

Welcome

Thank you for choosing Providence Christian Academy for your child(ren)'s education. The faculty and staff look forward to working with you in the academic, physical, spiritual, and social development of your child(ren).

This handbook is designed as a guide for students, parents, and faculty in order to provide an orderly operation at Providence Christian Academy. Please familiarize yourself with its contents. While it is in no means completely comprehensive, as no document can be, it does provide a framework for the day-to-day operations of the school.

The first institution established by God was the home. God directed the parents to "train up a child in the way he should go..." (Proverbs 22:6) This responsibility was given directly to the parents. The parents were given the direction to educate their children to serve God to their fullest ability. They were to train their children physically, emotionally, and spiritually. This direction that was true in the beginning for mankind is still relevant today. While many parents have relegated their responsibility of training their children to the government, that has not relieved them of their God ordained responsibility. It is not the government's place to educate the child; it is the parents.

Providence Christian Academy was established for the purpose of supporting, partnering and aiding parents in this awesome responsibility. Our desire is, hand in hand with parents, to provide quality Christian education for each child entrusted to us, to develop the whole child as they "...grow in favor with God and man." (Luke 2:52)

Let us all strive together for the betterment of our Lord's work, our children, and our school.

General

Statement of Faith

- God is the Creator and Sustainer of all things and the source of all truth. (Colossians 1:15-17)
- God created man and woman in His image, but they rebelled against Him. Therefore, sin came upon all mankind. (Genesis 1:27, Romans 3:23)
- God provided a way of restoration for all mankind. He sent His Son, Jesus Christ, to be the sacrifice for all sin. Therefore, each student is encouraged to receive Jesus as his or her personal savior. (John 3:16)
- PCA believes, though there are many churches represented, unity is found in Jesus, who is the Way, the Truth, and the Life. (John 3:16)
- The real Teacher in our lives as believers is the indwelling of the Holy Spirit, who develops Christ-like character qualities. (Galatians 5:22)
- The Bible is the authoritative, inerrant, sufficient Word of God. All truth is ultimately God's truth. (2 Timothy 3:16-17)

The Mission

To develop young champions for Jesus Christ so that they will make a difference in the "world" or vocation for which they are called.

The Vision of Providence Christian Academy

To partner with families in the education of their children in a safe, loving, Christ-like environment.

Core Values

- Pursue Excellence in All Things
- Model and Teach Servant Leadership
- Uphold Integrity and Transparency
- Maintain Exemplary Standards of Professionalism

Providence Christian Academy Honor Code

- Providence Christian Academy adopts the position that honor is a personal matter between you and the Lord, and that each individual must accept responsibility for his or her own conduct. We try to instill into each student a desire for honesty in all relationships. This prohibits lying, cheating, stealing, and all behaviors considered harassment. It ensures an individual's moral and spiritual growth as long as he or she respects and upholds these ideals. Providence Christian Academy feels that honor comes with maturity and that older students should not only feel responsibility for their own conduct but should establish an atmosphere of honesty and Godliness for younger students.
- While no student can be another's conscience, he or she can influence and go on record as creating honest and Godliness in all relationships. In accordance with the beliefs above, Providence Christian Academy sets forth the following code of honor:
 - Giving or receiving help on examinations is a breach of the Honor Code.
 - Copying homework from another student's paper is a breach of the Honor Code.
 - Giving another student your work to copy is a breach of the Honor Code.
 - Misrepresentation of the fact is a breach of the Honor Code.
 - Taking another's property is a breach of the Honor Code.
 - Missing a class to improve a test grade is a breach of the Honor Code.
 - Inappropriate material on personal websites and social networking sites is a breach of the Honor Code.

Non-Discrimination Policy

- Providence Christian Academy admits students of any race, color, and national or ethnic origin, granting rights, privileges, and access to all programs and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its admissions policies, athletics, and other school administered programs.

Admissions to the Program

- When enrolling at Providence Christian Academy, students and their parents agree to abide by the theological position and the educational philosophy practiced by Providence Christian Academy.
 - **Application Process:** Prospective students and parents must accomplish the following:
 - Classroom visit is recommended (especially if transferring during the school year).
 - Complete on-line application through www.pcamd.org
 - The following documents will be required
 - Copy of transcript from previous school
 - Copies of birth and vaccination certificates
 - Copy of last report card and standardized test scores, and if transferring during the school year, a grade withdrawal from current school is available.
 - Be interviewed by the Principal
 - After the interview with the parents and a review of the academic achievements of the child, the administration will determine if an entrance test is needed for placement of the child.
 - Payment of registration fees
 - Meet with the Finance Office
 - Read the Parent-Student Handbook – available on www.pcamd.org

Note: Students transferring from non-traditional schools (home schools, pace programs, etc...) may be required to take a PCA administered placement test in Math and English to determine grade level.

Parental Expectations

- I will cooperate fully with the policies and procedures laid out in the school handbook.
- I will maintain acceptable attendance standards, as well as daily punctuality for my young persons.
- I will fulfill my **15 service hours** requirement, realizing that by doing so, it enhances functionality of the school and keeps tuition costs down. If the service hour requirement is not met, a \$325 charge will be bill.
- I will pay my financial obligations in a timely fashion to maintain the integrity of the school with our teachers, administrators, and vendors that rely on them.
- I will recommend PCA to other families when the opportunity arises.
- I will attend at least two parent functions throughout the school year.
- If I become disillusioned or upset with PCA in any respect, I will attempt to resolve the matter first with the teacher involved, then with the administration.
- I will provide a home environment conducive to learning.
- I will do all that I can do to advance PCA to make it a school we all can be proud of.
- I will pray a blessing over the school regularly.

Academic Standards

- **Grading Procedures/Report Cards:** The school calendar will note the end of each grading period. Report cards are available through RenWeb two weeks after the close of each marking period, except for the final report card. The final report card will be made available for pick up in the school office by June 15th of each year. RenWeb will be unavailable for parental viewing during this two week period at the end of each quarter.
- All entries on a student’s report card are made after careful evaluation of classroom learning, attitudes, and efforts. Please discuss each report with your child carefully. It should be remembered that grades are measuring devises of learning, not goals for learning.
- Letter grades are determined using the following criteria:

| | | |
|---|-------------|--------------------|
| A | 90-100 | Superior Work |
| B | 80-89 | Above Average Work |
| C | 70-79 | Average Work |
| D | 65-69 | Below Average Work |
| F | 64 or below | Failure |

Note: If a student fails to make up daily work or tests by the end of the grading period, he/she will not receive a grade. Incomplete work must be made up with in two weeks of the end of the grading period or the grade will be averaged as a zero.

Honor Roll

Providence Christian Academy recognizes the academic achievement of its students at the end of each grading period through an Honor Roll.

- **The Principal’s Honor Roll: (“A” Honor Roll):** To earn this recognition, a student must have “A’s” in **all subjects**.
- **The Honor Roll: (“A & B” Honor Roll):** To earn this recognition, a student must have “B’s” or higher in **all subjects**.

Homework

- Homework is an integral part of the school program; therefore, teachers are at liberty to assign homework. Parents are expected to ensure that homework is completed and returned as designated by the teacher. Minimal homework will be given on Wednesdays to encourage students to attend church.
- If a student is absent from school, it is their responsibility to get the missed assignments from the teacher.

LRC Program Services:

- Providence Christian Academy offers a program to work with families whose child(ren) have a diagnosed learning disability to help implement accommodations in the classrooms.

Providence Christian Academy Attendance Policy

- Student attendance remains the number one factor affecting the overall achievement of students. Therefore, PCA puts forth the following attendance policy:

Students may not have over 10 unexcused absences per semester course or 20 unexcused absences in a full year course. Students with excessive unexcused absences run the risk of failing and repeating the course or grade.

- Daily Schedule:
 - School hours are from 8:05 a.m. to 3:00 p.m. Students are expected to be on time to school as well as on time to every scheduled class throughout the school day. Normal arrival time should be between 7:50 – 8:05 a.m. All students arriving before 8:05 a.m. should go directly to cafeteria. Students should proceed to homeroom at 8:05. Tardy bell rings at 8:15 am. If student is not in homeroom by 8:15 am, they will be marked absent. Students who arrive during the homeroom period will be marked tardy. Please see the tardy policy.
 - Dismissal Schedule
 - Kindergarten Wing – dismissed at 2:45 p.m.
 - First grade through third grade – dismissed at 2:50 p.m.
 - Fourth grade through fifth grade – dismissed at 2:55 p.m.
 - Middle and High School Students – dismissed at 3:00 p.m.

*Note: Any student remaining on campus after 3:15 p.m. will be sent to their respective aftercare programs. Student's whose parents are on campus after 3:30 **must** keep their children with them unless they are in a PTF meeting or have a scheduled meeting with staff or teacher. Families will be charged for their students being in aftercare even if they are on premises unless they have a PTF meeting or scheduled meeting with a staff or teacher.*

- Checkout/Early Dismissal Guidelines:
 - Parents wishing to check their child out of school, in the event of an emergency or otherwise, must come directly to the school office and sign out their child. Students who check out prior to 11:00 a.m. will be counted absent for the day.

Note: Parents are asked to use good judgement in checking their child out of school, as a reduction in class time can impose academic hardships on your child. In High School, missed class time may result in failure of class credit.

The following conditions are considered valid for checking out:

- Any situation defined as an excused absence in this handbook.
- Illness, resulting in elevated temperature as determined by office personnel. In cases of illness, a parent will be contacted by phone and given permission for his/her child to be dismissed. The student must be picked up at the office.

Excused Absences:

Absences for the following reasons will be considered excused:

- Illness – **must have a doctor’s note if out for more than three days.**
- Death in the family
- Court Appearance
- Medical appointment/hospitalization
- Religious observance
- School sponsored event
- Church sponsored event
- College visit

Unexcused Absences:

Absences due to the following reasons are considered unexcused:

- Illness of others
- Family vacations, personal services, local non-school event, program or sporting activity
- Older students providing daycare services for younger siblings
- Non-compliance with immunization requirements

Note: Each absence will be marked unexcused until a note signed by a parent or physician is submitted to the school office. The consequence of going over the maximum allowed absences will be two-fold. The elementary and middle school students will fail the class and high school students will not receive a credit for the class, and will be required to attend summer school. If the high school student passes the class with and “A” or “B,” the grade will be reinstated to their transcript once summer school is completed. The cost of summer school will depend on the type of class the student has failed.

- Pre-arranged Absences:

PCA recognizes that there are times when a family emergency calls for a student to miss several days of school. If a student must miss two or more days from school, it is recommended that he/she pick up a “Pre-Arranged Absence” form from the office. The reason for the absence must be pre-approved by the administrator PRIOR TO YOUR LEAVING. The process for a pre-arranged absence is as follows:

- The student goes to the office to inform an administrator
- If the reason is valid, the student is given the form signed by the administrator to take to the teachers to be signed
- The student must return the signed form to the office prior to leaving and if available, provide documentation in reference to the absence
- Upon returning to school, the student must come to the office to get an admit slip to give to all teachers.
- Students may be asked to provide proof of travel upon their return.
- Work missed due to pre-arranged absence may be made up for credit.
- For pre-arranged absences, students will have to turn in all assigned work on the 2nd day of their return. Family vacations/reunions, pleasure trips, and/or activities are not excused and will count against the 10 or 20 unexcused absences each year.
- Parents are urged to review the school calendar ahead of time and plan family events accordingly. Pre-scheduled college/university orientations are excused. Students must bring proof of attendance.

- Make-up Work: When a student has incurred an excused absence (other than a personal absence), the work he/she has missed will be due after an amount of school days equal to the number of days absent expire. For example, if the student is absent one day, the work will be due on the second day he returns from the illness. If they are out for one week’s time, the make-up work is due after five school days have elapsed, making him responsible to have everything finished on the sixth school day. This policy applies to all homework assignments as well as tests and quizzes given during the student’s absence.

Note: Except for pre-arranged absences, no work, quizzes, tests, homework, etc... may be made up or turned in if an absence or tardy is unexcused! Additionally, if a student is absent from school, he/she is not allowed on campus during school hours for any reason unless cleared by an administrator. Students may not participate in any school sponsored activity that day. If the unexcused absence is on a Friday, students may not participate in school sponsored activities that weekend. This is at the discretion of the administration.

- Late Arrival:
 - Students who arrive late to school must obtain a pass from the office in order to be admitted to their classroom. It is recommended that students arrive 10-15 minutes early to school in order to have enough time to store their personal things, use the restroom and prepare for class. Parent partnership is a vital component in the success of our educational effort. Excessive tardies will result in additional administrative fees. Students who arrive after 11:00 a.m., without a valid note, will be considered absent for the day.

Note: A charge of \$5.00 will be applied to the parent's account for each tardy more than the six allotted unexcused tardies. For every additional tardy you will receive another fine of \$5.00 (Tardies due to appointments will be excused with a viable note).

- Early Pick-Up:
 - Parents who wish to pick up their student before the regular dismissal time must notify the teacher or the main office in advance either in writing or with a phone call. The student's early dismissal time will be noted on the daily attendance record. Parents should report to the main office and request that the child be paged to report to the office for early dismissal. Students who leave early must be signed out for the day by a parent or adult whom the parent has designated to us in advance. All missed classes will be considered unexcused until a note is given to the office.
- Student Illness:
 - In order to maintain a healthy environment for all of our students, those who become ill will need to remain out of school until there has been a twenty-four-hour period of being symptom free. Should your child become ill during the school day, you will be notified by our school staff and requested to pick your child up as soon as possible. See Medical Policies section for details.

Aftercare

- The administration requires that all students in grades Pre-school - 12th who remain on campus after 3:15 p.m. be supervised. Students must be signed out of Aftercare by an adult who is designated by the parents. The supervision of students is transferred from one adult to another.
- In the event that your child would need to serve a homework or behavioral detention or attend an after-school help class and does not have transportation afterwards, he/she would also be expected to report to the Aftercare program for supervision until the arrival of a parent or guardian.
- Aftercare discipline is tracked per quarter. After three recorded incidents, a student's aftercare privileges will be revoked for the remainder of that quarter. Parents will be contacted after each recorded incident to appropriate intervention can be made. A parent meeting will be required in order to reinstate aftercare privileges once they are revoked.

Appearance and Dress

Because Providence Christian Academy is a distinctively Christian school, it is imperative that Biblical principles be applied to the guidelines established regarding dress for our students.

- The first priority regarding dress for the student should involve **modesty**.
- The second priority should entail **moderation**.
- And finally, the student should seek to be **Godly not only in appearance, but also in attitude and action**.
- All extremes in fashion, jewelry, make-up, and hair are to be avoided. PCA has developed a Dress Code that we believe meets the principles established by Scripture and also provides for comfort and style in the world in which we live.

Dress Code

PCA expects that each student be appropriately dressed and groomed for school each day. **The dress code is in effect from 6:30 a.m. until 4 p.m. daily.** Students will not be permitted to change out of uniform until after 4 p.m. While attending evening school activities, students should be dressed modestly and appropriately. Remember, your appearance during school activities still represents PCA and modest attire is expected. Dress and appearance must not cause a distraction, present a health or safety problem, or reflect negatively upon the cause of Christ. Clothing that may be worn elsewhere may not be considered appropriate dress for school. Students are responsible and accountable for the selection and wearing of appropriate dress and grooming. **The administration will be the final authority to determine acceptable dress and disciplinary action for a dress infraction. After 3 dress code infractions, a parent meeting with administration may be requested.**

- Male: Parents are cautioned that students are expected to wear clothing that is appropriate in size and fit, being neither too loose or form-fitting.
 - Undergarments should not be seen.
 - Hair must always be neat and clean.
 - Hair is to be cut above the eyebrows and the collar, and no lower than the bottom of the ear lobe.
 - Sideburns should not come below the top of the ear lobe.
 - Extreme hairstyles are not acceptable, including mowhawks.
 - Tattoos should be covered at all times.
 - Body piercings (including earrings) must not be worn.
 - Head coverings of any kind are not permitted to be worn during class.
 - No slippers, even if they have a back.

- Female: Parents are cautioned that students are expected to wear clothing that is appropriate in size and fit, being neither too loose or form-fitting.
 - Appropriate undergarments must be worn at all times and should not be seen.
 - Extreme hair colors and fad hairstyles are not acceptable.
 - Tattoos must be covered at all times.
 - Body piercings (excluding earrings) must not be worn. Ear gauges and bars are not permitted.
 - Head coverings of any kind are not permitted to be worn during class.
 - No slippers, even if they have a back.

- Preschool
 - Girls and boys may wear clothing that is age appropriate and modest as determined by the administration.

- Elementary – K4 – 5th Grade
 - **Shirts:** All students must wear black collared polo shirts. No writing or large logos are permitted on the shirts. Long-sleeve and under shirts in the solid colors of black or white may be worn underneath the polo on colder days. Black zip-up or button-up sweatshirts and sweaters are permitted to be worn in class. Students may also wear approved “spirit wear”. Black v-neck sweaters are also permitted. All sweaters and button up and zip-up sweatshirts must be worn with a black polo shirt underneath. No pullover sweatshirts of any kind are allowed.
 - **Pants:** Uniform style slacks or shorts in the solid colors of black or khaki must be worn. Girls may wear uniform style skirts, skorts, jumpers, or capris in the colors of black or khaki and must be of modest length. Skirts and jumpers are required to have solid black or white shorts or leggings underneath. Pants should be hemmed at the bottom and free of holes or frayed patches. Pants must fit properly being neither too loose nor form-fitting (i.e. she should be able to pull approximately an inch or more of fabric from the hip area). Shorts must be no shorter than two inches above the knee. Skinny pants, navy colors, jeans, jeggings, and yoga style pants are not permitted. Polo dresses are also not permitted.
 - **Shoes:** Wheeled and backless shoes are not permitted for safety reasons
 - **Spirit Fridays (optional):** Elementary boys and girls may wear blue jean pants or shorts with PCA spirit wear shirts only. Both zip-up and pullover PCA spirit wear hooded sweatshirts are allowed on Fridays only. Girls may also wear blue jean skirts of modest length or capris. Athletic pants purchased from the School Store (via the website) may be worn. ***Skinny jeans are not permitted.***

- **Physical Education:** Only PCA Physical Education uniforms are to be worn for Phys. Ed. The gym uniform must be purchased from the School Store (via the website).

Note: Elementary students will be given a notice with each dress code infraction. After 3 dress code infractions, a parent meeting with administration may be requested.

- Upper School – 6th – 12th Grade:
 - **Shirts:** All students must wear black collared polo shirts. No writing or large logos are permitted on the shirts. Long-sleeve and under shirts in the solid colors of black or white may be worn underneath the polo on colder days. Black zip-up or button-up sweatshirts and sweaters are permitted to be worn in class. Students may also wear approved “spirit wear”. Black v-neck sweaters are also permitted. All sweaters and button up and zip-up sweatshirts must be worn with a black polo shirt underneath. Providence Christian Academy hoodie sweatshirts or zip ups may be worn.
 - **Pants:** Uniform style slacks or shorts in the solid colors of black or khaki must be worn. Girls may wear uniform style skirts, skorts, jumpers, shorts or capris in the colors of black or khaki. Shorts must be no shorter than two inches above the knee. Skirts and jumpers are required to have solid black or white shorts, leggings, or tights underneath. Pants should be hemmed at the bottom and free of holes or frayed patches. Pants must fit properly being neither too loose nor form-fitting (i.e. she should be able to pull approximately an inch or more of fabric from the hip area). Skinny pants, navy colors, jeans, jeggings, and yoga style pants are not permitted
 - **Shoes:** Wheeled and backless shoes are not permitted for safety reasons.
 - **Spirit Fridays (optional):** Upper school males may wear blue jean pants or shorts with PCA spirit wear shirt. Upper school females may wear blue jean pants, shorts, or capris with PCA spirit wear shirt. Shorts must be no shorter than two inches above the knee. Skinny pants are not permitted for males or females. Both zip-up and pullover PCA spirit wear hooded sweatshirts are allowed on Fridays only.
 - **Physical Education:** Only PCA Physical Education uniforms are to be worn for Phys. Ed.
 - **Game Days:** PCA athletes are permitted to wear team jersey/shirt only. School uniform bottoms and shoes are required.

Note: Upper school students will be given demerits for each dress code infraction at the discretion of our faculty and staff. After 3 dress code infractions, a parent meeting with administration may be requested. Parents need to keep in mind that if there is a modesty issue with an upper school student, they will be removed from the classroom until the parent comes with appropriate attire or issue has been remedied

Damaged Property

When a student is responsible for damaged or defaced property, the student must pay the entire cost of replacing or repairing the damaged property. Student pranks which cause any property damage will subject the student to serious disciplinary action (suspension or possible expulsion).

Harassment Policy

- Definition: Inappropriate physical contact, verbal exchanges, or communication via social networking or other electronic media that engender fear, hostility, or disturb the peace in the social environment for a particular individual.
- Complaints regarding a situation when you observe harassment of another or yourself taking place should be reported to the school staff immediately. Your homeroom teacher or Principal are examples of people to go to about a problem.
- Specific times, places, and names add credibility to your complaint. A description of what was said or done should be written down as a reference in dealing with the offender.
- Thresholds of consequences for offenders include the following:
 - A conference with an administrator and a phone call to parents upon the first report of an incident.
 - At the discretion of the administration, an appropriate number of demerits may be assigned for the first offense.
 - A second offense will automatically result in the assignment of the appropriate number of demerits and the student will be given a suspension.

- A third report will place the offender on probation for the remainder of the year and at the discretion of the administration, may involve a second suspension or expulsion. An appropriate number of demerits will be assigned to the offender's record.

Threats, retaliation, or revenge against the person reporting an incident of harassment will result in suspension of all school privileges for the offender for the duration of the school year. They will be on social probation, making them ineligible to participate in any extracurricular activities unless they are accompanied by his/her parents. An appropriate number of demerits will also be assigned. Activities included, but not limited to these restrictions are as follows:

- Sports participation
- Admission to games
- Participation in Fine Arts
- School programs
- Class trips
- Dances
- Graduations

Violation of restrictions will result in expulsion. If you are first a victim and respond in kind to the one harassing you, both are guilty of harassment and will be dealt with accordingly.

Student Services and Extra-Curricular Activities

Field Trips: Field trips are an essential part of the learning experience. PCA discipline procedures apply to all extra-curricular activities of the school, including field trips. In most cases, when a student does not attend the planned activity they will be given an assignment to be completed in its place.

- During school hours: Most field trips will occur during the school day. Off-campus trips will use school provided transportation or transportation approved by the Administration.
- Outside school hours: On special occasions, a field trip may be approved outside of normal school hours. Overnight trips will be taken by the 8th, 10th, and 12th grade classes. Parental consent forms will always be required for each student. Parental involvement is encouraged, and service hours will be credited.
- Elementary field trips are planned periodically throughout the school year. All students attending a field trip must use school provided transportation to and from the field trip to destination (unless otherwise approved). Parents who are asked to serve as chaperones may not be accompanied by the siblings of the student who is attending the class trip.
- Special Programs and Assemblies: From time to time, special speakers, films, or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs. Student groups or organizations may request approval for school-time programs or presentations to the student body.
- Chapel: At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be presented to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, and to provide the students opportunity to praise God for His great gift of salvation. Chapel services are a vital part of Providence Christian Academy. The administration will plan the weekly chapel topics. Parents are encouraged to attend chapel.
- Library: Students will be provided ample opportunity to use the library for research. Parents are urged to help the school by seeing that books borrowed from the school library are cared for properly and returned on time. Please pay all penalties and fines. Students with penalties and fines due to library books will not receive their grades until the library account has been cleared.

Drug and Alcohol Policy

When there is a suspicion of drug or alcohol use by a student, the administration will conduct a search of personal belongings to ascertain the facts. The administration may require students to submit to a drug test under the supervision of their parents when there is a suspicion of drug use.

If any evidence of drug or alcohol use is found, the student will be suspended immediately, and the parents and students will be required to meet with the administration. If testing is refused by the student or parent, this will result in immediate expulsion.

Boasting of Evil

Providence Christian Academy takes the words spoken by the students very seriously. We will not tolerate students boasting to other students or faculty of any activity or attitude that is inconsistent with Biblical teaching whether true or not. If found true, the student will be dismissed from PCA and if found false, the student will be placed on Disciplinary Probation with the understanding that if any further ‘boasting’ takes place, the student will be dismissed from PCA.

Inappropriate personal websites: content on personal websites should be consistent with the standards of PCA.

Finances and Records

Tuition and Fees

- **New Application Fee:** A one-time fee for each new student application submitted. This fee is nonrefundable.
- **Continuous Enrollment Fee:** An enrollment fee is paid when a student’s application is submitted to place the child on the school roll. This fee is nonrefundable, except when the school cannot accept the student.
- **Book Fee:** A book store will be set-up prior to the start of the school year for the distribution of books for students. All books must be paid for in full by cash, check, or credit card.
- **Miscellaneous Fees:** Below is a non-inclusive list involving miscellaneous fees.
 - Graduation fees apply for K-5 students (\$40), 8th grade students (\$75), and the Senior class (\$125).
 - Students are required to have a physical education uniform for all students taking Physical Education.
 - A development fee of \$325 is due May 1st of each school year. (This fee can be cancelled by participating in 15 hours of school service).
 - Additional fees may be incurred for field trips or other items.
- **Tuition:** The only source of operating income for PCA is tuition and fees; therefore, tuition and fees must be paid on time. Tuition will be paid by one of the following options:
 - Full Annual Payment: If paid before June 15, 2020 receive a 3% discount: paid online (FACTS), cash / check
 - Two Half-Year Payments: July 1, 2020 and January 1, 2021
 - Typical monthly payment plan is 10 months July to April
 - Twelve monthly payments are an option by automatic deduction and paid through FACTS tuition
 - Note: Tuition Assistance - there is financing through FACTS tuition assistance.
 - Regardless of withdrawal or expulsion, it is our policy not to prorate tuition or charges.
- **Unpaid Tuition/Fees:** The following policies will be strictly adhered to regarding unpaid bills.
 - Any student that has a 30-day past due bill may not be permitted to attend class until the bill is made current.
 - Middle and High school students may not be allowed to take midterms and final exams until all tuition/fees are up to date.
 - Students may not be allowed to march in graduation ceremonies until all tuition/fees are paid in full.
 - Grades or transcripts will NOT be released until all tuition/fees are paid in full.
 - No tuition will be reduced for any absence due to illness, death in the family, or any other reason.

- **Returned Check Policy:** A fee of \$25 will be charged for each returned check. If a check is returned by your bank for any reason, that check must be replaced by cash, money order or certified check.

Withdrawal from School

Withdrawal from Providence Christian Academy must be made through the school office. A withdrawal form must be completed and turned in to the school office. If a student withdraws from PCA after two weeks from the start date of school 25% of the full year tuition amount will be due. If a student withdraws from PCA after four weeks from the start date of school 50% of the full year tuition amount will be due. After that if a student attends school one day of any month, the entire month's tuition is due. No records will be released until the above-mentioned form is completed and all tuition, supplies, and textbooks belonging to the school are returned.

Refund Policy: Please allow up to 30 days for all refund checks to be processed.

Transfer of Summer School Credit:

Students must secure written permission from the Administration before enrolling in summer courses at another school. Providence Christian Academy will recognize two full credits for summer work in any given school year. Students will not receive summer school credit for any course offered at Providence Christian Academy that has not first been attempted during the academic year.

To Add or Drop Subject

Any high school student wishing to add or drop a core subject must request the proper form from the Office. This form should be submitted to the Administration for review; if approved, it will be signed and returned to student. The student should sign the form then have the parents sign it. The form must be returned to the school office for our files. No student will be allowed to drop a course after the first 2 weeks of a semester.

Student Records

The school maintains a permanent record and file on all Providence Christian Academy students.

- Transcripts – One transcript of a student's grades will be provided free upon request to the student's parent or legal guardian or to the student if he/she has attained the age of eighteen.
- A nominal fee will be charged for additional transcripts.
- Providence Christian Academy will release a student's grades, standardized test scores, and medical information upon the written request of another school system when such request contains the signature of the school official and one parent or legal guardian. Other than the transcript described above, no school records will be released to a parent, legal guardian, or any agency other than another school system.
- If your account is not paid in full, records (report cards, transcripts, etc.) will be held and no records will be released until arrangements have been made to fulfill the obligation.

The Family Educational Rights and Privacy Act (FERPA): FERPA is a Federal law that is administered by the Family Policy Compliance Office in the US Department of Education. 20 U.S.C., 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions that receive funding under any program administered by the Department of Education. FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations) and the right to file a complaint with the Department of Education. When a student reaches 18yrs of age or attends a postsecondary institution, he or she become an "eligible student," and all rights under FERPA

transfer from the parent to the student. The term “educational records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Administrative/General Policies

School Office Hours

During the school year, office hours are 8:00 a.m. until 4:00 p.m., Monday through Friday. During the summer, office hours are 9:00 a.m. until 3:00 p.m., Monday – Thursday.

Emergency School Closing and Severe Weather

Providence Christian Academy will close school based upon weather and road conditions. Parents may check the Facebook page, in case of bad weather conditions or emergencies. Announcements of delays, closing and early dismissals of PCA will also be made via Facebook, e-mail, and text.

Fire Drills & Weather Drills

Providence Christian Academy regularly holds fire drills involving the students. In the event of severe weather conditions during school hours, students are taken to designated safety areas. Because every staff member is actively engaged in seeing to the safety of the children, we ask that you not call the office during such conditions.

Respect for Teachers

Students are expected to be courteous, obedient, and to show proper respect for each member of the faculty at all times. Any teacher has the authority to correct any student at anytime, anywhere on campus.

Awards Program (6th – 12th grade)

At the conclusion of the academic year, a special program is held for the purpose of honoring students who have excelled in numerous academic endeavors. Parents will be notified prior to the program that their child will be receiving an award.

Use of Cell Phone

Cell phones are to put away by 8:15 am and not be used again until after 3:00 pm. Students are permitted to use the “cell phones or office phones” in the main lobby with the permission of a teacher. If a student is found to be using their phone during school without permission the following discipline method will be followed:

- 1st offense – Student will receive 5 demerits. The phone will be given to the office and may be picked up at the end of the day.
- 2nd offense – Student will receive 5 demerits. They will lose their cell phone privilege and may not bring a cell phone onto school property.
- 3rd offense – Phone will be given to the office and a parent conference must be held.

Visitors – All visitors must check in through the school office to sign in and to receive a visitor’s pass.

- **Parents:** Providence Christian Academy is your school and is open to you. We want to be of service to you, and we welcome your visit. Please adhere to the following guidelines: After 8:20 a.m., all parents are considered visitors and must report to the office for a visitor pass. During school hours, because teachers will be monitoring their classes, if you need to contact a teacher for any reason please email the teacher to

schedule an appointment. Smoking is not permitted on school property. The school is not an informal place. Please cooperate with us in setting a good example for our students. Please dress appropriately when visiting campus.

- **Students from other schools:** Providence Christian Academy is a CLOSED CAMPUS. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 6:00 p.m., without the express permission from the Administration.
- **Lost and Found:** Books, clothes, athletic equipment, and other items found unsecured during non-school hours will be placed in lost and found. The lost and found will be kept for each semester, then a notice will be sent out via email and any items left will be sent to a charity organization.
- **Organizations**
 - Faculty and Staff: The foremost requirements for membership on the faculty or staff of our school are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. All members of our teaching staff are qualified with most having a degree from a recognized college or university.
- Parental Involvement: The school has an active Parent/Teacher Fellowship (PTF).

Medical Policies

Although no comprehensive list is possible the following conditions may be considered appropriate reasons to send or keep a student home from school:

- Abdominal pain accompanied by a fever
- Adverse medication reaction
- Asthma attacks not easily controlled with rescue inhaler or nebulizer treatments
- Chest pain
- Chicken Pox (varicella) – student will be excluded from school until all lesions have dried and crusted. Student must be evaluated by the school nurse before readmissions to school will be allowed.
- Coughing including productive cough accompanied by a fever, severe coughing with difficulty breathing and untreated wheezing
- Earache accompanied by a fever
- Head injury with symptoms
- Impetigo – Students should remain home for 24 hours after treatment has begun.
- Diarrhea – If accompanied by a fever greater than 99.5 degrees F, keep the student home until the fever has been down for 24 hours. If there is no fever, use your best judgment.
- Nuisance condition not currently being treated – e.g., ringworm, scabies, etc. – Student may return to school once treatment has begun, but the lesion must be covered.
- Persistent runny nose with yellow/green discharge accompanied by a fever
- Red draining eyes
- Seizure activity
- Severe pain
- Strep throat – Students must stay home for 24 hours after antibiotic treatment has started, and the child has been fever free for 24 hours.
- Suspected fracture
- Temperature above 100 degrees F – Students should not return to school until fever has subsided below 100 without antipyretics (Tylenol or Advil). Student must be fever free for 24 hours
- Undiagnosed Rash
- Vomiting – Student will be excluded for an episode of acute vomiting not associated with coughing. Child should remain at home until they have retained a bland diet and has resumed normal activities for 24 hours.
- Head Lice – Students will be excluded for evidence of live louse found on child's head, evidence of eggs (nits), if a child has not been treated with an over the counter pediculocide. PCA adopts a NO NIT POLICY as indicated by the National Pediculosis Association and Cecil County Public Schools. Student may return to school after an over the counter pediculocide treatment and all nits have been removed. Child must be brought to school by the parent/guardian and examined by the school nurse/designee. If any lice/nits are found the student will need to be excluded once again. The student may return to class if they are found to be free of lice/nits. It is wise to keep long hair pinned up and off the

neck during times where lice have been found in other classmates. Sharing of brushes, combs, and hair accessories is discouraged. PCA School Nurse and Designee will check students in classrooms where lice has been diagnosed at their discretion as per guidelines suggested by Cecil County Public Schools. Parents of students checked will be notified of their status.

Vaccine Requirements for 2019-2020 School Year (vaccine requirements for 2020-2021 school year haven't been updated yet. Will update upon receipt of new requirements.)

All vaccine dates require month/day/year of vaccine (ex. 09-01-00) Vaccine records **must** be provided prior to 20 days of admission to school. A religious exemption form is available at the front office. **If records are not provided at that time, the student will be excluded from school until records can be produced.** See below the number of vaccines required per grade level:

| Grade level | DTAP/DTP/DT | Polio | Hib | Measles Mumps Rubella | Varicella | Hepatitis B | Prevnar |
|------------------------------------|-------------------------|-------|------------|-----------------------------|-----------|-------------|---------------|
| 2-3 mths | 1 | 1 | 1 | 0 | 0 | 1 | 1 |
| 4-5 mths | 2 | 2 | 2 | 0 | 0 | 2 | 2 |
| 6-11 mths | 3 | 3 | 2 | 0 | 0 | 3 | 2 |
| 12-14 mths | 3 | 3 | At least 1 | 1 | 1 | 3 | 2 |
| 15-23 mths | 4 | 3 | At least 1 | 1 | 1 | 3 | 1 |
| 24-59 mths | 4 | 3 | At least 1 | 1 | 1 | 3 | 1 |
| 60-71 mths | 4 | 3 | 0 | 2 | 1 | 3 | 0 |
| Grade level | DTAP/DTP/ Tdap/DT/Td | Tdap | Polio | Measles Mumps Rubella | Varicella | Hepatitis B | Meningococcal |
| 5 5 yrs | 4 | | 3 | 2 | 2 | 3 | 0 |
| 1 st – 6 th | 4 or 3 | | 3 | 2 | 1 or 2 | 3 | 0 |
| 7 th | 3 | 1 | 3 | 2 | 1 or 2 | 3 | 1 |
| 8 th – 12 th | 3 | | 3 | 2 | 1 or 2 | 3 | |

In lieu of Varicella vaccine, students may provide physician proof of disease (month & year), or proof of immunity via blood test.

Providence Christian Academy Medication Policy

- PCA encourages parents to administer all medications at home. However, we realize that it may be necessary for a student to take medication during the school day. Please read and follow these instructions for all prescription and non-prescription (over-the-counter) medications. No medication, including acetaminophen or ibuprofen, is to be administered by teachers or other staff workers. The school nurse/designee may administer medication with a completed medication administration authorization form signed by a parent and physician.

Prescription Medications:

- A Providence Christian Academy Medication Administration Authorization Form must be completed by a parent and the physician or prescribing professional for each medication. Please make sure that all blanks are filled in and the form is returned to the office.
- Schedule an appointment in the school office to meet with our supervising RN to verify medication and forms.
- Bring the medication in an original and dated prescription bottle to your appointment. (You can ask the Pharmacist to give you an extra-labeled bottle for your prescription medication, just tell them that the school will also be administering this medication).
- Students may self-carry/self-administer their own prescribed emergency inhalers only if the Prescriber has authorized it by signing the Self carry/self-administration of medication authorization/approval portion of the form. No other medication is to be self-administered. Students must inform a faculty member before using the medication.

- Insulin may be self-administered in the Medical office in the presence of the supervising RN and/or the Medication Aide in accordance with the Diabetic Management Plan laid out for the individual student and with Parental/Physician (Prescriber) Permission. Insulin Dependent Students must have a Maryland State Management of Diabetes at School/Order Form completed by the Parent and Prescribing Health Care Provider.

Over-the-Counter Medications

- Students in Grades K-12 must have on file a Providence Christian Academy Medication Administration Authorization Form which must be completed by a parent and the prescribing Health Care Provider for each medication. Please make sure that all blanks are filled in and return the form to the office. No medication can be given without these completed forms on file in the medical office.
- Schedule an appointment in the school office to meet with our supervising RN to verify medication and forms.
- All over-the-counter medication **MUST** be provided by the Parent – State law does not allow schools to provide such medications to its students. Medications must be in the original container correctly labeled with the child’s name. (Single dose packets are recommended)
- No students are authorized to self-carry or self-administer any Over-the- Counter medications. This is in accordance with Maryland State Law.

Emergency Medical Procedures

In case of injury on school grounds, the following procedures will be followed:

- Attempt to notify parents immediately.
- In case of serious injury, 911 will be called. More detailed procedures can be found on the emergency medical card that was filled out upon registration.

If a student needs special medical attention for any known condition, parents must advise the school office in writing at the beginning of the year.

First Aid Procedures:

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- Parents will then be notified by the school office. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on application forms for each student in the case that parents cannot be reached.
- A representative of the school faculty should stay with the child until the parent assumes responsibility.
- Internal medication will be given only by or on the order of a physician by a designated school official.

Policy Regarding Communicable Diseases

Providence Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Providence Christian Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Providence Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. A full listing of these diseases can be found at <http://www.dhmf.state.md.us/>.

Elementary Division

General Elementary Information

Classroom Visits: Once the school day is in progress, the classroom routine must not be interrupted. Parents wishing to speak to a teacher must make an appointment through the school office. Items being dropped off to students must be labeled and left in the office to be delivered by the office personnel. Parents who wish to go beyond the lobby area of the building must obtain a visitor's pass from the main office for that purpose.

Lunch: All students and teachers will eat their lunch in the lunchroom, except on special occasions when lunch may be eaten elsewhere on the grounds. While in the lunchroom, students must:

- Talk in a normal tone during "talking period."
- Eat food at the tables.
- Clean up food dropped and spilled.
- Empty debris into waste containers.
- Children in the pre-school department will eat lunch in their classrooms.

Student Biting: All student bites are to be reported to the office immediately. The teacher will report who was bitten and who did the biting. The parents of both children will be notified. The bite will be cleaned, and the child will be returned to class. The student doing the biting will be warned the first time and upon a second occurrence and any thereafter the student will automatically be suspended from school. A continual problem with biting may result in expulsion.

Enrichment Courses: Elementary students will have enrichment courses in Music, Art, Library, PE, and Spanish.

Elementary Homework Policy: Homework is an integral portion of our school program. Teachers are at liberty to assign a reasonable amount of homework per grade level. The students in grade one may have up to twenty minutes of homework that may require parental supervision. Grades two and three may have up to one-half hour of homework per night. In grades four and five the amount of homework should not exceed forty-five minutes to one hour per night. All written homework must include a proper heading and must be done in cursive writing unless otherwise noted. Math homework should include the book example written by the student and must show all the calculations done in order to determine the answer.

When a student fails to meet the teacher's expectations regarding homework, the following guidelines will be followed:

- Chronic lack of responsibility will create the necessity of a parent conference.
- Projects and reports that are turned in late will receive grade reductions according to the following scales:
- In the primary grades (1-3), five points will be taken from the earned grade for each day the project or report is late. On the second day late, parents will be notified of the late assignment and terms for grading the late assignment will be explained. On the fifth day late, the student will need to take a zero for the assignment.
- In the upper-elementary grades (4-5), students will lose five points on the first day late and the point off will accumulate by 5's from that point until the third day late. At that point, the student will have lost 15 points off the project or report grade. After the third day late, the student will earn a zero for the assignment grade.

Elementary School Retention: Any student who fails math and reading or language, as determined by his/her final average will not be promoted unless he/she attends summer school. Three failing grades will also necessitate the retention of a student. Students with an overall average below 70% in their core courses will be evaluated by the administration for retention.

Age Requirements: Age requirements for admittance are as follows: K-4 students must be four years old by September 1st of the current year, K-5 students must be five years old by September 1st of the current year.

Early Education Division (Kindergarten for two, three, four and five-year olds) The Early Education Division Providence Christian Academy is designed to be a home away from home for our youngest students. The Early Education Department offers an opportunity for students to learn about God, His world, themselves and others in a safe and caring environment. Students are guided to behavioral maturity through coaching, illustration and demonstration of Godly behavior. The Early Education staff experiences success through parent partnerships in the training of students in good habits and social skills.

Attendance: Students in the Kindergarten division may be picked up after 12:00 p.m. if parents so desire. Students who attend a full day will nap in the afternoon and participate in afternoon activities that will enhance the lessons taught in the morning hours. Excessive absences will impact the effectiveness of the kindergarten program. Ideally, students should arrive to school on time and remain at least until 12:00 p.m. each school day. There is no discount for the half day kindergarten option.

Behavior Standards: Students in the Kindergarten department will be introduced to classroom rules and will be coached to respond to the teacher as their guide and protector throughout the day. Students who do not respond to the teacher's direction after a warning and four additional behavior issues will be counseled in the Elementary Supervisor office and parents will be contacted. After an accumulation of six behavior issues in a single day, parents will be contacted again and asked to take the child home for the remainder of the day.

Primary Division

Providence Christian Academy grades 1-3 form the primary department of the elementary school. Attendance in these grades provides students with the foundation for success in Bible, reading, math, penmanship, spelling, science and history.

Attendance: Students have a full-day academic schedule beginning in first grade. Excessive absences will impact the effectiveness of the primary division program on your child's education. Chronic tardiness also takes a toll on your child's ability to acclimate to the school day. His/her late arrival is a disruption to the class and puts him/her at risk of missing concepts that are taught during the first-class hour. Please make every effort to arrive to school by at least 8:05 a.m.

Morning Care: Students in the primary department who arrive early to school will report to the cafeteria for supervision until 8:05 a.m. Morning care officially opens at 6:30 a.m.

Standards for daily work:

- Students will use a proper heading on seatwork and test papers. (Student's first and last name, the date, and the assignment)
- Beginning the second semester of second grade, all student work will be done in cursive writing.
- Seatwork and homework will be done neatly and will be completed and handed in on time.
- Students who fail to do assigned work will need to complete the assignments missed during the scheduled recess that day.
- Teachers are at liberty to take up to five quality points from a graded paper on which the above guidelines have not been followed. A primary grade student who is caught cheating on a test will lose 20 points on the final score of the test.

Behavior Standards: Behavior standards are expressed within the framework of each classroom teacher in the Primary Department. Each classroom teacher will form their classroom rules within that framework. Parents will receive a notice of particular classroom rules at the beginning of the school year. Behavior is tracked on a daily basis in the Primary Department. Parents will be notified if the student receives 3 or more infractions of the classroom discipline policy in one day.

Below are some of the general elementary classroom guidelines for behavior:

- Students will come to class prepared with the required text, paper, pencils and completed homework. Other specific supplies may be required as directed and told in advance by the teacher.
- Students should obtain permission from the teacher before speaking during class.

- Students will keep hands, feet and objects to themselves.
- Students will show respect for others and their property.
- Students will behave in accordance with the student honor code. This prohibits lying, cheating, stealing, fighting, profanity and inappropriate conversation topics as well as inappropriate postings to personal websites.

Each classroom grades K5-2nd has a program in place that rewards the students when the classroom policies are faithfully kept.

Upper-Elementary Division (Grades 4-5)

Standards for daily work:

- Seatwork and homework will be done neatly and will be completed and handed in on time.
- Teachers are at liberty to take up to five quality points from a graded paper where the above guidelines have not been followed.
- An upper-elementary student who is caught cheating on a homework assignment or on a test will receive a zero as his grade on the assignment or the test and serve a detention.

Behavior Standards: Beginning in grades 3-5 students will receive a demerit for all infractions of the PCA student handbook. The specific upper-elementary classroom guidelines for behavior are as follows:

- Students will come to class prepared with the required text, paper, pencils and completed homework. Other specific supplies may be required as directed and told in advance by the teacher.
- Students should obtain permission from the teacher before speaking during class.
- Students will keep hands, feet and objects to themselves.
- Students will show respect for others and their property.
- Students will behave in accordance with the student honor code. This prohibits lying, cheating, stealing, fighting, profanity and inappropriate conversation topics as well as inappropriate postings to personal websites.

The following behaviors will earn the student a demerit:

- Talking without permission
- Arriving unprepared for class
- Disturbing others verbally or physically
- Misuse/abuse of property (Student will be responsible for repair or replacement of the item damaged.)
- Disrespect toward authority expressed either verbally, through body language or facial expression
- Lack of courtesy for others
- Inappropriate language or gestures
- Intimidation or harassment of another student (See harassment policy for the hierarchy of consequences.)
- Hall behavior that involves running, horseplay, littering, and/or noise.
- Continued dress code violations that have been addressed with a documented verbal warning, a dress code note, and a phone call to parents.
- If a student receives 5 demerits in one week the student will be sent to the office and a phone call to the parent/guardian will be made.

Note: Students may be sent home at the discretion of the Administration.

The administrative personnel will use their best judgment to assure that discipline administered is appropriate to the offense committed. It should be noted that the list of offenses is representative in nature and is not intended to be all inclusive.

Middle and High School Division

General Middle and High School Information

Service Project Program: Since the scripture commands us to serve one another, PCA wishes to teach our students the importance of a lifetime commitment to service. To help accomplish this, PCA is requiring each high school student to complete 25 community service hours as a prerequisite to graduation.

These hours and any over and above these required hours will be permanently noted on the student's transcripts. Please obtain a community service form either online or at the front office to record hours completed outside of school which can then be added to the student's transcript. It is important that parents and students realize the benefits of service hours. Many colleges and scholarship foundations look highly upon this and may even require it. Many colleges your students will attend also require that students do community service as a graduation requirement.

Please recognize that not all services qualify for the Community Service Program. For example, working for relatives, working for pay, or performing regular duties/activities does not qualify. The following are examples for qualified services: teaching Sunday school, working in a junior church or AWANA program, singing in a church choir, organizing or working in a neighborhood clean-up effort, charity work, tutoring/coaching as a volunteer, volunteering in a nursing home/hospital, etc. Do not hesitate to contact the office with any questions regarding service hours, or possible volunteer opportunities.

Note: Community Service hours should be completed each school year by April 30. Students are certainly encouraged to complete as many hours as possible during the summer months for the coming school year. If service hours are not completed, the student will not be able to participate in the graduation ceremony.

Cars and Parking: Each student who drives a vehicle to school must fill out a form in the office with vehicle information and abide by the following rules:

- Drive with caution and courtesy to other drivers/students.
- They must not leave school grounds without prior permission from the school office.
- Students may not go to their cars during the school day without prior permission.
- Students may drive no faster than 5 miles per hour on campus.
- Students may not spin tires on pavement and/or grass.
- Leaving school grounds without prior permission from the school office and the principal is a serious offense and will be dealt with under the demerit system.
- Driver and Passenger forms for high school students must be completed. Students need to parking in the student parking lot.

Failure to comply with the "Cars and Parking" rules will result in the following:

- 1st Offense – phone call to parents
- 2nd Offense – driving revoked for one week
- 3rd Offense – driving revoked for the year

Senior Class, 8th grade, and 10th grade trips: These classes are permitted to raise funds for an off-campus trip. Details will be communicated to parents and students early in the school year.

Lunch: All students and teachers will eat their lunch in the lunchroom, except on special occasions when lunch may be eaten elsewhere on the grounds.

While in the lunchroom, students must:

- Talk in a normal tone
- Eat food at the tables
- Clean up food dropped and spilled

- Empty debris into waste containers

Middle and high school students are permitted to use the microwave. Food or drinks will not be allowed outside the lunchroom without the permission of the teachers on duty.

Marriage/Pregnancy Policy: Any student found to be married/pregnant during the school year must meet with the principal and state his/her intentions. No married/pregnant students will be admitted to school or allowed to continue in school at the discretion of administration. Every effort will be made to help the student continue their classes from home to complete the current school year.

Student Councils: The Student Council will be made up of the elected class presidents in grades 9-12 and officers as elected by the high school student body.

The duties of the Student Council are as follows:

- Help in planning Homecoming, See You at the Pole, and other events.
- Serve as ushers and helpers at school events.
- Serve in leadership during chapel.
- Serve as student representatives to the Administration.
- Promote school spirit and Christian attitudes in the student body.

Student Outside Jobs: High School students will not be allowed to leave the school during class hours in order to work at an outside job. Any deviation from this will be decided by the Administration.

Academics

PCA has a college preparatory course and it is our intention to prepare our students to enter college. Although we recognize that college is not the goal of all our students, we still expect them to abide by college preparatory requirements.

Homework: Homework is given to students to develop mental discipline, to provide practice in new skills, and to reinforce previously learned material. Completion of homework assignments is the responsibility of the student but may require parental involvement. If your child seems to be spending an excessive amount of time doing homework, a parent/teacher conference may be in order. Each individual teacher may require his/her own particular format in homework. Spelling, grammar, and proper penmanship must meet required standards. Teachers will expect each student to return assignments completed and on time. Any homework that is not turned in on the day it is due will be given a “zero” with the opportunity to make up the work for partial credit. Partially completed assignments will be graded accordingly. If there is an absence involved, the absentee policy will be followed. The athletic policy will be followed regarding late returns from an away game/meet.

Note: *Homework assignments are posted on RenWeb weekly.*

Enrichment Courses: Middle school students will have electives in music, art, physical education and study skills. High school students will have a choice of electives per semester in drama, multi-media, music, art, marine biology and law.

Middle and High School Retention: Any student who fails Math **and** English, as determined by his/her final average will not be promoted unless he/she attends summer school. Three failing grades will also necessitate the retention of a student. Students with an overall average below 70% in their core courses will be evaluated by the administration for retention. Students who fail a core course that is necessary for graduation must repeat that course in order to graduate.

Science/History Fair: The successful completion of a science/history fair project is a requirement for passing those courses. Science projects will be assigned in 7th, 9th, & 11th grades. History projects will be assigned in 8th and 10th.

Help Class Eligibility: If a student receives below a 70% on any two consecutive tests, quizzes or a combination of both, he is eligible for help class in that subject. The student is responsible to see the teacher about scheduling help class appointments. NO CHARGE

Help Class Appointments: The subject teacher will schedule either ½ hour before school begins (7:30 a.m.-8:00 a.m.) Or ½ hour after school dismisses (3:00-3:30) for help class intervention. It is the responsibility of the parent and the student to arrive for this service. The parent or student must indicate their intention to attend help class in advance so that proper preparation can be made by the teacher.

Help Class Follow Up: After the student has attended six consecutive help class sessions in a subject, if no improvement is seen in his academic performance, the administration will recommend that private tutoring be arranged by the parents in order to provide more intensive help for the student in that subject. Charges may apply for private tutoring.

Honors Classes: PCA will give High School students, who have earned an “A” in a previous middle or high school course or have been nominated by their teacher, an opportunity to take an Honors class. Students who accept this challenge will be required to complete additional enrichment assignments. The students will receive an extra quality point in figuring their GPA.

Mid-Term/Final Exams: Final examinations will be given in most courses at the junior and senior high level at the end of each semester using a separate exam schedule. Semester exams will count 20% of the final semester average.

Final exams will remain the property of the school and will not be returned to the student. The exams will be kept on file in each department for a minimum of one year. Exams are available for review upon request by students and their parents.

Exam Procedures:

- Exams are spread out over three days.
- The first exam each day is given between 8:30 – 10:00 A.M. The second exam is given between 10:30 – 12:00. There is a break in the cafeteria between 10:00 – 10:30.
- There are no regularly scheduled classes these days.
- Students need only attend when they have an exam.
- Students need the following at exam time:
 - Textbook ready to turn in
 - Old tests that teachers handed back for them to review
 - No outstanding debts to any school dept. (all debts must be taken care of before 1st day of exams, otherwise students may not be allowed to take exams):
- If there are snow days, we will pick up the next day where we left off.

Missed Test Policy: If a student misses a test due to late arrival to school, that student will be expected to stay after school **that day** to make up the test missed in that class. A member of a sport team will not practice or participate in a home game **that day** until the test is made up. If an away game is involved, the student will not be allowed to travel until the test is made up.

Special Note: Students that have an “A” for the first and second marking period will not need to take the semester finals. However, all students will take the end of the year finals.

Quality Points System: The quality point system for determining Grade Point Average (GPA) is as follows:

- 4 points – A
- 3 points – B
- 2 points – C
- 1 point – D

The courses of Advanced Math, Calculus, Physics, Anatomy & Physiology, or any “Honors” class carries a 5-point system:

- 5 points – A
- 4 points – B
- 3 points – C
- 2 points – D

Providence Christian Academy’s valedictorian and salutatorian must have attended a minimum of four semesters at Providence Christian Academy. Nontraditional grades (home-school: pace programs, etc.) will not be accepted when figuring the GPA for valedictorian and salutatorian.

- **Graduation Requirements:** Credits are earned toward high school graduation in grades 9-12. One full credit reflects a completion of 150 hours of instruction in each subject. Each student’s grade status will be determined by the minimum number of credits earned.
 - Freshman status: 0 credits
 - Sophomore status: 6 credits
 - Junior status: 12 credits
 - Senior status: 18 credits

“College Bound” high school students are required to take the College Board SAT and/or the ACT test. Such students are encouraged to take both the SAT & the ACT. Juniors are encouraged to take the test during the spring semester. Seniors are encouraged to take it again during the fall semester.

The major subjects are English, Mathematics, Science, Social Studies, and Bible. Students in grades 9-12 will follow the recommendations of the administration in order to meet the necessary graduation requirements upon completion of his/her senior year. The following curriculum is required, and the following credits are required for graduation:

Number of credits required for graduation (beginning with class of 2019):

| <u>Diploma</u> | <u>Standard Diploma</u> | <u>Advanced</u> |
|-----------------------|--------------------------------|------------------------|
| English | 4 | 4 |
| Mathematics | 4 (Alg 1 & Geom.) | 4 (Alg 2/Adv. Math) |
| Science | 3 (Biology & Phys Science) | 4 |
| History | 3 | 4 |
| Bible | 4 | 4 |
| Physical Education | 0.5 | 1 |
| Health Education | 0.5 | 0.5 |
| Fine Arts | 1 | 1 |
| Technology | 1 | 1 |
| Electives | 2 | 2 |
| Foreign Language | 2 | 2 |

| | | |
|----------------------|-----------|-------------|
| Total Credits | 25 | 27.5 |
|----------------------|-----------|-------------|

Providence Christian Academy High School Courses of Study:

9th Grade

- Bible
- English 9
- Algebra 1/Geometry
- Physical Science
- World Geography/Amer. Hist 1
- Technology/Art & Music Appreciation
- Physical Education
- Health

10th Grade

- Bible
- American Literature
- Geometry/Algebra 2
- Biology
- American History 2
- Spanish 1
- Electives

11th Grade

- Bible
- World Literature
- Algebra 2
- ‘College Bound Program’ Math
- Chemistry
- World History
- Spanish 2
- Electives
- Honors Law

12th Grade

- Bible
- English Literature
- Business
- ‘College bound program’ Math
- Consumer Math
- Anatomy/Physics/Marine Biology
- U.S. Government
- Adv Computer Applications
- Speech
- Electives
- Honors Law

Behavior Standards: Providence Christian Academy does not expect students to be perfect and free from any spiritual or character flaws. However, we do expect our students to strive toward “Christlikeness” in their lives. For this reason, certain moral conduct will not be tolerated from students attending PCA. The Word of God states, “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity” (I Timothy 4:12). We expect our students to live a lifestyle consistent with Biblical standards of conduct. Moral misconduct, including but not limited to homosexual and heterosexual, as defined by Scripture violates these behavioral standards. Scripture clearly defines the unique roles of male and female in Romans 1:21-24. This distinction will be consistently adhered to at PCA.

Purpose of Discipline: Each student should consider it a privilege and not a right to attend a Christian school. For this reason, discipline is required to ensure that the high Christian principles of PCA are maintained. Students may be assured disciplinary action will be taken for infractions of school policies or rules. These measures may include after school detention hall, demerits, suspension, expulsion, or any other means deemed necessary by the administrative staff.

This demerit program identifies behaviors, which are inconsistent with the standards set forth by Providence Christian Academy and its educational and spiritual program. The program recognizes differences in students. Those who are prepared to follow the principles established at PCA will have little contact with this program. Those

who have trouble following the principles set forth will be reminded of the price of misconduct as often as necessary. The program is referred to as a “**Demerit System.**”

Demerit System

The marks a student may receive vary by the offense. Listed below are five categories of misconduct. The administration may determine other violations that may fall within any of the five categories of offenses. However, the administration has the final authority in determining the consequences. A teacher may refer a student who is violating the principles established at PCA to the office at any time.

Category I – One Demerit

- Eating or drinking outside lunchroom without permission.
- Unexcused tardiness to homeroom or class during school.
- Not bringing proper materials to class.
- Poor housekeeping; for example, throwing trash on the floor, failure to clean up the remains of lunches, leaving books, backpacks, and personal belongings unattended, etc.
- Failure to return parental required signed forms on time.
- Violation of the dress code (third violation of the dress code will also result in a 1 hour after school detention as well as demerits).

Category II – Two to Three Demerits

- Students sleeping in class, putting head down, or doing work for another class.
- Excessive talking in class.
- Unauthorized possession of items considered to be detrimental to the instructional process.
- Writing and passing personal notes during class.
- Being in a classroom without a teacher or staff member present without permission.

Category III – Four to Eight Demerits

- Off limits: Misuse of pass to go to a different location, not having a pass, being in an area off limits to students.
- Behavior disruptive or detrimental to the instructional process.
- Direct disobedience, insubordination, argumentative, or disrespectful behavior to a member of the faculty or staff.
- Making negative, racial, ethnic, religious, or other inappropriate comments.
- Inappropriate physical contact; for example, horseplay, pushing, shoving, etc.
- Abusing desks or other school property (and pay for replacement or repair).
- Public display of affection, which includes but is not limited to, hand holding, kissing, and passionate hugging.
- Inappropriate language.
- Making a deliberate mess.
- Throwing food.
- Not respecting another’s property.
- Phone violations including ear buds, air pods, etc...

Category IV – Ten Demerits or Above (Administration’s Discretion)

- Skipping part of or all of a class.
- Lying, forging notes and signatures, deception or misrepresentation regarding any school matter.
- Fighting and/or any behavior which inflicts personal or bodily harm to a fellow student.
- Defacing property (and pay for replacement or repair).

- Plagiarism (failure to identify or credit sources, even for paraphrased material).
- Cheating on tests, homework or other assignments. Communications between students during a test will be construed as cheating. In addition to the conduct marks assigned for cheating, those students will also receive a zero on the work in progress.
- Conflicts which lead to physical confrontations.
- Leaving school or class without permission
- Intimidation or harassment, verbal, physical, sexual, etc. of another student. Students have a responsibility to report such instances of intimidation or harassment to their teacher, counselor or administrator.
- Inappropriate material on personal websites/cell phones or school administered electronic device.

Category V – Subject to Immediate Expulsion

- Possession or use of prohibited items or substances while on campus or at school-sponsored events. Prohibited items include, but are not limited to fireworks, any type of explosive, or any item that may be construed as a weapon. Prohibited substances include, but are not limited to, tobacco products, alcohol, all illicit drugs, and pornographic materials (visual, written or auditory).
- Being under the influence of prohibited substances on campus or at school-sponsored events.
- On or Off-campus behavior which is illicit, immoral, illegal and/or which reflects adversely to Providence Christian Academy or the Biblical principles for which it stands.
- Pulling fire alarms or tampering with security systems.
- Theft of others' property.
- Inappropriate material on personal websites/cell phones or school administered electronic device.

Demerits will be accumulated as earned. Marks for students will be accumulated for the entire academic year. Middle school may not earn more than 30 demerits per semester. High School students may earn no more than 30 demerits for the entire school year.

Listed below are actions, which may be taken when a student has accumulated the number of conduct marks listed. Other actions may be deemed necessary and appropriate by the administration. Every demerit form is given to the student and a copy is sent to the parents via our PCA computer information system – RenWeb. However, it is the parents' responsibility to make themselves aware of how many demerits their child has accumulated.

- **TEN DEMERITS.** Depending upon the circumstances, this may result in a parental conference with the Administration.
- **FIFTEEN DEMERITS.** This will result in mandatory detention.
- **TWENTY DEMERITS.** This will result in a one-day suspension. The student will receive zeros in all classes and a parent/administration conference must be held before the student re-enters school.
- **TWENTY-FIVE DEMERITS.** This will result in a two-day suspension.
- **THIRTY DEMERITS.** Expulsion.

We cannot envision every situation that may occur. The administration will use their best judgment to assure that discipline administered is appropriate to the offense committed. It should be noted that the list of offenses is representative in nature and is not intended to be an exhaustible list.

Appeal Process – There is an appeal process for any student who is dismissed from PCA. Parents or legal guardians may appeal to the Board of Directors in writing. The decision of the Board will be final.

Athletics

Purpose of Athletics: Athletics at Providence Christian Academy is a positive, worthwhile educational extension of the total school program. Athletics contributes more to “school spirit” than any other single factor. Major goals

of the athletic program include building Christian character, discipline, sportsmanship, cooperation, self-denial, and being a testimony to those around us while exemplifying our Lord and Savior, Jesus Christ.

An interscholastic program is offered in the areas of soccer, volleyball, cheerleading, basketball and golf. All participating athletes/cheerleaders must have a physical examination before participating.

Attendance: Any athlete/cheerleader who is absent more than a half day from school the day of an event will not be able to practice or participate in the event unless the absence is approved by the principal or authorized personnel. Students must report prior to 11:00 am in order to participate in athletics, those who leave prior to 11:00 am will not be able to participate in athletics that day or evening.

Academic Requirements for Athletes: Eligibility will be determined on a weekly basis. The student must have an overall 2.00 GPA each week. All Senior athletes must be passing all courses required for graduation. Those students wishing to participate in fall sports/cheerleading must meet this criterion from the last quarter of the previous school year.

Behavioral Standards of Student Athletes, Coaches, and Spectators: Providence Christian Academy conducts an intensive interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, students, and parents to represent the school in a manner that is respectful of others, on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests.

The Administration is directed to implement these policies and those established by the league in which the school is a member at all levels of competition.

Students likeness may be used on behalf of Providence Christian Academy (i.e. social media, yearbook, website, etc...).

All final decisions regarding policies in this handbook are at the discretion of the Board of Directors and Administration of Providence Christian Academy.

Families are responsible to have a RenWeb account.

I HAVE READ AND UNDERSTAND THE 2020-2021 PCA HANDBOOK

Family Name _____

Parent/Guardian Signature _____

Student Name _____

Student Signature _____

Student Name _____

Student Signature _____

Student Name _____

Student Signature _____

Date _____

For Office Use Only

Handbook Signature Page Received

Signature: _____

Date: _____