

Providence Christian School

Student / Parent Handbook

2010 – 2011



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PROVIDENCE CHRISTIAN SCHOOL GOALS

"A Classical and Christ-Centered Education"

CHRIST-CENTERED

In all its levels, programs, and teaching, Providence Christian School seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);*
- B. Provide a clear model of the Biblical Christian life through our staff and board (Matthew 22:37-40);*
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).*

CLASSICAL

In all its levels, programs, and teaching, Providence Christian School seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);*
- B. Encourage every student to develop a love for learning and live up to his academic potential;*
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.*

Definitions:

Grammar: The fundamental rules of each subject

Logic: The ordered relationship of particulars in each subject

Rhetoric: How the grammar and logic of each subject may be clearly expressed

*****For further research on Classical Education go to classicalhomeschool.org.***

STATEMENT OF FAITH

The following is the foundation of beliefs on which Providence Christian School is based. They are also the key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Providence Christian School. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred to the family and local churches for final authority.

While we do not require parents to be professing believers in Jesus Christ, we do require parents to understand that students will be learning these Biblical truths both in and out of class. We expect families, regardless of background, to respect these beliefs at home and at school.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

THE PROVIDENCE CHRISTIAN SCHOOL VISION

Providence Christian School grew out of the vision of Crosspointe Baptist Church and its founding Leadership Team, Dr. Alan Posey, Darrell Head and Jim Ferguson. From the very beginning, the vision of Crosspointe was to give birth to ministries that would positively impact the surrounding communities. Providence Christian School is and will remain a vital ministry under the watchful care of Crosspointe Baptist Church.

Providence Christian School is determined to graduate young men and women, who think independently and clearly; listen carefully with discernment and understanding; who reason persuasively and articulately; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from Biblical, and to be unswayed towards evil by the former. We purpose to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Providence Christian School. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We strive to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them follow Biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we purpose to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

EDUCATIONAL PHILOSOPHY OF PROVIDENCE CHRISTIAN SCHOOL

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Providence Christian School believe distinguish our approach to education.

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn and to be lifelong learners, by using the centuries old, proven classical method (see following explanation), including instruction in Latin.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This necessarily includes Biblical discipline principles.
5. We seek to have a full PreK3-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, he or she should be trained Biblically (Deut. 6:6,7; Prov. 22:6).

Above all, parents can be confident that their student, at every stage of his or her development in school, will be loved with Christ's love in Providence Christian School.

WHAT DO WE MEAN BY CLASSICAL?

In the 1940s the British author, Dorothy Sayers, wrote an essay entitled “The Lost Tools of Learning.” In it she calls for a return to the application of the seven liberal arts of ancient education, the first three being the “Trivium” - grammar, logic, rhetoric. Miss Sayers also compares the three stages of children’s development to the Trivium. Specifically, she matches what she calls the “Poll-parrot” stage with grammar, “Pert” with logic, and “Poetic” with rhetoric (see chart below). Especially in the Rhetoric school, classical education includes reading and discussing works which have had significant influence in our culture; this is sometimes referred to as the study of “Great Books”. At Providence, the founding board members were intrigued with this idea of applying a classical education in a Christian context. Doug Wilson, a founding board member of Logos School, explained the classical method further in his book, *Recovering the Lost Tools of Learning*. Providence Christian School is committed to implementing this form of education.

An excerpt from Doug Wilson’s book, *Recovering the Lost Tools of Learning*:

The structure of our curriculum is traditional with a strong emphasis on “the basics.” We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.

***For further research on Classical Education go to classicalhomeschool.org.*

LOST TOOLS OF LEARNING CHART

The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers. It illustrates the applications of the Trivium (Grammar, Logic, Rhetoric) we use.

<i>Beginning Grammar (Pre-Polly)</i>	<i>GRAMMAR (Poll-Parrot)</i>	<i>LOGIC (Pert)</i>	<i>RHETORIC (Poetic)</i>
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>
<ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds, e.g., Dr. Seuss 6. Easily memorizes 7. Can assimilate another language well 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? for most things 7. Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>
<ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 	<ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Categorize, classify 6. Recitations, memorizations, catechisms 7. Drills, games 8. Oral/written presentations 	<ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 	<ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Reading “Great Books” 5. Give responsibilities, e.g. working with younger students, organize activities 6. In-depth field trips, even overnight 7. World view discussion/written papers

LATIN AT PROVIDENCE CHRISTIAN SCHOOL

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction in Latin at Providence Christian School should need no explanation or defense. However, like many traditional particulars of good education lost in the name of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Providence Christian School teaches Latin, therefore, for two major reasons:

1. Latin is not a "dead language", but rather a language that lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, but also lays the foundation for learning other Latin-based languages.
2. Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work, e.g., plurals, nouns, verbs, prepositions, direct objects, and tenses.

The **Elementary Latin Program** consists of the following basic objectives:

Second Grade (Pre-Latin): Introductory vocabulary, chants, and sayings

Third Grade (Latin I): Vocabulary acquisition, declensions, chants of endings

Fourth Grade (Latin II): More vocabulary, beginning grammar work, basic verbs, simple sentences

Fifth Grade (Latin III): More sentences, vocabulary, basic translation work, phrases, grammar

Eighth – Tenth Grade (Secondary Latin): Wheelock's Latin and translation work (New Testament/Vulgate and other sources), grammar, writing of sentences, stories, Classical background

HISTORY & GOVERNANCE OF PROVIDENCE CHRISTIAN SCHOOL

Providence Christian School opened its doors in August 2005 with the goal of providing high-quality, college preparatory, Christian education for children. In October 2005, the school moved to our current Byrd Road campus. In October 2007, Providence received annual accreditation from the Georgia Accreditation Commission (GAC). In the fall of 2009, Providence received full accreditation from the GAC.

Providence is governed by a Board of Directors. This Board will ultimately be comprised of nine individuals, six permanent members and three rotating members, who are parents of children who attend Providence. The Board chiefly submits itself to the authority of the word of God and operates under the school's adopted by-laws, vision, and goal statements. The Headmaster is responsible for the implementation of resulting policies. The current Board members are: Jim Ferguson, Eddie Lent, Mark Denard, Scott Ferguson, and Tracy Roper.

PARENT INVOLVEMENT IN PROVIDENCE CHRISTIAN SCHOOL

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4

As a support and extension of the family unit, Providence Christian School considers the family to be of first importance to a child. God, through His Word, indicates that the family is the most important human institution He designed. It was the first institution created in the Garden of Eden, and He compares it to the relationship believers have with Christ and the Father. Therefore, at Providence, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as a chaperone on field trips.
4. Serve as a story-reader, song-leader, guest artist or offer your special talents.
5. With permission and arrangements made with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your help to the PTF.
8. Help hostess class parties at home or in the classroom.
9. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent's request.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
11. Offer specific assistance to serve on board-appointed committees, or the board itself.
12. Invite the teacher (or Headmaster) to your home for dinner.

Parent Teacher Fellowship (PTF): PTF is a group of parents who volunteer their time to organize fund raisers, teacher appreciation week, and PTF nights, which are intended to be evenings of information, fun, fellowship and class demonstrations. PTF operates as a support for the teachers and the school. They welcome all those who would like to help them carry out their planned events. The nomination process for PTF Officers for next academic year takes place in the winter. You may volunteer yourself, nominate someone, or someone may nominate you to be a part of the team.

ADMISSION PROCEDURES/REQUIREMENTS**I. Admission Procedures:**

- A. Upon return of a completed application, if an interview with the family has not already been held, one will be arranged with the Headmaster or a designated representative.
- B. After the interview, and after reviewing all other required materials (as stated on the application form), the Headmaster will make the decision whether or not to admit the student(s).
- C. The Headmaster will then notify the parents in writing with the decision regarding acceptance. If accepted, the parents will receive an Acceptance Letter and a Transfer of Records form, if the student attended another school previously.
- D. All financial arrangements between the family and the school must be understood before an admission is considered final.

II. Admission Requirements for the Student:

- A. A child must have reached the age of five years by September 1 of the fall in which he or she would be entering kindergarten.
- B. A child entering first grade must have reached the age of six years by September 1 of the fall in which he or she would enter Providence Christian School.
- C. If a child has successfully completed the previous school year and his or her schoolwork and behavior compare favorably to the comparable grade at Providence, the child will likely be placed in the grade for which he or she is applying. However, if through the administration of Providence Entrance Tests or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he or she repeat the previous grade.
- D. In the event that a student enrolls at Providence after completing any form of independent study, the student must complete a full academic year at Providence before the previous year's independent study program will be recognized.
- E. The child should understand that his parents have delegated their authority to the school. Therefore, he or she is subject to the instruction and discipline of the teachers and Headmaster in their prescribed roles at Providence Christian School.
- F. In general practice, if the student and parents comply with the requirements outlined here, Providence Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Providence Christian School does not unbiblically discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

III. Admission Requirements for the Parents:

- A. Though not required to be Christians, the parents of students in Providence should have a clear understanding of the Biblical philosophy and purpose of Providence Christian School. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
- B. The parents should be willing to cooperate with all the written policies of Providence Christian School. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

LEARNING DISABILITIES POLICY

Objective: To clarify the educational goals of Providence Christian School.

Scope: This policy applies to all students and teachers in all the classrooms of Providence Christian School.

Definitions:

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents, e.g., Down's syndrome, deaf/mute, or blind.

Learning Disability: Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents, e.g., Hyperactivity, Attention Deficit Disorder, or dyslexia. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines:

1. Children with a severe learning disability will not be admitted to Providence due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

STUDENT HEALTH RECORDS

1. All students attending Providence Christian School must have on record with the school office either a current immunization record or an exemption statement according to Georgia Code before entering school in the fall. Standard immunization record forms may be obtained from your family doctor and a copy given to the school office.
2. Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of non-prescription medicine, e.g., Tylenol & Tums, we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission each time.
3. Other forms necessary for student health records that can be obtained from the school office are:
 - a. Health History: Describes the basic health/illness history of each student.
 - b. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. Includes a signed waiver in order to facilitate necessary surgical action.

FINANCIAL PHILOSOPHY

We understand that finances almost certainly play a part in your decision to enroll your child at Providence. We fully understand and appreciate the considerable sacrifice parents make in order for their children to receive a quality Christian education. There are several important points that we want you to be aware of regarding our philosophy on finances.

First, our vision from the beginning was to seek the highest quality teachers and pay them on par with other teachers. This means, in addition to salary, providing the best health benefits and establishing a quality retirement program. We believe this is an important step in securing and keeping the teachers who will partner with us long term in educating your children with passion and commitment.

Second, it is common for schools to use fundraisers throughout the year to supplement tuition. While fundraising is necessary, we do not desire it to become a drain on your finances or on your time and energy. Therefore, Providence is committed to holding only two annual fundraisers – one in the fall and one in the spring. These fundraisers are designed to raise money from sources in our community, not from you personally. However, they cannot be successful unless everyone participates, so we do ask for each Providence family to participate in these two events.

Where we do ask that you give sacrificially of your resources is the **Annual Fund**. The Annual Fund is designed to provide essential, unrestricted support of the operating budget. Gifts to the Annual Fund combine with money raised through fundraisers to bridge the gap between tuition and the true cost of a Providence education. As participation in our Annual Fund grows, our need for additional fundraisers will be diminished.

Smaller events that raise money for the school (such as Jeans Days, the Scholastic Book Fair, Wednesday Hot Lunch, Original Art Works, etc.) are completely optional. These fundraisers provide a fun activity for your child, a product, or a service. Many students and parents enjoy the benefits of these smaller fundraisers, but you should in no way feel compelled to participate.

Additionally, we are committed to acquiring development funds. We continue to prayerfully pursue a Director of Development whose primary function will be to help ensure we endow Providence Christian School for years to come.

TUITION PAYMENT SCHEDULE AND PLAN 2010-2011

Parents may choose to pay in one of three ways:

1. Full payment with a 5% discount when paid on or before July 10th.
 10 monthly installments with the first installment due on or before July 10th.*
 12 monthly installments with the first installment due on or before June 10th.*

*A one-time annual fee of \$43.00 per family for Smart Tuition services will be charged by Smart Tuition with the first month's tuition (this fee is subject to change).

2. Payment is due on the 10th of each month. Smart Tuition charges a \$20.00 late fee for tuition paid after the 10th. PCS will charge a 5% late fee to **all outstanding debt** (including but not limited to matriculation and outstanding lunch accounts).
3. There will be a tuition reduction of 10% for the second child attending and 20% for the third child attending. The fourth child and subsequent siblings will receive a 30% discount. Tuition discounts apply only to children attending simultaneously and only to immediate family members. A child under legal guardianship of a family is considered immediate family, and therefore eligible for any tuition discounts.

GRADE	Annual Tuition	10 Monthly Installments	12 Monthly Installments	Matriculation Fee
K4 (5 days/week) (half day)	\$2,981.85	\$298.19	\$248.49	\$200
K5 (5 days/week) (half day)	\$4,114.85	\$411.49	\$342.90	\$250
K5 (5 days/week) (full day)	\$4,732.85	\$473.29	\$394.40	\$250
1st Thru 5th	\$5,556.85	\$555.69	\$463.07	\$500
6th Thru 8th	\$5,659.85	\$565.99	\$471.65	\$500
9th Thru 12th	\$5,762.85	\$576.29	\$480.24	\$550

4. Matriculation fees are due in May for each student. The exact date will be announced each year. Tuition discounts do not apply.

5. Application fees:

New families: A \$50.00 application fee for each new family.

Current families: A \$25.00 application fee per new student.

6. Enrollment and Re-Enrollment Fees:

New families: A one-time enrollment fee of \$250.00 per family is due upon acceptance.

Current families: A \$50 per student enrollment fee, not to exceed \$150

7. Payment for each semester is required once a student has attended PCS for one day of that semester. The payment for the first semester concludes with the December payment. This payment is required **even if the student is expelled or withdrawn from the school**. The only exceptions to that policy are (a) family relocation exceeding 40 miles; (b) death of a parent or guardian; (c) permanent loss of income for the primary family provider.
8. Providence Christian School will not refund tuition or fees once payment has been received.
9. Transcripts and records will not be released until all outstanding balances are paid in full.
10. A student's balance must be current in order to reserve a position at Providence for the following semester and/or year. Debt accumulated after enrollment must be settled in order for a student to begin a new school year.
11. A student may be dismissed should an account be more than two months overdue without prior alternate financial arrangements made with PCS.

FINANCIAL AID AVAILABLE

1. PCS employs the services of Smart Tuition for Financial Aid to assess the financial needs of families seeking financial aid. Existing PCS families seeking financial aid must make application between January 1st and February 1st for the following school year.
2. Existing PCS families seeking financial aid must make application between January 1st and February 1st for the following school year. Existing families who apply by February 1st will have priority to scholarship funds.
3. New families may apply for financial aid upon application and acceptance.
4. Application may be made online at www.smarttuitionaid.com.
5. The PCS School ID number is 10474.
6. Scholarship amounts will be determined in the month of April and are limited to the amount of scholarship donations made throughout the year.
7. Scholarships will be issued based on availability of funds and on needs as determined by a Scholarship Committee. Scholarships will be distributed on July 1st.
8. All accounts must be cleared by June 1 to be eligible for re-enrollment and scholarship offers.

PREPAID TUITION POLICY

Objectives: To set guidelines for the receipt and use of any prepaid tuition.

Scope: This policy applies to any situation in which a family desires to prepay their assessed tuition amount for one or more years.

Definitions: “Unused funds” - Prepaid tuition monies remaining as a result of a student discontinuing enrollment for any reason.

Guidelines: Should a family seek to prepay tuition; the following information will be presented to them:

1. Financial:

- a. For one year of prepaid tuition, a discount of 5% will be granted. This discount will apply only to a full year’s tuition prepayment.

2. Selection:

- a. For any prepayment of tuition, the family must sign a document stating their understanding of the conditions under which the monies are accepted.
- b. Before a family may prepay for more than one year, the school board’s approval must be obtained, along with the recommendation of the Headmaster.

3. Cancellation:

- a. All prepaid tuition is non-refundable and non-transferable except for the following circumstances: (a) family relocation exceeding 50 miles; (b) death of a parent or guardian; (c) permanent loss of income for primary family provider.
- b. Any “unused funds” will be calculated and acknowledged with a gift receipt to the donor.

PARENT-TEACHER COMMUNICATION

- A. Philosophy:** PCS considers the parents an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.
- B. Parent Volunteerism in Classrooms:** We recognize that the expertise and knowledge of parents in various fields can be of invaluable worth in our classrooms. We encourage parents who feel that their skills or knowledge may be useful to the teacher, whether on an on-going or on a one-time basis to communicate that with the teacher to see if and how assistance may be given.
- C. Early Morning Visits:** Parents are not to make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office.
- D. Classroom Observations:** Parents are always welcome to visit their children's classes. We do ask that parents who visit classes be in place by the time the tardy bell for that class rings and that they stay until the dismissal bell rings to avoid unnecessary distractions. Parents may visit one class, or they may "shadow" their student throughout a whole or partial day's schedule. All visits are to be scheduled in advance with the teacher, or if the parent wishes to sit in on more than one class, with the headmaster. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom.
- E. Visitors:** All visitors, including visiting parents, are required to sign in at the office and obtain a visitor's pass before going to a classroom or the lunchroom. If a parent has prior knowledge of a visitor coming to the school (relative, friends having lunch, etc.), please notify the office in advance. All visitors must sign out at the office upon leaving the school.
- F. Questions, Concerns, and Complaints**
- 1. Philosophy:** Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18: 15-16: *And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.*

By going first to the person under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.
 - 2. Handling Questions, Concerns, and Complaints:** Questions, concerns and complaints invariably arise, and it is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the

resolution of a problem between believers. It is desired at PCS that all problems, from the smallest to the greatest, be handled as outlined below:

- a) The parent and teacher (or two persons concerned) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and are not in an adversarial position.
- b) If unresolved, the two persons concerned meet with a third party, the headmaster. (Any subsequent meetings would involve the headmaster.)
- c) If still unresolved, the matter is presented to a special committee of the Board. The committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- d) If still unresolved, the problem is brought before the entire school board. The Board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation does not occur, the Board makes a judgment and takes appropriate action.
- e) In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the school board may take action up to and including expulsion.

D. Parent Conduct Standards

1. **Expectations:** Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to conduct themselves in a courteous and respectful manner when interacting with PCS faculty, staff, and administrators, as well as with those who lead extracurricular activities.
2. **Definitions:** “Abusive conduct” is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. “Rude,” as defined by Merriam Webster is *offensive in manner or action* (i.e., discourteous). “Unseemly” is defined by the same resource as *that which is not according with established standards of good form or taste* (e.g., *unseemly* bickering) or *that which is not suitable for time or place* (i.e., inappropriate).
3. **Process:** Parents who display a pattern of abusive conduct, whether in person or through other forms of communication, including e-mail, may be asked to withdraw their child from the school if efforts to encourage a more constructive approach to problem-solving fail.

OFFICE POLICIES

A. Office Etiquette

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to be followed to ensure that the students use the office correctly.

1. Students are not allowed behind office counters at any time without express permission.
2. Phone use: Students will be allowed to call home if a need is determined by either a teacher or the office staff. Unless there is an acute emergency, students will only be allowed to use the phone during a break or during lunch. During those times, the office manager will determine whether the student has a legitimate need to use the phone. Students may not use the phone to call for items that have been forgotten, such as homework or lunch, etc.
3. Students may not use the office copier.
4. Students are not allowed in the office or storage areas during school hours without permission from the teacher.
5. Students should never remove items from the office.

B. Unexpected School Closings

Inclement weather, as well as other unexpected events, may dictate that PCS be closed on a scheduled school day. When a school closing is required the school will notify parents and staff on the school's website and by email.

* *We do not necessarily follow local county decisions, so please check the aforementioned avenues.*

C. Expenditure Reimbursement

1. Donations of supplies and equipment are gratefully appreciated.
2. Parents who desire to be reimbursed for expenses must obtain written approval prior to expending the funds.
3. Expenses incurred without prior written approval will be considered donations.

D. Sickness/First Aid

1. A student should not come to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
2. If a student becomes ill during school hours, develops a fever of or greater than 100°F, experiences vomiting, or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the child.
3. The child must not return to school until 24 hours after he/she is symptom free or has obtained written permission from a physician.
4. First aid: Teachers will administer simple first aid, i.e., Band-Aids. Should a student require additional first aid, the office staff will administer additional first aid.

E. Wednesday Information

1. Wednesday folders will be sent home each week. This is one of our most consistent means of communicating general information and student progress. Information contained in them is important for parents to review and return, if necessary. This includes graded papers, progress reports, etc.
2. Important communications from the office and administration will be posted on the website under “The Wednesday Folder.” This includes lunch forms for students. Lunch forms *must* be returned no later than noon on Thursday for students to have their lunch orders placed. Any information in this communication is important and needs to be read by the parents for them to stay informed of school business.

F. Use of School Supplies

Use of school supplies for purposes other than school functions is not allowed. Parents and Staff need to provide their own paper products for birthday celebrations, showers, etc. Parents should ensure they send in eating utensils with their children for lunch. School eating utensils are for students who have purchased a meal through the school’s lunch program.

ATTENDANCE REQUIREMENTS

A student enrolled in Providence Christian School is expected to be present and on time every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for students are kept by the individual classroom teachers and reported on the student's report card each quarter.

I. Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or telephone as soon as possible. A written excuse must be submitted to the school office in order for an absence to be excused.

II. Long-Term Absences: If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

III. Extended Absences: We will gladly cooperate with families taking their children from school for vacations. However, these absences are considered unexcused. So we expect parents to use discernment when making decisions pertaining to absence from school. When extended absences are voluntary (versus emergency or illness), we expect all schoolwork to be completed. All planned, extended absences must be communicated to the teacher(s) in advance. We recommend that prior to the absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation and to do a significant amount of make-up work.

IV. Maximum Absences:

In the event the total number of *planned (that is, parent-approved) absences* for one quarter is equal to or exceeds five days in one quarter, the student will not receive credit until all course work is completed.

In the event a student is absent from a class, or from school, for more than ten days during one quarter (*for any reason*), the student's parents will meet with the Headmaster (and teacher/s if necessary) to determine whether the student will receive credit for the class.

In the event that the total number of absences, whether *planned or unplanned*, is equal to or exceeds fifteen days in one semester, the student will not receive credit for that semester.

V. Tardies

A. Guiding Principles:

Punctuality demonstrates personal responsibility, good preparation, and respect for classmates and teachers. The desire to have our students develop these qualities guides our thinking on our tardy policy.

The school understands that occasionally there are circumstances over which one has no

control that lead to tardiness. This is the reason no serious action will be taken until multiple tardies have occurred. The number of tardies (7) allowed with no penalty takes these emergency/unexpected situations into consideration. It is important that students make every effort to be punctual so that when the more unusual circumstances arise, there will be no danger of consequence.

B. Policy:

1. 5 tardies in one quarterconference with Headmaster
2. 7 tardies in one quarterstudent shall not be admitted to school that day
3. All subsequent tardies throughout the.....student shall not be admitted remainder of the quarter to school each day he/she is tardy

C. Details:

1. Five tardies equal one absence.
2. When a student is not admitted to school due to excessive tardiness, that day will be counted as an absence for that student.
3. Make-up work for that absence follows our regular absentee policy.
4. Tardies due to morning medical appointments are *not* counted as tardies, but a doctor’s excuse must be brought in upon arrival to school.
5. Excessive tardiness will be brought before the school board, who will decide on enrollment status for the following year.

VI. Checking In/Checking Out

- A. Parents must enter the building and sign in their students who arrive after the designated arrival time at the main desk. Parents of students who drive themselves to school will be contacted by phone if their student arrives after the designated arrival time.
- B. Parents must enter the building and sign out their students who leave school before the designated dismissal time. Students who drive themselves to school will not be allowed to check out early unless the parents have sent a note or contacted the school office by phone to notify the office of the check-out (i.e., students may not check themselves out of school without parental consent).

For make-up work please refer to our Homework Philosophy and Guidelines on pages 33 and 34 in this handbook.

BASIC SCHOOL RULES

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Be prepared for class by having all appropriate materials and be in your seat when class begins.
4. Demonstrate Christ-like love for others by being respectful of all people and property. This includes maintaining a neat and orderly group work space. Stealing or defacing other people's property, snubbing, gossiping, or saying unkind things about others will not be tolerated. Everyone should be treated with the dignity of one created in the image of God.
5. Use an appropriate voice level in the classroom and hallways. Yelling, screaming, slamming doors and other disruptive behavior is disrespectful and unacceptable.
6. Follow all directions the first time they are given. In order to do this effectively, students must be attentive to the teacher. Inattentiveness results in missed assignments and directions, and can lead to poor grades and/or unsafe conditions.
7. Maintain a positive, willing, and helpful attitude. Disrespectful attitudes, both verbal (complaining, talking back, arrogance, etc.) and nonverbal (sighing, rolling the eyes, ignoring, etc.), are symptoms of a person's spiritual condition and will be dealt with in a manner appropriate to the action.
8. No electronic devices, such as hand-held video gaming systems, iPods/mp3s, etc., may be used during school hours (this includes arrival to dismissal). Should a student have a need to bring such a device to school for a specific purpose, such as to use in a classroom for a demonstration or to take to another student's house on an overnight visit, etc., the student must have a note from a teacher or a parent. The note, along with the device, may be brought to the office before classes begin and will be given to the student at the end of the day or during the specified time for class purposes. Should a student be caught with one of these devices in his/her possession, the device will be confiscated and the student will be issued an automatic demerit. (No official warning given.) The device will be returned only to a parent.

Cell phones may be brought to school when students may need them before or after school, but they must be *turned off* and stored *out of sight* at all times (in the student's backpack, purse, etc.). They may not be brought out to be used for any purpose, including gaming, texting, calling, taking pictures, etc. Cell phones may not be brought out or used during car line unless the student has been given permission by a teacher for a specific purpose. Should a student's cell phone be seen or heard outside his/her backpack, purse, etc. during school hours, he/she will be issued an automatic demerit. (No official warning given.) Should a student be caught *using* the cell phone for any purpose, an immediate level 2 demerit will be issued. Parents are asked to

help enforce this rule by not calling or texting their students during the school day and by not allowing the student to call or text them during the school day. Parents are also asked to only allow their child to bring his/her cell phone to school when there is a specific need, such as an after school activity or trip for which the parent feels the child might need the phone. No student who is dropped off by a parent and picked up by that parent, for example, has any need to have his/her phone at school. Cell phones may be allowed on certain field trips as needed by the nature, length, and distance of the trip. If cell phones are allowed on a field trip, explicit instructions will be provided by the coordinating teacher.

9. Students may not chew gum on campus.
10. No guns or knives are allowed on the school grounds.
11. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
12. Students are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
13. Field Trips
 - A. At least one teacher will attend each field trip, and we will seek to have at least one adult chaperone for every ten students on the trip.
 - B. All standards of behavior expected of students while on campus at PCS apply to field trip situations. Parents who attend field trips are asked to take the lead in making sure their child(ren) are acting appropriately. The teacher does reserve the right to administer consequences for inappropriate behavior based upon normal classroom and school expectations.
 - C. Students should show utmost respect to all with whom they come into contact on field trips, including parent drivers and chaperones. Students should at all times seek to act courteously, doing what would be pleasing to God.
 - D. Cell phones may be allowed on some field trips, depending upon the nature and length of the field trip. A specific instruction sheet will be provided for each field trip. Other personal electronic equipment such as personal music players, hand held gaming devices, etc., is never allowed on any field trip, as we wish to encourage students to interact socially with everyone in the car or group.
 - E. On normal, one-day field trips, we ask that parents not play movies in their vehicles. We also ask that any music that may be played be God honoring in nature. In the event that movies and/or music may be allowed, e.g., on overnight field trips, parent chaperones should inform the teacher and use discretion. All music/movies should be non-offensive and God-honoring.
 - F. All drivers on field trips must have a valid driver's license and auto insurance.
 - G. Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers, or whose children ride with drivers, are encouraged to contribute to the cost of gasoline.

TECHNOLOGY IN THE CLASSROOMS

Teachers will strive to incorporate appropriate uses of available technology to facilitate learning and to prepare students to use such technology in the future, but technology will never replace classroom instruction as the primary teaching mechanism. We desire to be good stewards in maintaining a balance between the tried-and-true methods of classical education and the appropriate integration of technology.

1. Internet is available in our computer lab, however, its use will be closely monitored by the teachers.
2. Wireless internet is available in the building, and Rhetoric school students, and in some cases Dialectic students, may be directed by teachers to use it. If so, the teachers will provide clear assignment expectations, while closely monitoring its use.
3. Instant messaging, checking personal e-mail, game-playing, etc. is strictly forbidden, either on the school's computers or on student-owned laptops during school hours (teachers may instruct students to check e-mails for information related to assignments). Students who are found in violation of this rule will be issued an automatic demerit with no preceding warning.

SNACK AND FOOD POLICY

1. Students are allowed to bring in a snack to eat at school. Logic and Rhetoric School students' snack time will normally occur at the beginning of 3rd period, which excludes other class times, including time between classes.
2. The snack should have some form of nutritional value, so as to give the students a mid-morning time to refresh and energize. We recognize that the request to bring in a healthy snack is a bit subjective, and except for dessert-oriented snacks (cookies, candy, cupcakes, brownies, etc.), which are *not* allowed during snack time, each family and student will be afforded some liberty in what is brought in.
3. Water bottles are allowed and encouraged to be used throughout the school day. Any drink other than water must be drunk during lunch.

ATHLETICS

Providence Christian School seeks to establish an athletic program that will supplement the academic program for our middle and high school students. Our school motto is: “Training for Excellence for the Glory of God.” We desire to see our students develop a strong work ethic, learn to sacrifice themselves, love others more than themselves, and strive to glorify God in everything they do, whether in the classroom, on the court or field, or in the community. As an extension of the classroom, the athletic program at Providence Christian School is designed to move our students in the direction they should be going: toward the likeness of Christ. “For from the very beginning God decided that those who came to Him should become like His son.” (Romans 8:29) This means instilling each athlete with the Spirit of Christ in everything we say and do: “When the Spirit controls our lives, he will produce this kind of fruit in us: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. . .” (Galatians 5:22-23).

Providence Christian School recognizes that God has gifted students in various ways. We want to provide an opportunity for these students to develop and use their God-given abilities. We also believe that athletic and extra-curricular activities enhance the atmosphere of the school’s student body by providing students and parents an opportunity to express positive school spirit.

Finally, Providence Christian School believes that athletics influences our community. When students, fans, parents, and supporters model Christ-like character and live their lives in a way that demands an explanation, they share Christ. We pray that our opponents, officials and referees, opposing fans, and others will see a school that is truly “training for excellence for the glory of God” in everything we do.

- A. Athletic participation is open to all PCS students in grades 6-12.
- B. Homeschooled students desiring to participate in the athletic program may register through Providence’s Homeschool Partnership Program. Participation fees for non-PCS students vary depending on the sport. Please see the Homeschool Partnership brochure for a list of these fees.
- C. All athletes must pass a yearly physical exam by a *medical doctor* before they are allowed to play. Written documentation indicating the student can meet the demands of the sport(s) is required.

DISCIPLINE POLICY

The kind and amount of discipline (correction) will be determined by the teacher(s) and, if necessary, the Headmaster. The vast majority of discipline problems are to be dealt with at the classroom level. Discipline will be administered in light of the student's problem and attitude. All discipline will be based on Biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, and no lingering attitudes.

The Logic (middle) and Rhetoric (high) Schools will operate under a **demerit-based** system.

Love, forgiveness, and restitution will be an integral part of any and all disciplinary measures.

I. Office Visits: There are five basic behaviors that will **automatically** necessitate discipline from the Headmaster (versus the teacher). On the demerit system this will be reflected by moving to the next level of consequences. These behaviors are:

- a. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
- b. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- c. **Rebellion**, i.e., outright disobedience in response to instructions.
- d. **Fighting**, i.e., striking in anger with the intention to harm another student(s).
- e. **Obscene, vulgar or profane language**, as well as taking the name of the Lord in vain.

During the visit with the Headmaster, the Headmaster will determine the disciplinary action based on the nature of the offense and in accordance with the demerit system. The Headmaster may require restitution, janitorial work, parental attendance during the school day with their student, or other measures consistent with Biblical guidelines which may be appropriate.

If for any reason a student receives discipline from the Headmaster, the following accounting will be observed at the Grammar School level (middle and upper students' accounting is similar, but will technically follow the demerit system):

1. The *first* time a student is sent to the Headmaster for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *second* office visit will be followed by a meeting with the student's parents and the Headmaster.
3. Should the student require a *third* office visit, a **suspension** will be imposed on the student, the length of which will be determined by the Headmaster.
4. If a *fourth* office visit is required, the student will be **expelled** from the school.

II. Expulsion: The Providence School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fourth office visit, the student will be expelled.

III. Serious Misconduct: Should a student commit an act with such serious consequences that the school's administration deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include, but not be limited to: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

IV. Readmittance: Should the expelled student and their parents desire to be readmitted to Providence Christian School at a later date, the school board, or its delegated committee, will make a decision based on the student's and parents' attitude and circumstances at the time of reapplication.

SCHOOL DRESS POLICY**Boys School Clothing:**

- Pants: Khaki or navy-blue slacks or dress shorts, belt loops required.
- *Shirts: Red, white, navy-blue, pastel blue, or pastel yellow polo shirts, or white button-down shirts (long or short-sleeved) – all shirts are to be tucked in and completely buttoned, save the top button.
- Belt: Solid black or brown dress belt (not decorative).
- *Sweaters: Red, white, navy-blue, pastel blue, or pastel yellow sweaters (pull-over or cardigan, vest or long sleeved)
- Shoes/socks: Solid or two-tone brown, black, white, or navy-blue leather / tennis shoes (no canvas, no boots); a small logo w/navy, black, or gray accent is allowed; solid brown, black, white, or navy-blue socks.

Girls School Clothing:

- Pants: Khaki or navy-blue slacks, Capri pant, or dress shorts, belt loops required.
- Skirts/jumpers: Khaki, plaid, or navy-blue skirts or jumpers (plaid must be Scottish tartans, i.e. dark greens, blues, reds - not pastels). Belt loops not required; however, if a skirt has belt loops, a belt must be worn. Shirts must be tucked in.
- *Blouses: White, navy-blue, red, pastel blue, or pastel yellow polo shirts or white blouses (long or short-sleeved). All shirts are to be tucked in and completely buttoned, save the top button.
- Belt: Solid black or brown dress belt (not decorative).
- *Sweaters: Navy-blue, white, red, pastel blue, or pastel yellow sweaters (pull-over or cardigan, vest or long sleeved).
- Shoes/socks: Solid or two-tone brown, black, white, or navy-blue leather / tennis shoes (no canvas). On tennis shoes, a small logo w/navy, black, or gray accent is allowed; shoes must have backs; no open-toed shoes or boots; solid brown, black, white, or navy-blue socks. *Heeled shoes may be no higher than two inches.*
- Tights: Solid brown, black, white, or navy. No leggings/footless tights or leg warmers.

- Turtle necks/long-sleeved undershirts must be worn with a collared shirt of the *same color*.
- Providence Red is a true red (no maroons or pinks).

Clarifications:

1. All skirts, jumpers, and shorts must not be shorter than one student's hand width (measured across the palm) above the knee.
2. All shirts, blouses, and pants must be a solid color: this excludes stripes, flowers, decorative patches, and off-color collars. (Providence insignia is welcome.)
3. Cargo pants and shorts do not fall under the categories of slacks and dress shorts.
4. Denim is not part of the dress code.

5. No hats, caps, head scarves, bandanas, gloves (with or without fingers), or sunglasses may be worn inside the school building. Teachers may use discretion in allowing caps and sunglasses outdoors.
6. Dyed or bleached hair will not be allowed for boys or girls.
7. Sport coats and ties are welcome.
8. Non-uniform, outside coats are not allowed to be worn in class.
9. Sweaters do not have to be tucked in; however, they must be clearly recognizable as sweaters.

Providence Christian School is a *workplace* for students as well as for teachers. Therefore, students shall:

A. Be respectful: All shirts tucked in, no holes/tears in clothes, clothing appropriately sized for the wearer, an overall neat appearance.

B. Be beautiful: Wear attractive clothing. Consider the interests of those who have to look at you during the day, not just your own desires about what you want to wear.

C. Be modest: No tight tops and no short skirts or short shorts. Dresses, shorts, or skirts must not be shorter than one student's hand width (measured across the palm) above the knee. Shirts may not reveal any midriff area when standing *or* sitting. Bra straps must be covered.

D. Be professional: Outlandish or distracting clothing or appearance will not be allowed. Boys may not bleach their hair in whole or in part. Students may not wear sports jerseys to school. (Students may wear game jerseys on game days if requested to do so by their coach.) Boys may wear rings and/or watches but no other jewelry.

E. Be diligent: Dress as if you are coming to work, prepared to do the work of a student. Be consistent in presenting yourself well each day at school. Students may not wear beachwear, e.g., "flip-flop" type sandals or sarong type skirts (girls).

F. Be clean: Recently washed, hair kempt, older boys will be clean-shaven. Both boys' and girls' hairstyles must be neat and must not obstruct vision. Boys' hair must be no longer than the midpoint of the collar and kept above the eyes.

G. The teachers and administration will determine whether students are complying with this dress code and may ban other items or practices considered generally inconsistent with the intent of this policy. Dress code compliance is important to the consistency and atmosphere of self-discipline and compliance within the school. As it is primarily a matter of obedience, dress code will be a matter of discipline, and demerits will be issued to students who violate the dress code.

Consequences

1st Offense – Warning; **2nd Offense** – Parent notified; **3rd Offense** – In-school consequence
4th Offense – Sent to Headmaster (parent conference required)

***After 1st Offense the student will not be permitted into class until uniform meets code.**

HOMEWORK PHILOSOPHY AND GUIDELINES

I. PHILOSOPHY

Providence Christian School may assign homework to its students throughout the school year. Below are the primary reasons and causes for homework being assigned:

1. Students often need extra practice in specific subjects, new concepts, skills, or facts. In certain subjects, e.g., math or languages, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information promotes deeper and more long-term learning.
3. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use class time wisely. The homework, in this situation, serves a punitive and corrective, as well as a practical, purpose.

Because Providence Christian School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep the parents informed as to the current topics of study in the class.

II. GUIDELINES FOR ASSIGNING HOMEWORK

1. Homework is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school.
2. Teachers strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lecture, discussions, class readings, and class work.
3. Students are often given time during the class period to work on daily work, long-term projects, or to study. Oftentimes, students can complete much, if not all, of their homework in class if time is used wisely. Class work that is not completed in class may be assigned for completion as homework.
4. Timely completion of homework is essential to a student's success, both because the homework itself may be recorded as a grade and because of the homework's preparatory nature for future quizzes and tests.
5. Many homework assignments will be made well ahead of time, so students should learn to manage their time wisely, working each day on ongoing assignments.

6. It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) and/or headmaster if your student begins to struggle with homework completion.
7. PTF Nights: No homework will be due on the day after a PTF meeting. Long term projects and/or tests that have been given prior notice may be an exception.
8. The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then only if homework is assigned. If homework is assigned, students will either be required or encouraged to use a daily agenda to record assignments.
9. *In the event that the following guidelines are not maintained, the school and parents will work together to discern the reason for extended work. It should be of equal consideration that the problem may lie with either the school or the student. Clear and good-willed communication plays a critical role in resolving the situation and maintaining our boundaries.*

<u>GRADE</u>	<u>MAXIMUM APPROX. TIME PER WEEK NIGHT*</u>
K5	NONE
1 st	20-40 MINUTES (infrequently)
2 nd	30-45 MINUTES
3 rd - 6 th	45-60 MINUTES
7 th - 12 th	60-90 MINUTES **

*Normally homework is not to be assigned over the weekend or over holidays and vacation periods.

** Students who do not use class/school time wisely, or who struggle academically, or who do not plan ahead for projects and tests, etc. may (and probably will) spend more time on homework than what is allotted. Students who wait until a project is *due* or a test is given (procrastination) will obviously need more time than students who plan ahead and prepare in the days leading up to the due date. *If a student needs more time than allotted for homework completion on a regular basis, please contact the teacher(s) and/or set up a conference.*

III. MAKE-UP WORK DUE TO ABSENCE FROM SCHOOL

Students who are absent have a maximum of three school days after the date of return to complete and *turn in* make-up work for full credit (not three days per absence). Students will ultimately be held responsible for collecting, completing, and turning in any assignments that were missed during their absence.

ACADEMIC PROBATION POLICY

This policy is intended to provide additional motivation to students whose academic achievements are not up to their capacity. If implementation of this policy would be counterproductive to this end, the administrator may decide not to place a student on probation. A written record explaining this decision will be signed by the school's administration and placed in the student's file.

Middle and secondary students are required to maintain at least a 2.0 grade-point average (G.P.A.) during any two consecutive quarters.

- I.** Grade-point averages for each student will be calculated at the end of each quarter. Elective courses and independent study courses are not included in G.P.A.'s
- II.** If a student's G.P.A. is at or below 2.0, that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
- III.** If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student will be expelled. (See pages 29-30 for expulsion and re-admittance policy details.)
- IV.** Students who are on academic probation are ineligible to participate in any extra-curricular activities.
- V.** Grade point equivalents:

A	=	4.0
B	=	3.0
C	=	2.0
D	=	1.0
F	=	0

PROVIDENCE CHRISTIAN SCHOOL SONG

NON NOBIS

(To be sung in Latin, as the students enter for an assembly and other occasions.)

**NON NOBIS DOMINE, DOMINE
NON NOBIS DOMINE
SED NOMINI, SED NOMINI
TUO DA GLORIAM
(Repeat as requested)**

(English translation, from Psalm 115:1)

“Not to us, Not to us,
But to Thy Name, O Lord,
Give glory...”