to make sure that they contain no inappropriate material. 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.

PCA has a technology lab and classroom computers with internet capabilities, which allow students 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 39). 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 may have access to the Computer Lab or computers in the classroom during supervised, designated times to obtain information for class work or projects. Students will have online access but are required to abide by 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 appropriate consequences given.

Internet Usage

Internet access is available for student use in obtaining information for class work/projects **only**. It is not intended for entertainment purposes. Prior to students being allowed to use the Internet, the classroom teacher will conduct a training session. If a student uses the Internet for purposes other than those stated above or visits any website not approved by the school, his or her Internet privileges will be suspended, and appropriate consequences given.

Waiver for PCA Use of Student's Image

PCA does use images of students in advertising (the local newspaper, the PCA website, brochures, etc.). These images are always chosen carefully, are tasteful, and reflect positively on both the school and the student(s). Unless expressed by parents, in writing, that it is not acceptable for their child's/children's images to be used, PCA will assume the freedom to use images of children enrolled at the school.

Lost and Found

Please be sure that every item is labeled with the child's first and last name. 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

Procedures and Policies

Upon choosing Providence Christian Academy, 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 PCA. 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 teachers and administration use a variety of disciplinary methods to maintain a positive and safe school environment. Corporal punishment is not used. PCA 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 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 love, with a goal of bringing the student to repentance and restoration. While mercy 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
- Addresses the what and the why of a child's behavior

Discipline Plan and Guidelines

PCA staff and parents expect the students of PCA to demonstrate appropriate behavior. Conflict and behavior problems in the classroom will first be addressed by the teacher. Disciplinary action will be taken, including detention, parent/teacher conferences, and conferences with the administration based on the offense.

PCA Student Code of Conduct

Students of Providence Christian Academy are expected to show respect for each other and for school property and personal property. They are also expected to adhere to high standards of integrity and honesty and to share in the responsibility to see that school rules are followed with fairness and consistency.

RESPONSIBLE STUDENT BEHAVIOR INCLUDES THE FOLLOWING QUALITIES:

I. COURTESY/RESPECT FOR EVERYONE AND SELF

Responsible students treat everyone as they themselves wish to be treated

II. CONCERN FOR THE SAFETY OF EVERYONE

Responsible students act maturely so as to not endanger themselves or others

III. RESPECT FOR PERSONAL PROPERTY

Responsible students treat everyone's personal belongings in the same manner that they want their things treated

IV. RESPECT FOR THE RIGHT TO LEARN AND TEACH WITHOUT DISRUPTION

Responsible students will act in such a manner so that their behavior is not disruptive and will display appropriate conduct

V. RESPONSIBILITY FOR BEING IN THE RIGHT PLACE AT THE RIGHT TIME

Responsible students attend school and classes punctually

VI. APPROPRIATE GROOMING AND APPEARANCE

Responsible students have good grooming habits and appear neat and appropriate for school

VII. APPROPRIATE RESPONSES TO THE REASONABLE DIRECTIONS OF STAFF MEMBERS

Responsible students follow the directions of the adult member of the school community

It is important for students to understand the consequences of violating basic school rules. We believe that school offers an opportunity to learn from mistakes. Therefore, we are guided by a progressive discipline philosophy. We have listed some possible consequences for violating our Student Code of Conduct, in order of severity. Because we believe that the consequences for students should have meaning and help them learn, we also explore alternative forms of discipline if we feel it is in the best interest of the students.

Our discipline standard requires that we address any action of which we are made aware by investigating it, and if necessary by implementing discipline. Our philosophy of progressive discipline focuses on teaching a student to behave properly, so the consequence may be simply talking to a student and recording an incident, or as severe as suspension. Should a student repeat the same offense or several small offenses, he or she will receive more severe discipline. We will always seek God's direction before speaking with students in a disciplinary situation and will initiate prayer during our discussions with them.

Student conduct is almost never black and white, and we will provide due diligence in any investigation. We are not a court of law, and we look for a preponderance of the truth in any situation. We do not discriminate based on gender, age, religious orientation, or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim, if there is one. We respect the privacy of all students.

Infractions that are not acceptable in a school environment include: harassment, intimidation, bullying, cutting class, truancy from school, use of tobacco or tobacco-like products, use or possession of illegal drugs or alcohol, use or possession of prescription or over-the-counter medications, theft, destruction and/or defacing of school property, fighting, leaving school property without permission, disrespect to fellow students/faculty, violation of acceptable use policy for technology, inappropriate behavior that is disruptive to the learning or safety of others.

Possible consequences—appropriate to the age of the student— include:

- Discussion with student
- Discussion of a behavior improvement plan with student and parents (may be required for a student's return to class/school)
- Lunch detention
- Alternative discipline such as an assignment or community service
- Suspension

A. In-School Suspension (ISS)

PCA does not have extra staffing to supervise students in ISS. Therefore, if the administrator assigns ISS, parents will pay \$78.00 per day of ISS to PCA to cover the full cost of PCA hiring an ISS supervisor. Payment (cash or check) is due to the Business Office by 8:15 a.m. on the morning of the ISS day.

B. Out-of-School Suspension (OSS)

On the OSS day, the student (in dress code), accompanied by a parent, must arrive at school at 8:00 a.m. to pick up an OSS Assignment Packet, which is to be fully completed at home under parent supervision. The student (in dress code) and parent must return to school at 4:00 p.m. to submit to the teacher, the fully- completed OSS Assignment Packet.

- Expulsion (removal of the student from the school for at least the remainder of the current school year)

Expulsion may be applied for reasons including, but not limited to, the following:

- Dangerous or unsafe behavior
- Possession and/or use of illegal drugs or alcohol (on or off campus)
- Serious or repeated harassment, intimidation, bullying, fighting, theft, or vandalism
- Repeated Suspensions

NO CODE CAN BE EXPECTED TO LIST EACH AND EVERY OFFENSE WHICH MAY REQUIRE THE USE OF DISCIPLINARY ACTION. NEVERTHELESS, THE SCHOOL SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCES, DEPENDING UPON THE NATURE, SEVERITY AND FREQUENCY OF THE CONDUCT AT ISSUE.

Bullying

Bullying is a habitual action(s) and can take many forms, which may have devastating consequences. It can mean hurting someone by causing physical pain, such as hitting, pinching, or kicking. It can also mean threatening, 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. 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. **PCA will not tolerate bullying. Disciplinary Action WILL BE TAKEN.** All bullying incidents will be dealt with by the Administrator on a case by case basis, in consideration of the offense(s) that is committed, as well as the age and cognitive development of the child who has committed the act(s) (of threatening/bullying or actual physical harm).

In accordance with Biblical principles (Matthew 18:15-17), PCA asks students, parents, and staff to follow certain steps when bullying (or any conflict situation) occurs between students. If a child reports bullying or conflict to parents, the parents should first encourage the child to report the events to the classroom teacher. If there are no positive results, then the parents should meet with the teacher, so that a plan can be established to deal with the situation—alerting the administration and the parents of students who are habitually causing fear in others, etc. If after meeting with the teacher, resolution is not achieved, then parents should request a meeting with both the administrator and teacher. Lastly, if there is no resolution to the situation in a mutually agreed-upon and documented timeframe after meeting with the teacher and administrator, parents should request a meeting with the administrator and a minimum of two members of the PCA Board of Directors.

Behavior Off Campus

We recognize we have no direct control over students when they are away from the school. Any behavior that contradicts the PCA Code of Conduct, regardless of time or location, shall be considered serious, and consequences for that specific behavior may be given. These expectations most obviously apply to tangible behavior, but certainly apply to less tangible behavior (communication via email, texting, and other social media venues) as well. The testimony which the students give forth for, or against, the Lord Jesus Christ when out in public is also the testimony which is reflected upon PCA. I Timothy 4:12 exhorts: "Let no one look down on your youthfulness; but rather in word, in conversation, in charity, in spirit, in faith, in purity, show yourself an example of those who believe."

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 may result in dismissal or expulsion.

Suspension, Dismissal and Expulsion

Attendance at PCA is a privilege which involves certain responsibilities. Disciplinary action involving suspension, dismissal, or expulsion of students is always a difficult decision for our Administrator. 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 COMMUNICATION AND 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 school's 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:

- The grievance should be treated as confidential by all involved parties. Everyone involved should take care that all words and actions build up and do not tear down the involved parties (I Peter 3:8-12);
- Schedule a private meeting with the teacher/staff member in question;
- If the concern is unresolved, schedule private meetings with those in the school's correct line of authority, i.e., first the Early Education Director and then the Administrator;
- Finally, if resolution has not been made, submit the concerns in writing to the Chair of the Personnel Committee.

If a grievance is brought before the School Board, all appealing parties (the parents, the involved PCA employee(s), and the administrator) will each 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 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 via email or by contacting the office, whereby, they will forward the message to the teacher. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their personal telephone numbers available. Please 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 and to prepare for extracurricular activities. Parents are asked not to involve the teachers in a conference at those times.

VOLUNTEERS

Parents In Partnership Service Hours

Why Service Hours?

The goal of the Parents in Partnership program is to cultivate a spirit of community in which each school family actively participates and supports the life and development of Providence Christian Academy. The program serves as a positive example to our students of active involvement in church and community.

How do I participate?

All Elementary, Middle, and High School families are asked to support the school by providing a minimum of **20 hours of service** during the school year. There are many opportunities to fulfill the school service hours for parents working both inside and outside the home. A partial list is shown below. The Administration will be highlighting other opportunities throughout the school year. Teachers who are parents are excluded from the Parents in Partnership service hours.

How is the program administered?

Each family will use the PIP Hours link on the school website to record service hours throughout the year. Submitted hours will be approved and signed by the appropriate teacher, event chairperson, or administrator at the end of each month. **If a family does not complete and submit their 20 hours of service by the last day of May, a charge of \$200 will be added to their PCA account.**

What can I do to help?

Partnership Opportunities: Service Credit

Helping in the classroom (Actual time)

Helping in the library (Actual time)

Chaperoning field trips (Half time)

Volunteering in the cafeteria (Actual time)

Volunteering at school (Actual time)

Assisting with fundraisers & special events/projects (Actual time)

Cleaning, maintenance, and work days (Time and a half)

Donating homemade baked goods as requested (One hour)

Donating goods/items (other than required student supplies) to the school/classroom (1 hour per \$10)

Donating prizes/items to fundraisers (1 hour per \$10)

*Other projects may become available during the school year. Please check with the PTF, school office or your child's teacher for additional suggestions.

Volunteer Policy

Opportunities are available to volunteer in the regular classroom, enrichment classes, special events, extracurricular activities, athletics, clubs, school office, PTF organization, and chaperone and/or drive for field trips and athletic events. Please make prior arrangements with the appropriate teacher if you are available to help. Siblings are not allowed to accompany a parent/guardian during his/her volunteer duties. All volunteers who work directly with children, whether in the classroom, on a field trip, or at an athletic event, must complete and submit a Volunteer Application, which includes a criminal background check through the Administrative Office of the Courts, a confidentiality agreement, and a PCA statement of faith. A new Volunteer Application must be submitted each school year.

A parent, guardian, grandparent, etc. of a PCA student is NOT required to submit a Volunteer Application and criminal background check if the person's SOLE involvement is any of the following:

1. As an attendee at a school function. (e.g. Christmas program, annual car show, etc.)
2. As an observer/attendee in the child's class—the adult must not exercise any control or supervision of any child except their own child/grandchild. This prohibition shall include, but not be limited to, taking a child to the restroom or being left alone in the classroom with students.
3. For drop-off or pick-up of one's child/children at the PCA campus or another location where a PCA function is conducted.
4. PTF service opportunities (non-classroom) that include but are not limited to the following: car show booths, landscaping, Festival of the Horse, school picnic, annual book fair, fundraisers, Christmas program hospitality, art show setup, consignment, etc.
5. Other instances that are pre-approved by the PCA Board of Directors, in which the person will be present but will not be supervising, having disciplinary control or having direct contact* with a child.

*"Direct contact" does not include the mere presence of a person in the same room as a child, such as when observing or visiting a classroom or eating lunch with one's child in the cafeteria. It also does not include the incidental interaction between the visitor and child when it is done in the presence of other PCA employees and/or authorized volunteers. "Direct contact" does include, among other things, any physical contact that is anything other than very brief and unobtrusive. It also includes any directives or commands to the child. "Direct contact" also means escorting a child to the restroom or other location outside the classroom or being left alone in the classroom with students.

PCA reserves the right to deny a volunteer based upon knowledge of any offense that demonstrates a risk to students. No consideration will be given to any volunteer applicant who has a conviction for the following offenses:

- Any felony conviction
- Any drug conviction within the past five (5) years; or more than one (1) drug conviction, one (1) of which has been in the past ten (10) years
- Any weapons violation
- Any sex related crime
- Harassment
- Assault; criminal abuse
- Unlawful transaction with a minor; endangering a minor; offense with or to a minor
- Any pending criminal charges

In the event a parent, grandparent, or guardian does have one of the above offenses on a background check that prevents "direct contact" volunteering, an appointment may be scheduled with the PCA

Board of Directors to make an appeal.

Many volunteers are needed in order to make PCA a successful school. We encourage parents, grandparents, and various members of the community to submit a volunteer application. This process helps keep our students as safe as reasonably possible.

Parent-Teacher Fellowship (PTF)

The purpose of the PTF is to further enhance the relationship and fellowship between parents and teachers here at Providence Christian Academy. The membership of PTF includes all teachers and parents at PCA, all of whom are welcome at 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 students and teachers.

Room Parents

Each class may 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 will be billed to the family's account via FACTS.

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 when traveling on field trips. All Kindergarten and 1st grade students at PCA must travel in a booster seat for field trips when traveling with an adult other than their own parents. If the parent does not drive, or a booster seat is not provided by parents, the child will not be permitted to go on the field trip. **For safety reasons, school trips are intended for PCA students and chaperones only and are not open to siblings, regardless of their age.** Parents are asked to uphold PCA standards in their own behavior—no secular music in transport vehicles, modest dress (no tank tops, no short skirts or shorts), no use of tobacco products (including electronic cigarettes), no possession or use of alcohol and illegal drugs, and no use of profane language. Additionally, parents/grandparents are asked to curtail cell phone use while serving as chaperones on field trips. In order to keep PCA students safe, it is also imperative that chaperones observe laws that prohibit texting while driving. For chaperones attending field trips, whether day trips or overnight trips, please refer to Volunteer Policy on page 21.

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 and background check 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. Please fill out the necessary forms, which may be obtained from the school office.

Below are the guidelines of eligibility for Volunteer Driving:

No volunteer will be permitted to drive if he/she has **any** of the following:

1. More than 2 tickets in the last five years
2. Any serious traffic violation such as Driving Under the Influence

*The school office will notify a volunteer if he/she is not permitted to drive.

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 or physician, or official email, stating the reason for missing school, otherwise the absence will be unexcused. It is school policy that a student must stay home when experiencing any of the following conditions:

- Diarrhea—stool frequency exceeds 2 stools above normal during 1 school day or if causing accidents
- Persistent cough—interrupting or interfering with their participation
- Fever—100.4 degrees or higher (Must be fever free **without** medication for 24 hours before returning to school)
- Vomiting—more than twice in 24 hours (Student must have gone 24 hours since the last time they vomited.)
- Strep Throat (24 hours on medication before returning)
- Pinkeye/Conjunctivitis (24 hours on medication before returning)
- **Any general symptoms that keep them from participating in regular activities**

Students do, at times, come down with illnesses while at school. If that happens, the student will be sent to the school office for evaluation by the Administrative Assistant 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 on the child's behalf. Student injury and/or accident insurance is covered under the school's general liability policy.

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 prescription or over-the-counter medications, including cough drops, must be stored in the office and administered by administrative personnel. Medication must be furnished by the parent in the original container. Parents must complete the appropriate medicine permission form. **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.

Food Allergy Policy

Because Providence Christian Academy cannot control the various groups that use the Harmony Christian Church building, it is impossible to promise an allergen-free school to families of children with various food allergies. Also, it is PCA policy that the school may not be able to accommodate children with various disabilities, and food allergies may be considered as such. However, PCA is committed to keeping allergic children as safe as is reasonably possible. Therefore, PCA has established a Food Allergy Policy for the following reasons: 1 in 25 children suffer from food allergies; food is ubiquitous in schools and many allergic reactions can be life-threatening; and PCA has students presently enrolled who have various food allergies. The goals of the Food Allergy Policy are as follows: Educate staff on recognition of a food-allergic reaction; Educate students about food allergies and the potential threat an allergic reaction can have; Use the most effective method in avoiding allergic reactions; Effectively manage reactions, should they occur; Adopt an individual food allergy action plan for allergic students. PCA's food allergy policy requires specific responsibilities of parents of allergic children, the school, and allergic children themselves. These responsibilities are outlined in the detailed Food Allergy Policy, which can be found both on RenWeb and in the school office.

Visitors and Security

All parents/visitors/volunteers **MUST** report to the school office to check in, record arrival time and the purpose of the visit, and receive a badge or sticker. Approved volunteers will receive a badge on a lanyard that indicates their role as a volunteer. Visitors (any person who has not completed a volunteer application) will receive a "Visitor" sticker to be worn while in the classroom, in the cafeteria, etc. At the conclusion of the visit, the visitor/volunteer must return to the office to check out and return the badge or sticker. **The volunteer or visitor must wear the volunteer badge/visitor sticker at all times during his or her stay in the school.**

Parents/guardians who are picking up students during the school day or are dropping off items to

students are required to check in at the office. Office personnel will retrieve the student or deliver items to the student.

Former PCA students may visit, during lunch time, upon receiving the prior approval of the Administrator/Principal. A 2-day notice should be given for such requests. Students 5th grade and under must be accompanied by an adult during the visit.

Sex Offender Registry

As pursuant to **Kentucky Revised Statutes (KRS) 17.545 (2)**, “No registrant as defined in **KRS 17.500** nor any person residing outside of Kentucky who would be required to register under **KRS 17.510** if the person resided in Kentucky, shall be on the clearly defined grounds of a high school, middle school, elementary school, preschool, or licensed day care facility, except with a the advance written permission of the school principal, the school board, or the day care director that has been given after full disclosure of the person’s status as a registrant or sex offender from another state and all registrant information as required in **KRS 17.500.**”

Providence Christian Academy’s position on this matter is that permission will **NOT** be granted for any person on the Sex Offender Registry to be on school property at any time.

Disaster Drill Procedures

Drills for fire, tornado and lockdown situations will be practiced throughout the school year. In the event that the school will need to be evacuated, 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 explosive on school grounds, in any designated 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 may include but are not limited to, the following:

- Confiscation of the firearm or other deadly weapon, destructive device, or explosive
- Immediate phone call to the student’s parents and application of appropriate consequences
- 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

Providence Christian Academy and its employees comply with Commonwealth of Kentucky reporting requirements regarding suspected child abuse or neglect. Reports may be made by contacting the Department of Community Based Services (DCBS) at the toll free child-abuse hotline (1-877-597-2331) or at its local Scott County office (502-863-0565).

Kentucky Revised Statutes (KRS) 620.030 states: *Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet or its designated representative; the commonwealth's attorney or the county attorney; by telephone or otherwise ...*

KRS 620.030(1) also states: *... Any supervisor who receives from an employee a report ... shall promptly make a report to the proper authorities for investigation ...*

Immunity

KRS 620.050 (1) states: *Anyone acting upon reasonable cause in the making of a report or acting under KRS 620.30 to KRS 620.050 in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding or resulting from such report or action.*

Penalty for Failure to Report

KRS 620.990 (1) states: *Any person intentionally violating the provisions of this chapter shall be guilty of a Class B misdemeanor. A class B misdemeanor carries a penalty of up to 90 days in jail and /or a fine of up to \$250.use/neglect reports.*

Providence Christian Academy chain of communication regarding child abuse/neglect reports:

- The report shall be made to the Department of Community Based Services (DCBS) by the employee who has the suspicion/evidence that a child is dependent, neglected or abused.
- All parties shall cooperate to the extent required by the commonwealth 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.

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:

1. 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.
2. 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.

ATTENDANCE POLICIES

General Attendance Policy

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. Students with absences in excess of 10 per class per semester may result in consequences determined by the administration. 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. A student must be in school 4 ½ hours to receive credit for the day.

Instructional School Day

Elementary Grades—8:30am to 3:30pm

Leap and Grow Extended Care Program—See Appendix C for hours and pricing

Checking Out of School Early

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

When a field trip ends near the end of the school day, a parent who has served as a driver/chaperone for the trip may take their child home at the completion of the field trip, after signing in with the classroom teacher.

Drop-off/Pick-up Procedures

Leap and Grow students should be escorted into and out of the building by their parents/guardians.

Students may be dropped off between 8:15 and 8:30am each morning at the designated door. Classrooms will not open until 8:15am. Students should not be on the school property before that time, unless attending the Leap and Grow program or another designated PCA activity. It is recommended that students be in the classroom by 8:20am to prepare for the beginning of the day. After 8:30, parents are expected to park and walk their children into the school office. Students are tardy if they arrive in

their classroom 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; refer to the charts on page 32.

Any student who remains 15 minutes past the 3:30 pm dismissal, will be escorted to the Leap and Grow program, and the parents/guardians will be charged for this service. Leap and Grow 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.

People not known by sight by school personnel and who do not have a school pick-up Name Card are required to go to the school office to pick up the child. Each student has an Authorized Pick-up List supplied by the parent and maintained in PCA's database. It is the responsibility of the parents to keep this list updated with the school office. A signed written note from a custodial parent will be required before a student will be released to anyone not on the list of people authorized to pick up that student.

In addition, parents are to follow the pick-up procedures as described below. It is imperative that all parents cooperate with the established procedures for the safety of all students.

Car Line Pick-up

1. Parents are **NOT** permitted to enter the ES/MS/HS classroom wing before ES dismissal is complete.
2. ES teachers will escort their classes to the gym for dismissal.
3. For security purposes, those picking up students via Car Line must have the PCA Name Card displayed on their car windshield. The school maintains a list of people who are authorized to pick up each student.
4. We ask that parents not be on their phones/bluetooth devices in the student loading or unloading zone.
5. For safety and efficiency, students must enter their cars on the curb side.
6. Car Line flow of traffic will be reviewed at Orientation.

Walker Pick-up

1. The Parent parks in the area in front of the school's main entry, enters the building, and completes the sign-out sheet in the main hallway, specifying the student's name and the adult's name.
2. Parents will wait in the school's main hallway until Car Line is finished.
3. Students who are "walkers" are **only** released once the Car Line Pick-up is complete. Students will be escorted by Leap and Grow staff to the main hallway for pick-up.

Delayed Opening & Closure 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: LEX18 (NBC) and WKYT (CBS). Please make prior arrangements and provide a list of the individuals who may pick-up your child in the event of early dismissal. For specific times, please see the Chart in Appendix B.

Excused and Unexcused Absences

Absences are **excused** for the following:

- illness
- injury
- death in the family
- family emergencies will also be given consideration
- 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
- special situations where a student may have the opportunity to represent his/her church, scout troop, etc., will be considered by the administration based on the student's grades, previous absences, etc.

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
- failure to bring a note

Make-up Work

When a student is absent due to illness, we ask that the parent call/email the involved teacher(s) and the school office by 9 am, notifying each of the absence and asking that the teacher email the day's assignments when he/she has time. The teacher may not have time to send that email until the end of the school day. If materials are necessary to complete assignments, they can be picked up after school.

Make-up work is applied only to excused absences. For unexcused absences, students will not be permitted to make up missed work with the exception of unit tests, major projects, and achievement testing.

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. 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, death in the family, or other family emergencies. 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 test or homework upon returning to school.

Anticipated Absences

Except for illness, injury, death in the family, or other family emergencies, prior notice of the absence must be given 5 school days 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. Failure to meet the completion deadline will result in the absences being counted as unexcused. All assignments are due according to the excused absence policy. It is encouraged that anticipated extended absences include some educational value to be shared with classmates upon return.

Although all PCA teachers strongly desire to partner with parents, parents are asked to realize that expecting teachers to prepare a packet of work for multi-day vacations puts an undue burden on the teacher. That is why we encourage families to do all within their power to schedule extended vacations during school breaks.

Tardiness

Being late to class is very disruptive and puts the student at a disadvantage; therefore, each student is expected to be in the classroom at 8:30 am. When students are tardy to school, a parent/guardian must accompany the child to the office and sign in. Five (5) unexcused tardies count as one unexcused absence. Any disciplinary action for unexcused tardies will be at the discretion of the Administration.

Examples of unexcused tardies:

- oversleeping
- arriving late for any reason not in keeping with reasonable prudence
- 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
- doctor's appointment

Absences and Tardies for a Full-Day Schedule

<u>Arrival Time</u>	<u>Status</u>	<u>Departure Time</u>	<u>Status</u>
8:31-9am	AM Tardy	9-10:30am	Abs. full day
9-10:30am	Abs. 1/4 day	10:30am-12pm	Abs. 3/4 day
10:30am-12:00pm	Abs. 1/2 day	12-1:30pm	Abs. 1/2 day
12-1:30pm	Abs. 3/4 day	1:30-3pm	Abs. 1/4 day
1:30-3:00pm	Abs. Full day	3-3:30pm	PM Tardy
(3:45 for MS/HS)		(3:45 for MS/HS)	

Absences and Tardies for a Half-Day Schedule

<u>Arrival Time</u>	<u>Status</u>	<u>Departure Time</u>	<u>Status</u>
8:31-9am	AM Tardy	9-10:30am	Abs. full day
9-10:30am	Abs. 1/2 day	10:30am-12pm	Abs. 1/2 day
10:30am-12pm	Abs. Full day	12-12:30pm	PM Tardy

School hours are 8:30 AM – 3:30 PM for Elementary School, with anticipated entrance into the building between 8:15 and 8:25, and students in their seats by 8:30.

Dismissal

Parents should wait until 3:30pm to pick up their child/children, because 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. If you are signing out your child/children for a doctor's appointment, etc., then you **MUST** go to the office and sign him/her out.

In the event of a special assembly, chapel, or an awards program, parents should defer to the teacher's preference in regard to whether or not students should be picked up early or dismissed from the sanctuary (or other locations). Parents **MUST** make personal contact with their child's teacher if the child will not be returning to the classroom after such an event.

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 should be prepared to show photo 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.

Specific instructions for end-of-day pickup will be communicated at the beginning of the school year.

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.

Using Common Core State Standards as a point of reference, the administration and teachers will develop curricular objectives at each grade level, and a prescribed Scope and Sequence to obtaining those objectives. Although curricular objectives are provided for each grade, Providence Christian Academy's commitment is to the individual student and his/her educational needs. The curriculum is centered on the individual student in order to prepare him/her toward spiritual, intellectual, social, and physical maturity.

Enrichment Classes

Students are offered a variety of enrichment classes throughout the school day/week. Examples of “enrichment” or “specials” classes are Spanish, Physical Education/Health, Art, Music, and Technology.

Chapel and Assemblies

Chapel service is an important aspect of the school program. Chapels are held once per week and provide an opportunity for students and staff to praise and worship the Lord together, to pray together and hear an edifying lesson that is Christ-centered and Biblically based. Assemblies are held from time to time to promote school spirit and school pride and support students who represent the school in extra-curricular activities.

Extracurricular Activities

Generally, extracurricular activities (athletics, clubs, field trips, and other special events) are only open to currently enrolled PCA students. However, the PCA Administrator/Principal may grant requests to participate on a PCA team from the families of non-PCA students. Students are expected to represent themselves, their parents, the school and most importantly the Lord in a way that is consistent with PCA’s Code of Conduct and/or Athletic Handbook.

Books and Supplies

Curriculum/materials fees are included with tuition. Each family is responsible for providing classroom supplies for their student(s). Supply lists are available prior to the beginning of school. Additional supply lists may be sent home as needed throughout the school year. Parents are 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

Homework is an integral part of the school program, and each teacher is at liberty to assign homework to help students advance in their studies. Each student must complete his/her homework assignments. Parental supervision in seeing that homework assignments are completed is very helpful for students.

Homework will be counted as 20% or less of the total grade, and tests/projects will be counted more heavily than in-class assessments.

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 homework work time for average students in grades Kindergarten through 5th is approximately:

Grade	K	10 to 15 minutes
Grade	1	15 minutes
Grade	2	20 minutes
Grade	3	30 minutes
Grade	4	40 minutes
Grade	5	50 minutes

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.

Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a lower grade. 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 the grading term. Grades not converted will be recorded without the benefit of the course work being complete.

Late Work Policy

All assignments, including daily homework, projects, reports, and presentations, are expected to be submitted on time. If a student is absent due to illness, the policy on make-up work will be followed. Individual teachers will address the issue of late work according to this policy with consideration to each individual situation.

Plagiarism

Plagiarism is defined as taking an author's ideas or words and using them as one's own work. Plagiarism is a form of stealing (Exodus 20:15) and is a serious violation of academic honesty.

To prevent plagiarism, teachers will instruct students on proper documentation procedures for research assignments. A 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.

The administration and teaching staff of PCA expect our students to approach their work seriously, 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.

Any plagiarism violation will be addressed. Zeroes will 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

Teachers may be available before or after school on designated days each week to provide extra assistance to students with their studies. Teachers may recommend that students attend tutoring sessions, or parents may request sessions for their child. These sessions may be with any PCA teacher. When these sessions occur on a regular basis, upon agreement between teachers and parents, teachers may be compensated for their tutoring time.

Grading Scale for Report Cards, Progress/Interim Reports

Kindergarten and 1st Grade

S=Satisfactory

P=Progressing

N=Needs Improvement

2nd thru 5th Grades

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

Below 60 F

Grade Point Average (GPA) is not calculated for 2nd grade
GPA for 3rd-5th Grades is calculated on a 4 point scale

Enrichment Classes (for all grades)

S=Satisfactory

P=Progressing

N= Needs Improvement

Student conduct will also be noted on the report card by the classroom teacher with either a positive (+) or a negative (-) mark; a negative mark will indicate a need for attention in that specific area of conduct.

Report Cards/Interims

Report cards are issued to students at the end of each (9 week) 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 1st, 2nd and 3rd 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. RenWeb provides regular updates to parents concerning their child's/children's academic progress.

Honor Roll

Honor Rolls are computed four times a year. The awards for 2nd grade and above are based on quarterly grades, not semester grades. There are three levels of Honor Roll:

- | | |
|----------------|------------------|
| 1. High Honors | 3.5 to 4.00 GPA |
| 2. Honors | 3.00 to 3.49 GPA |

Sex Education

Providence Christian Academy believes that parents are responsible for teaching sex education to their children. Although matters of male/female relationships are covered in Bible and science classes, the teaching of sex education is the primary responsibility of the parents.

Achievement Testing

Standardized achievement tests may be administered.

MAP (Measures of Academic Progress) Assessment

Students at PCA are assessed in reading and mathematics three times per year (fall, winter, spring) using the MAP assessment tool. Results for individual students will be communicated to parents and are used by teachers to guide differentiated instruction in the classroom. 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 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 a student to allow him/her 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.

Academic Probation

Students are required to maintain a 2.0 combined grade point average in the core academic courses (Language Arts, Science, Bible, Social Studies, and Math). Students at the end of the nine-weeks who do not maintain a minimum 2.00 GPA or C average in the academic core and/or receive and "I" or "F" in **any** course will be placed on academic probation for the next nine-weeks.

During that time, there will be parent conferences and regular progress reports sent home. Additionally, tutoring or other academic aids may be required for/of the student. Significant improvement must be shown during the probationary time. Two consecutive quarters of probation may result in dismissal from PCA, or retention at the end of the school year. This decision will be made in conference with the teacher(s), parents/guardians, and administration.

Academic probation excludes the student from any and all PCA sponsored extracurricular activities, such as after school clubs or sports, or as otherwise determined by the administrator. Coaches/sponsors are responsible to obtain grade information, as provided by the school's administrative assistant.

DRESS CODE POLICY

Providence Christian Academy has a required uniform dress code that all students 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 school's 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 Administrator. 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 a 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. Students should be sent to school in clothes that are clean, have no holes, or large visible stains. 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 parent will be required to bring appropriate clothing to school. Depending on the nature of the infraction, the student may be held out of class until the dress code issue has been remedied. 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.

SPECIFIC GUIDELINES

The following information provides the dress requirements for the current school year:

Shirts/Sweaters/Sweatshirts/Polo Dresses

Shirts, sweaters, sweatshirts, and polo dresses must be solid color, collar matching the shirt or dress, with no logos, emblems, or words, except for the PCA approved logo. Acceptable styles are polo, oxford, turtleneck, or mock turtleneck; girls may also wear peter-pan collared or button-down shirts. Shirts must be tucked in for students in 4th and 5th grades. These styles must be worn Monday-Thursday.

For warmth during school hours:

- Long or short sleeve solid white shirt worn under any uniform shirt/sweater/polo dress
- Solid color crew-neck sweater or sweatshirt with collared uniform shirt or turtleneck underneath
- Solid color v-neck or cardigan sweater with collared uniform shirt or turtleneck underneath
- PCA sweatshirt or fleece with collared uniform shirt or turtleneck underneath
- Solid color fleece with collared uniform shirt or turtleneck underneath
- Sweatshirt, fleece, sweater, or jacket with a credit card sized logo, emblem, or word visible
- If students are wearing a clothing item with a hood, the hood must remain down when indoors.

Pants/Shorts/Jumpers/Polo Dresses/Skirts/Skorts/Capris

The following pants/shorts/jumpers/dresses/skirts/skorts/capris colors are permitted: Khaki (light or dark), black, or navy blue.

Dresses must be no more than 2 inches above the knee. No “skinny” fit pants, capris, or shorts are acceptable. Leggings are only allowed underneath skirts or dresses and must be of uniform color. Leggings are not considered pants.

All—Pants and shorts are to be Docker/Chino style (**no skinny fit**) and should not have zippers or pockets below the hips. If pants or shorts have belt loops, a belt is expected to be worn by students in 2nd grade and above, with shirts tucked in. Corduroy is acceptable. No cargo pants/shorts or carpenter pants/shorts are acceptable Monday–Thursday. They may be worn on Spirit Days (whether in chino or denim material with NO HOLES).

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. Skirts, dresses, jumpers, skorts, and shorts for girls may not be more than 2 inches above the knee. Leggings may only be worn under a skirt, skort, or dress. Appropriate colored shorts must be worn underneath skirts/dresses at all times if tights are not worn.

Outerwear/Jackets

Jackets and coats (except suit jackets/sports coats) are NOT to be worn in class.

Shoes

Shoes must have enclosed or strap heels (no backless shoes). For safety reasons, no flip flop styles and no raised heels are permitted. Students should wear tennis shoes on Physical Education days. No Heelys (shoes with wheels embedded in the soles). All shoes requiring shoelaces are to be laced and tied.

Socks/Tights

Socks and tights must be a matched pair of a solid color; no pictures, patterns or designs of any kind are allowed on socks or tights. Sock length may be any of the standard, traditional lengths available—ankle, bobby, crew, knee, etc. Thigh high socks, or any other faddish styles or lengths, are not acceptable.

Accessories

- In grades 4 and 5, braided or plain belts must be worn on clothing with belt loops.
- Magnetic belts are permitted for primary students, if desired.
- Face paint or visible tattoos are not permitted.
- Jewelry for piercings, other than pierced ears for girls, will not be permitted.
- There are no restrictions on the color of hair bows. If any hair accessories are a distraction, students may be asked to remove them.
- Chains or other alternative accessories are not permitted (i.e. chains on wallets, keys, etc.)
- Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn indoors.
- No backpacks on wheels are permitted, unless a medical condition warrants such.

General Guidelines

- No sagging, fraying, “skinny fit”, or oversized clothing is appropriate.
- Girls need to wear pants, skorts or shorts on PE days.

*Please note special exceptions as described below in the Spirit Day section.

Hair

Must be clean and neatly groomed and out of the face. For boys, hair must be above the eyebrows, above the collar, and above the bottom of the ear lobe. Young ladies may color or highlight their hair a natural hair color. Extreme fads are to be avoided.

Note: Please put your child's name on the labels of his/her clothing. This will enable us to return it to the proper owner if it is misplaced.

In all cases, the Administration will have the final authority about the appropriateness of any school

wear. The appearance must always be neat, modest, and suitable. Parents will be notified if students are in violation of the dress code.

Spirit Day (Friday)

Each Friday with the donation of \$1 or a non-perishable food item to be donated to the Amen House (or other charity), students may wear any combination of the following:

- Jeans or jean shorts appropriate in size and fit (no “skinny fit”), including cargo or carpenter jeans or shorts
 - Pants that are torn/and or faded from excessive wear or have separated seams are inappropriate. Leggings may not be worn as pants.
- Crew neck sweaters without a collared shirt underneath
- T-shirts, sweatshirts, or hooded sweatshirts with a Christian message
- PCA Spirit T-shirts, sweatshirts, or hooded sweatshirts
 - By definition, “PCA Spirit T-shirts or Sweatshirts” refers to professionally made shirts such as those sold by the PTF. Homemade shirts will not be allowed on Spirit Fridays unless the administration has approved it in advance.
 - Any writing, logos, or pictures should be in harmony with the philosophy of PCA.
 - T-shirts must be tucked in.

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 in the dress code for days of field trips. The teacher will make that decision and communicate it to the parents in advance.
- Individual Picture Day: This is a special dress up day. Students do not need to wear uniforms, however, the principles of the PCA dress code still apply (i.e. fit, cut, length, message, and modesty).

LEAP & GROW EXTENDED CARE PROGRAM

PCA’s Leap and Grow Extended Care program is offered as a service to our families who need care for their students outside of regular school hours. To assure the safety of students not picked up by 3:45pm, they will be sent immediately to Leap and Grow, with charges incurred for the time the student is there.

*For Leap & Grow times and pricing, please refer to Appendix C.

Leap & Grow Policies

1. Snacks will be provided at 4:00 pm.
2. All children are to be picked up by 6:00 pm. A charge of \$2.00 per minute will be charged for late pickups.

3. Leap & Grow payments are due on the 1st of each month and are late on the 15th of each month. A \$30 late fee will be assessed to any outstanding balance after the 15th. Any extended care schedule changes must be pre-arranged by the 30th of the prior month.
4. Drop-ins must pay when services are rendered.
5. Students participating in the Morning Session 1 may bring breakfast from home.

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 appropriate disciplinary action.**

APPENDICES

Appendix A: Available Discounts

Pre-Payment Discount

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

Semi-annual/Semester Payments: First semester tuition paid by the first day of school will receive a 1% discount. Second semester tuition paid in advance by January 1st (or the first business day of the new year) 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, Middle, or High School. The discounts are as follows: First (oldest) child 0% discount, second (oldest) child 20% discount, third and subsequent children 30% discount per child.

Pastoral Discounts

A 20% Pastoral Discount is available to any paid pastoral staff as verified by the individual church and approved by the PCA board.

Appendix B: Delayed Opening & Closure of School

On days that Scott County Public Schools are closed for weather related reasons, PCA morning Leap and Grow will begin at 7am instead of 6am. Morning Leap and Grow may be cancelled or delayed even if school is not.

In the event of a one hour delay, Leap & Grow services will begin at 7am. The school day for Early Education, Elementary, Middle, and High School will begin at 9:30am.

In the event of a two hour delay, L&G begins at 8am and Early Education, Elementary, Middle, and High School begin at 10:30am.

On a mid-day weather closure (after school has begun for the day), parents will be notified by means of email, along with the closure being announced on the NBC and CBS television stations. Leap and Grow services will be cancelled.

Appendix C: Leap & Grow Times and Pricing

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

Enrollment and Materials Fee: \$50

Sessions and Pricing:

		(Enrolled)	(Drop-In)
Morning Session 1:	6am-7am	\$ 3.00/day	Combined w/ Session 2
Morning Session 2:	7am-8:30am	\$ 4.00/day	\$ 25.00/day
After Preschool:	1pm-3:30pm	\$10.00/day	\$ 25.00/day
Evening Care:	3:30pm-6pm	\$ 8.00/day	\$ 25.00/day