

## Contents

Welcome .....	3
Philosophy and Beliefs .....	3
Core Values .....	3
Mission Statement .....	3
Our Vision .....	3
Statement of Faith .....	4
Academics .....	4
Concern .....	4
Divisions .....	4
Elementary .....	4
Early Education/Preschool .....	5
Primary.....	5
Upper .....	6
Middle and High School .....	7
Grading Procedures/Report Cards .....	12
Homework .....	12
Honor Roll .....	13
Learning Resource Center .....	13
Student Services and Extra-curricular activities .....	13
Teacher Assistance .....	14
Admissions .....	14
Application Process .....	14
Non-Discrimination Policy .....	15
Re-enrollment .....	15
Athletics .....	15
Academic Requirements .....	15
Attendance .....	15
Behavioral Standards .....	15
Withdrawal from a Sport .....	16
Attendance .....	16
Absences .....	16
Before and After Care .....	17
Daily Schedule .....	18
Dismissal .....	18
Early Pickup .....	18
Tardy Policy .....	18
Cleaning Period .....	19
Code of Conduct * .....	19
Discipline .....	19
Behavior Standards .....	19
Cell Phone Policy .....	20
Demerit System .....	20
Merit System .....	22
Restitution/Accountability Hours .....	22
Dress Code .....	22

Finances and Records .....	24
Fees .....	24
Refund Policy .....	24
Student Records .....	24
Withdrawal from School .....	25
General Administrative Information and Policies .....	25
Emergency School Closing and Severe Weather .....	25
Drills .....	25
Lockdown .....	25
Lost and Found .....	25
Office Hours .....	26
Organizations .....	26
Parent/Teacher Conferences .....	26
RenWeb/FACTS .....	26
Right to Search .....	26
School Dances .....	26
Staff Room .....	26
Visitors .....	26
Withdrawal from School .....	27
Honor Code .....	27
Cheating .....	27
Plagiarism .....	28
Medical Policies .....	28
Communicable Diseases .....	28
Covid .....	28
Emergency Medical Procedures .....	29
General Illness .....	29
Head Lice .....	29
Medication Policy .....	30
Vaccine Requirements .....	31
Parental Involvement .....	31
Standardized Testing .....	32
Student Conduct .....	32
Boasting of Evil .....	32
Damaging Property .....	32
Drug and Alcohol Policy .....	32
Harassment .....	32
Respect for Teachers .....	33
Social Media .....	33
Student Code of Conduct Form * .....	34
Student and Parent Acknowledgement Form .....	35

## ***Welcome***

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

This handbook is designed as a guide for students, parents/guardians, and faculty in order to provide an orderly operation at Providence Christian Academy (please note: from this point on, "parent/parents" will be used to refer also to guardians and/or other appropriate family members). 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 that of 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 he "...grows in favor with God and man." (Luke 2:52) The board of directors and staff of Providence Christian Academy encourage and value a strong student-parent-school relationship.

Providence Christian Academy, as a Christian academic community, strives to uphold unity based on the lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctiveness and its standards of conduct. Let us all strive together for the betterment of our Lord's work, our children, and our school.

## ***Philosophy and Beliefs***

### ***Core Values***

- Pursue excellence in all things
- Model and teach servant leadership
- Uphold integrity and transparency
- Maintain exemplary standards of professionalism

### ***Mission Statement***

To develop young champions for Jesus Christ so that they will make a difference in the world and in the vocations to which they are called.

### ***Our Vision***

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

## ***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)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) Scripture clearly defines the unique roles of male and female in Romans 1:21-24. This distinction will be consistently adhered to at PCA.

## ***Academics***

### ***Academic Concern***

Parents and high school students will receive an email of academic concern midway through each marking period if the student's grade in a class has dropped below a C. This email will serve as an important reminder of the importance of academics and the need and opportunity for improvement.

### ***Academic Divisions***

#### ***Elementary Division (Lower School)***

##### ***Early Education/Preschool Division***

The Early Education Division at 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.

**Age Requirements:** By September 1st of the school year, students must have turned the age of their class name. For example, K2 students must be 2 years old by September 1, etc. The administration has the right to make exceptions to this rule.

**Attendance:** Students in the preschool 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 will participate in afternoon activities that will enhance the lessons taught in the morning hours. Ideally, students should arrive at school on time and remain at least until 12:00 p.m. each school day. There is no discount for the half day preschool option.

**Behavior Standards:** Students in the preschool 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 repeated behavior issues will be counseled by the elementary supervisor and/or the dean of students, and parents will be contacted. After an accumulation of six behavior issues in a single day - or at the discretion of administration, parents will be contacted again and asked to take the child home for the remainder of the day.

**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.

**Lunch:** Children in the preschool department will eat lunch in their classrooms.

**Visitors:** 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 left in the office to be delivered by the office personnel.

### ***Primary Division***

Providence Christian Academy grades K-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. Each primary classroom has a program in place to reward students for faithfully keeping to classroom policies and procedures.

**Age Requirements:** K5 students must be five years old by September 1st of the current year.

**Attendance:** Students have a full-day academic schedule beginning in kindergarten. 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.

**Behavior Standards:** Each teacher will set and communicate behavior standards for her/his classroom. Parents will receive a notice of classroom rules and regulations 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 commits 3 or more infractions of the classroom policies in one day.

**Enrichment Courses:** Primary students will have enrichment courses which might include Music, Art, Library, PE, Spanish, Tech, and so on.

**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."
- Remain seated and eat at the tables.
- Clean up food dropped and spilled.
- Empty debris into waste containers.
- Throwing any item, regardless of the item or the distance, is forbidden.

**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. Failing grades in three subjects will 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.

**Visitors:** 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 left in the office to be delivered by the office personnel.

### *Upper Elementary Division*

Grades 4 and 5 comprise the upper elementary division.

**Behavior Standards:** Teachers will set standards for daily work and behavior in their classrooms, but beginning in grade 4, it is possible for students to receive a demerit for infractions of the PCA student handbook. The administrative personnel will use their best judgment to assure that discipline administered is appropriate to the offense committed. See the discipline section of the handbook for more information.

**Enrichment Courses:** Primary students will have enrichment courses which might include Music, Art, Library, PE, Spanish, Tech, and so on.

**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.

**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. Failing grades in three subjects will 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.

**Visitors:** 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 left in the office to be delivered by the office personnel.

## ***Middle and High School Divisions (Upper School)***

PCA implements 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 every PCA student, we expect them to abide by college preparatory requirements.

### ***Academics***

#### **Courses of Study:**

##### **9<sup>th</sup> Grade**

- Bible
- English 9
- Algebra 1/Geometry
- Physical Science
- World Geography and US History 1
- Career Technology/Art & Music Appreciation
- Health

##### **10<sup>th</sup> Grade**

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

##### **11<sup>th</sup> Grade**

- Bible
- World Literature
- Algebra 2/College Math
- Chemistry
- World History
- Spanish 2
- Electives

##### **12<sup>th</sup> Grade**

- Bible
- British Literature
- Consumer Math/College Math
- Science Elective
- U.S. Government
- Advanced Computer Applications
- Speech
- Electives

**Drop/Add a Subject:** Any high school student wishing to add or drop a core subject must request the proper form from the principal. This form should be submitted to the administration for review; if approved, it will be signed and returned to the 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.

**Dual Enrollment:** High school upperclassmen who show academic potential may be dually enrolled in one of the local community colleges for certain classes, math in particular. Students who qualify for this option will be notified by the administration. Our academic advisor will facilitate concurrent enrollment at certain colleges and universities via online or on campus instruction. PCA will cover the tuition for one math class each year per student; parents are responsible for the cost of textbooks, fees, and subsequent math classes. Students must pass the class with a 70 or higher; students who don't achieve a 70 must retake the same class at their own expense and reimburse PCA for the cost of the failed class. In certain cases, students may take a college elective as well as a math class. In certain cases, students who are not dually enrolled for math may take a dual enrollment elective. The administration has the right to approve or deny such requests.

**Enrichment Courses/Electives:** Middle school students will take assigned enrichment classes. High school students will have a choice of electives per semester in various subjects.

**Foreign Language and Mathematics Grades:** These subjects require foundational knowledge and understanding in order to successfully advance from year to year. Consequently, in order to progress to the next level of a foreign language or mathematics class, a student must earn a grade of at least a 70 in the current course. Students who earn less than a 70 will have to repeat the course the next year, attend summer school, or show proof of skill advancement through a tutoring program to be qualified to advance to the next level. Students who earn less than a 70 must remember that graduation and college entrance requirements might be adversely affected.

**Graduation:**

**Coursework:** 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.

**Credits required for graduation:** A PCA student is granted a diploma upon the successful completion of all required courses of study and the accumulation of at least 25 credits, according to Maryland state law. Credits transferred from other high schools and/or community colleges will be accepted and reported on the student's PCA transcript. It might be necessary to hold a student's diploma and any awards until all final credits are complete and/or the student's financial accounting is up to date. All students must complete four years of English and Mathematics per state requirements. PCA requires all students to take four years of social studies and two years of the same foreign language. Additionally, four years of science are recommended. Students should check the requirements of each college or university in which they are interested, in consultation with the academic advisor.

Under normal circumstances, upper school students will be required to meet the following minimum graduation requirements:

<b>Diploma</b>	<b>Standard Diploma</b>	<b>Honors Diploma</b>
English	4	4
Mathematics	4	4
Science	3, including 2 lab sciences	4
Social Studies	4	4
Bible	4	4
Physical Education	1*	1*
Health Education	1*	1*
Fine Arts	1	1
Technology	1	1
Electives	2	2
Foreign Language	2	2
<b>Total Credits</b>	<b>27</b>	<b>28</b>

\* beginning with the class of 2025; .5 credit for classes graduating prior to 2025

**Honors Diploma:** In order to earn the distinction of an honors diploma, a student must have earned at least a C in six honors courses throughout high school and must graduate with at least a 3.5 unweighted GPA.

**Physical Education Requirement:** In lieu of regular PE classes, upper school students may fulfill their PE requirement by participating in a school sport. A student will earn 1/2 credit for each season of a sport completed **in good standing** in grades 9-12, up to one credit. Participation credit will not be given to a student who is benched for injury or failing academics for more than 1/4 of a season. Acting as team manager does not fulfill the PE requirement. Credits earned by participation, rather than by class, will only appear on the student's transcript at the end of his/her senior year. Participation credits do not count in the student's GPA and are only awarded if the student has not met the PE requirement through regular coursework.

**Valedictorian/Salutatorian:** The administration determines the positions of valedictorian and salutatorian based on many factors, including GPA, rigor of coursework, character, and involvement in school and extracurricular activities over a student's high school career. PCA'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.

**Honors Classes:** Students who have earned an A in a certain previous middle or high school course or have been nominated by their teacher have the opportunity to take that subject at the honors level during the next school year. 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. Students have until the last day of the first marking period to drop the honors portion of a course.

**Mid-Term/Final Exams:** Comprehensive examinations will be given in most courses at the upper school level at the end of each semester, using a separate exam schedule. All upper school students must take the midterm exam in every full-year course. All upper school students must take the final exam in every one-semester course. Semester exams will count 20% of the final semester average. Students who have earned an A in a course for all four marking periods and on the midterm will be exempt from the final exam for that course.

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, if applicable.
  - Old tests that teachers might have 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 sports 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.

**Outside Credit:** High school students must work with the academic advisor to secure permission from the administration before enrolling in a course at another school. Providence Christian Academy will recognize two full credits per school year for work completed through another institution. Permission for further outside study is given at the discretion of administration. Students will not receive credit for any course that has not first been attempted during the academic year unless that course is not available at PCA.

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

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

Advanced courses and any honors level or college classes carry a 5-point system:

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

**Retention:** Any student in middle school who fails math or English, as determined by his/her final average, will not be promoted unless he/she attends summer school. Three failing grades in core classes will 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 course that is necessary for graduation must repeat that course in order to graduate. Continued repetition of failed courses over more than one year will cause the student to be evaluated for retention.

**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 grades.

### ***Employment***

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.

### ***Lunch***

All students 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.

Middle and high school students are permitted to use the microwave. Food or drinks other than water 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. Every effort will be made to help the student continue their classes from home to complete the current school year.

### ***Student Drivers and Passengers***

Driving is a privilege and should be regarded as such. Each student who drives a vehicle to school must obtain a vehicle registration form and turn it in by the end of the first week of school. Students who earn driving privileges during the school year must turn in the appropriate paperwork before beginning to drive to school. Student drivers must abide by the following rules:

- Students will drive with caution and courtesy to other drivers/students. Pedestrians have the right of way.
- Students will not leave school grounds without permission from the school office.
- Students will not go to their cars during school hours without permission.
- Students will not drive faster than 5mph on campus.
- Students will not spin their tires on school grounds.
- Students may not sit in cars or loiter in the parking lot.
- Students must park in the student parking section of the parking lot.
- All occupants must be seated at all times.
- The music volume will not be loud enough to be heard outside the vehicle.

- Cell phone usage while driving on campus is strictly prohibited.
- Student drivers and their parents must complete a Student Driver Form.

Students who wish to be allowed to leave campus with non-related student drivers must complete a Student Passenger Form.

Failure to comply with safe driving regulations will result in demerits and the possibility of driving privileges being revoked. Students who drive themselves to school and are consistently late risk losing their driving privileges.

### ***Student Government***

The student government will be made up of the elected class presidents in grades 9-12 and officers as elected by the high school student body. The student government will also have its own president.

The duties of the student government include, but are not limited to:

- Help in planning school activities such as Homecoming, See You at the Pole, and charity 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.
- The student government president will have a non-voting seat on the school board.

### ***Student Service Hours***

Service is an important part of a comprehensive Christian education. Some of the inherent benefits include: obedience to God's command (Gal. 5:13-14), expression of love for God (Ephesians 6:6-7), development of Christian maturity, sharing of individual gifts (I Peter 4:10), encouragement of leadership skills (Mark 10:43-44), and preparation for the future.

Just as Christ came to serve, the effective Christian has the heart of a servant. Students who have participated in service opportunities have a greater understanding of themselves and their roles in the church, community, and school community. They are better equipped to make realistic decisions about career goals and future plans. Students are more qualified candidates for employment, college admissions, scholarships and various types of financial aid.

PCA wishes to teach our students the importance of a lifetime commitment to service. To help accomplish this, PCA requires each high school student to complete 40 community service hours as a prerequisite to graduation. Students must earn a minimum of 10 hours per year; additional hours may carry over from one year to the next. The service hour requirement for students who enroll in PCA after their freshman year will be prorated to 10 hours per year.

These hours, as well as any additional hours, will be permanently noted on the student's transcript. Please obtain a community service form either online or at the front office to record hours completed outside of school.

Please recognize that not all services qualify for the Community Service Program. For example, working for relatives, working for pay, household chores, and managing an athletic team do not qualify as service hours. The following are examples for qualified services: , 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, Eagle Scout projects, etc. Do not hesitate to contact the office with any questions regarding service hours or possible volunteer opportunities.

Community service hours should be completed each school year by May 31st; seniors must complete service hours by May 15th. Parents of students who do not complete service hours or present documentation by the end of the school year will receive a written notice. Service hours completed between June - August will be applied to the upcoming school year.

### ***Grading Procedures/Report Cards***

The school calendar will note the end of each grading period. Report cards will be available for view on RenWeb two weeks after the end of the marking period. The final report card will be made available for pick up in the school office by June 15<sup>th</sup> of each year. Final report cards may not be picked up if your family's account is not in good standing with the finance office.

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 devices 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

### ***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, Monday - Friday as needed, for all grade levels. Homework is given to students for one or more of the following reasons: to develop mental discipline; to provide practice or assess understanding of new skills introduced in class; to read specifically assigned material to enhance class discussion and understanding; to reinforce material presented, making it available for recall, thereby enabling a student to move on to more advanced concepts

Each teacher will inform her/his class of homework expectations and grading at the beginning of the school year, both orally and in writing. Homework assignments will be posted on RenWeb. Completion of homework assignments is the responsibility of the student. If a student is absent from school, it is his/her responsibility to find out about missed assignments.

The time allotted for homework gradually increases throughout the grades. General guidelines are:

<u>Grade</u>	<u>Up to...</u>
Kindergarten	minimal
First	15 minutes
Second	20 minutes
Third	30 minutes
Fourth	45 minutes
Fifth	1 hour
Sixth	15 minutes/academic class
Seventh and Eighth	20 minutes/academic class
Ninth and Tenth	25 minutes/academic class
Eleventh and Twelfth	30 minutes/academic class

### ***Honor Roll***

Providence Christian Academy recognizes the academic achievement of its students at the end of each marking period through an Honor Roll. Students who earn all A's or all A's and B's in a marking period will earn a place on the Honor Roll for that marking period. At the end of the school year, Honor Roll certificates will be awarded as follows:

***The Distinguished Honor Roll:*** To earn this recognition, a student must have earned A's on his/her report card in **all subjects** during **every** marking period

***The Principal's Honor Roll:*** To earn this recognition, a student must have earned A's or B's on his/her report card in **all subjects** during **every** marking period.

***The Honor Roll:*** To earn this recognition, a student's **final** grade in **all subjects** must be an A or a B.

### ***Learning Resource Center Program Services***

Providence Christian Academy does not offer programs for students with special educational needs. We do offer to work with families whose child has a professionally diagnosed learning disability to help implement accommodations in the classroom to the extent that we are able. Parents are encouraged to meet with our administrative team to determine if PCA can meet the specific needs of their child.

## ***Student Services and Extra-Curricular Activities***

***Awards Program (6<sup>th</sup> – 12<sup>th</sup> 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 if their child will be receiving an award.

***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.

***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 might be taken by some upper school classes. Parental consent forms will always be required for each student. Parental involvement is encouraged.
- 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.

***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.

***Lockers:*** Upper school students are assigned lockers to store their outerwear and school materials. Students who leave money and/or valuables in their lockers should keep their lockers locked at all times. The areas in front of and

above the lockers must be kept clean and orderly; items found on the floor are at risk of being thrown away. Any student whose locker isn't in working order should request assistance from the dean of students. The school reserves the right to inspect any locker without prior notification.

***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.

### ***Teacher Assistance***

Faculty members are usually available daily from 3:00-3:15pm for academic assistance. Longer appointments for help and/or tutoring can be arranged as necessary. Students or parents should initiate this request. Also, teachers may request that students report after school for academic assistance. If a student receives below a 70% on any two consecutive tests, quizzes or a combination of both, it would be wise to seek assistance from the teacher in that subject. The student is responsible to see the teacher about scheduling appointments for help.

### ***Textbooks***

Textbooks which belong to the school are assigned to students for use during the year. These include, but are not limited to, elementary readers and upper school math and English books. Teachers will take note of the condition of the book at the beginning and end of the school year. Each student is responsible for keeping school texts in good condition; upper school math and English books must be covered. If a student fails to keep the book in good condition or return it, the parents will be billed for the cost of the book.

## ***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. Admission to PCA is considered a privilege and is at the sole discretion of the administration and the board of education.

### ***Application Process***

Prospective students and parents must accomplish the following:

- Classroom visit is recommended (especially if transferring during the school year). This serves as an informal interview with administration.
- Schedule a shadow day (if applicable)
- Complete application via Renweb (can be found on [pcamd.org](http://pcamd.org))
- Submit properly completed application the following forms:
  - 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.
    - These documents can be requested from the previous school by the Admissions Director.
- Schedule placement test if applicable.
- Formal interview with Principal or Vice Principal
- Formal interview with Finance Director
- Payment of registration and new student fees
- Read and sign the Parent-Student Handbook

***Note: Students transferring from other schools might be required to take a placement test.***

### ***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.

### ***Re-enrollment***

Students will automatically be re-enrolled for the next school year. Parents must manually un-enroll the student and notify the office if the student will not be returning for the following school year. Student re-enrollments might be held by administration if there is a concern with the student's academics, behavior, and/or financial status. Parents will receive notice if the student's re-enrollment status is in jeopardy.

## ***Athletics***

Athletics at Providence Christian Academy is a positive, worthwhile educational extension of the total school program. Competition against other schools enables our student athletes to develop and demonstrate Christian character, discipline, fair play, good sportsmanship, cooperation, self-denial, and being a testimony to those around us while exemplifying our Lord and Savior, Jesus Christ. Our athletic program also teaches our student athletes to show respect for teammates, coaches, opponents, and officials.

Our interscholastic program varies and might include soccer, volleyball, basketball, and golf. All participating athletes must have a physical examination before participating.

### ***Academic Requirements for Athletes***

In order to participate in athletics, a student must have an overall 2.00 GPA from the previous quarter. Students wishing to participate in fall sports must meet this criterion from the last quarter of the previous school year.

All Senior athletes must be passing all courses required for graduation.

An athlete who is failing one or more classes has a mandatory suspension from the team: 1 week minimum for a failing grade at mid-quarter, and 1 week minimum for a failing quarterly grade. An ineligible student must meet with the athletic director and the academic advisor to develop a plan to bring the grades up to passing. At the end of the mandatory suspension period, the student must obtain signatures from those administrators to verify passing status. A student who has not regained passing status by the end of the next period is excluded from participating in athletics until the grade improves to passing. Ineligibility will result in forfeit of a varsity letter, forfeit of a team position, and forfeit of all awards associated with that team.

### ***Attendance***

Any athlete 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 administration. Students must report to school 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.

### ***Behavioral Standards of 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 and the Lord 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 respectfully whether playing at home or away.

The administration is directed to implement these policies at all levels of competition, as well as those policies established by the league in which the school is a member.

## ***Withdrawal From a Sport***

Any athlete who withdraws from a sport after the first game is played will not be allowed to participate in the next season's scheduled sport.

## ***Attendance Policy***

Student attendance remains the number one factor affecting the overall achievement of students. Repeated tardiness or absences from school are detrimental to learning and might result in disciplinary action. PCA puts forth the following attendance policy:

A student must be in class for a minimum of twenty (20) minutes to be considered present in the class. The maximum allowable absences to earn credit for a one-credit high school class is twenty (20) periods, and the maximum allowable absences in a half-credit class is ten (10) periods. These absences include both excused and unexcused absences. Serious emergencies, such as hospitalization and extended illnesses under a doctor's care, are considered extreme extenuating circumstances. With appropriate documentation of such extreme extenuating circumstances, a parent may appeal the student's case to the administration to request that the rules be waived.

The consequences of going over the maximum allowed absences are as follows: Elementary and middle school students will fail the grade level; high school students will not receive a credit for individual classes and will be required to attend summer school. If the high school student passes the summer school class with an A or B, the grade will be reinstated to their transcript once summer school is completed. Parents will be billed for the cost of summer school classes.

## ***Absences***

### ***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
- Up to three college visits for juniors and seniors (with proof of attendance)

We require an authentic note from a parent documenting a student's tardiness, early dismissal, or absence; this is for safety reasons as well as for academic records. Any note written and/or signed by anyone other than a parent will be considered a forgery, and disciplinary measures will be taken.

Parental notes must include the following information: student's name, date, reason for absence/tardiness/early dismissal, signature, and telephone number for confirmation if necessary. If the student missed school because of an appointment, the type of appointment and the name of the person with whom the student met must be included in the note. Failure to provide appropriate documentation will result in an unexcused absence.

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

### ***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, he/she must 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.
- For pre-arranged absences, students will have to turn in all assigned work on the 2<sup>nd</sup> day of their return. Family vacations/reunions, pleasure trips, and/or activities are not excused and will count against the 10 or 20 absences each year.
- Parents are urged to review the school calendar ahead of time and plan family events accordingly.

***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.***

### ***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: EVERY absence will be marked unexcused until a note signed by a parent or physician is submitted to the school office upon the student's return to school.***

### ***Before and After Care***

***Before Care:*** Students who arrive early to school will report to the cafeteria for supervision until 8:00 a.m. Morning care officially opens at 7:00 a.m.

#### ***After Care:***

- The administration requires that all students in grades Pre-school - 12<sup>th</sup> who remain on campus after 3:15 p.m. be supervised under this program. 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.
- After three recorded disciplinary incidents, a student's aftercare privileges will be revoked for the remainder of that quarter. Parents will be contacted after each recorded incident so appropriate intervention can be made. A parent meeting will be required in order to reinstate aftercare privileges once they are revoked.
- Students whose parents are on campus after 3:15 **must** keep their children with them unless they are in a PTF meeting or have a scheduled meeting with a teacher or staff member. Families will be billed for aftercare services - even if the parent is on the premises - unless the parent is in a scheduled meeting.

### ***Daily Schedule***

School hours are from 8:00 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. All students arriving before 8:00 a.m. should go directly to the cafeteria/chapel. Students should proceed to homeroom at 8:00 (upper school students to their lockers); the tardy bell will ring at 8:05. Students who arrive in homeroom after 8:05 will be marked tardy. Students who are not in homeroom will be marked absent. Please read the tardy and absent policies for further information.

### ***Dismissal Schedule***

- K2 - K5 – dismissed at 2:30 p.m.
- 1st - 3rd grades - dismissed at 2:40
- 4th - 5th grades - dismissed at 2:50.
- Middle and High School Students – dismissed at 3:00 p.m.

*Note: Any students remaining on campus after 3:15 p.m. will be directed to their respective aftercare programs.*

### ***Early Pickup Guidelines***

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.

Students who know in advance that they will need an early pickup must present a note to the main office before or during homeroom period that day. Email correspondence with the office regarding early pickup will only be allowed in emergency situations and must be followed-up with a phone call to the school to confirm receipt. Students will not be permitted to leave without confirmation. Early pickup notes must contain the following information: date, reason for early dismissal, time to be dismissed, time expected to return to campus (if applicable), signature of parent, and a telephone number for confirmation, if necessary. At the designated early pickup time, parents must report to the school office and sign out their child. If the student drives him/herself to school, it is the student's responsibility to be mindful of the dismissal time and sign him/herself out. The student's early dismissal time will be noted on the daily attendance record. Students who check out prior to 11:00 a.m. will be counted absent for the day. All missed classes will be considered unexcused until a note is given to the office.

*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.*

### ***Tardy Policy***

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 five to ten 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). Tardy fees will be billed weekly.*

### ***Cleaning Period***

We never want to lose sight of God's abundant blessings upon Providence Christian Academy. Among the most visible blessings are our building itself and the equipment and furnishings inside it. Luke 12:48b reminds us that, since we have been given and entrusted with much, it is our responsibility to be good stewards of that bounty. High school students have the opportunity to show stewardship on a daily basis as they spend ten minutes of the day working to care for the building. This includes, but is not limited to, sweeping, wiping down the cafeteria, taking out trash, tidying the grounds, and cleaning windows. The dean of students will assign a senior team leader to instruct and supervise each task and a team to execute each job. It is our hope that our students will have pride of ownership and a willingness to serve, accomplishing their tasks diligently; students who fail to lead or cooperate will be subject to disciplinary action.

## ***Code of Conduct***

Each student must agree to uphold the Providence Christian Academy Code of Conduct by signing the code which can be found at the end of the handbook. Homeroom teachers will collect and hold the signed papers each year.

## ***Discipline***

The purpose of discipline in a Christian school is two-fold: to bring the student to maturity in Christ, and to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit.

PCA seeks to build Godly character traits into the lives of its students through instruction and example. As an expression of Providence Christian Academy's mission, the discipline policy is intended to support the discipleship process for students and to serve as a reflection of Jesus Christ. As such, the primary purposes of the discipline process are to produce growth in students while maintaining an environment of learning and order, provide support to parents, and reflect scriptural principles of conduct and influence. In keeping with this purpose, the scriptural principles that provide the foundation for the discipline policy are as follows: the responsibility of parents for the education of their children (Deuteronomy 6:6-9); submission to authority (I Peter 2:13-17); the principle of reaping and sowing (Galatians 6:7-8); confrontation, restoration, and separation (Matthew 18:15-17)

As a general rule, teachers will handle offenses which happen in their classrooms. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the dean of students.

## ***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 - either heterosexual or homosexual immorality as defined by Scripture, violates these behavioral standards.

Students are expected to demonstrate the following behaviors and characteristics: Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibilities, respecting authority, reconciling through Biblical and appropriate restitution, and forgiveness given for offenses committed. Please be aware that student conduct and behavior outside Providence Christian Academy can affect a student's standing at PCA, as well as the reputation of PCA; it is the expectation of the administration that students adhere to the code of conduct at all times. It should, therefore, be understood that violations of the code of conduct either inside or outside school, including while on breaks from school, may be addressed as a disciplinary concern by the administration. In no way, however, does this disciplinary position imply that PCA takes responsibility for supervising and taking disciplinary action for ALL off-campus behavior.

## ***Cell Phone Policy***

Cell phones are to be off and stored in a locker or backpack by 8:10 a.m. and are not to be used again until after 3:00p.m. Students are permitted to use their cell phones with the permission of a teacher or staff member for academic purposes. Students are to use the office phone to make an emergency phone call. 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 a parent must pick up the phone.
- 2nd offense – Student will receive 5 demerits. They will lose their cell phone privilege and may not bring a cell phone onto school property.

## ***Demerit System***

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.

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.

The marks a student may receive vary by the offense. Listed below are categories of misconduct. The administration may determine other violations that may fall within any of the categories of offenses. However, the administration has the final authority in determining the consequences, which might also include restitution/accountability hours.. A teacher may refer a student who is violating the principles established at PCA to the dean of students at any time.

Once a student receives more than three demerits for the same infraction, the amount of demerits received will increase, and the student will be required to complete restitution/accountability hours. Students who continue to receive low level demerits will be referred for stronger disciplinary action that might result in multiple restitution/accountability hours, a parent conference, suspension, and/or dismissal.

### **Category I – One Demerit**

- Eating or drinking outside the lunchroom without permission.
- Unexcused tardiness to class.
- Not bringing proper materials to class on a consistent basis.
- 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.
- Violation of the dress code (third violation of the dress code will also result in a 1 hour after school restitution/accountability hours as well as demerits.

### **Category II – Two 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.
- Being in a classroom without a teacher or staff member present without permission.

### **Category III - Three Demerits**

- Being off-limits: misuse of a pass, not having a pass, being in an area off-limits to students.
- Behavior disruptive or detrimental to the instructional process.
- Direct disobedience, insubordination, being argumentative, disrespecting a member of the faculty or staff.
- Deliberately making a mess.

### **Category IV - Four - Nine Demerits, at the discretion of the administration**

- Making negative racial, ethnic, religious, or other inappropriate comments
- Inappropriate physical contact; for example, horseplay, pushing, shoving, etc.

- Abusing school property; restitution must repairing the damage or replacing the broken item
- Public displays of affection, including - but not limited to - hand holding, kissing, and close-body hugging
- Throwing food
- Phone violations, including the use of earbuds, air pods, etc.
- Disrespecting another person's property; restitution is repairing the damage or replacing the broken item

**Category V - Ten Demerits or more, at the discretion of the administration**

- 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.
- Skipping all or part of a class

**Category VI – Ten Demerits or Above (Administration's Discretion)**

- 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.
- 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 VII – 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 entered into RenWeb as earned, and parents will be emailed. The retention of students with excessive demerits will be evaluated by the administration. However, it is the parents' responsibility to make themselves aware of how many demerits their child has accumulated.

Listed below are actions which may be taken when a student has accumulated the number of demerits listed. Other actions may be deemed necessary and appropriate by the administration.

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

The administration may deduct up to 5 demerits for students who wish to “work” off their demerits. The administration has the final authority for approving the deduction of demerits. This option must be arranged **after** the students has received 10 demerits and must be completed **prior** to receiving 15 demerits. Students will have this option **only one time**.

**Appeal Process:** Parents may appeal to the board of directors in writing. The decision of the board will be final.

### ***Merit System***

Students who are “caught doing good” have the opportunity to earn merits. Students who “do good” and then ask to be acknowledged for it will not receive merits. Merits are entered into RenWeb, and parents will receive an email. Please note that a merit email looks similar to a demerit email. Please read the email carefully to understand what your child is being recognized for.

### ***Restitution/Accountability Hours***

Discipline will be administered in light of the individual student’s problem and attitude. All school discipline will be based on the biblical principles of confession, restitution, apologies (public and private), and restoration of fellowship. Our focus in discipline is to deal with the attitudes of the heart as we address outward behavior. Love and forgiveness will be an integral part of the discipline of the student.

Restitution is defined as “recompense for injury or loss.” Being held accountable is to be held responsible for one’s actions. We believe that accountability and restitution are more in line with Biblical discipline than is detention. For that reason, students will not sit idly in detention; when restitution and accountability are warranted, students will perform acts of service for the school. These services will be determined by administration, but they will most often be of a janitorial nature.

## ***Dress Code***

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. 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.**

- 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.
  - Hair must always be neat and clean.
  - Extreme hairstyles and colors are not acceptable.
  - Tattoos should be covered at all times.
  - Body piercings (with the exception of earrings on females) must not be seen. Ear gauges and bars are not permitted.
  - Head coverings of any kind are not permitted to be worn at school.
  - Slippers of any kind are not permitted to be worn at school.
- **Dress Code**
    - **Shirts:** All students must wear black collared polo shirts or PCA spirit wear or team gear. No writing or large logos are permitted on the polo shirts. Long-sleeved or undershirts in the solid colors of black or white may be worn underneath the polo on colder days. Black zip-up, button-up, or V-neck sweatshirts and sweaters are permitted to be worn in class. All sweaters and sweatshirts must be worn with a black polo shirt or PCA spirit wear or team gear underneath.
    - **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 of modest length and in the colors of black or khaki. 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). Skinny pants, 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):** Students may wear blue jeans or shorts with PCA spirit wear shirts. Students may NOT wear jeans or non-dress code shorts without **also** wearing a spirit wear shirt.. Girls may also wear blue jean skirts of modest length. ***Skinny jeans are not permitted.***
    - **Physical Education:** Only PCA Physical Education uniforms or a gray T-shirt and black gym shorts are to be worn for Phys. Ed. Students who are out of PE dress code will not be allowed to participate in PE. They will be given a demerit and a written assignment each time they are out of dress code.
  - **Game Days:** PCA athletes are permitted to wear a team jersey/shirt only. School dress code bottoms and shoes are required.

*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 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.*

## ***Finances and Records***

### ***Fees***

- **Application Fee:** A one-time fee for each new student application submitted. This fee is nonrefundable.
- **Book Fee:** A book fee will be billed in July for K2 - 8th grades. A book store will be set-up prior to the start of the school year for the distribution of books for high school students. All books must be paid for in full prior to the first day of school.

- **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.
- **Miscellaneous Fees:** Below is a non-inclusive list involving miscellaneous fees.
  - Graduation fees apply for K-5 students (\$40), 8<sup>th</sup> grade students (\$75), and the Senior class (\$125).
  - Students are required to have a physical education uniform for all PE and sports practices (6<sup>th</sup> – 12<sup>th</sup> grades).
  - A development fee of \$325 is due May 1<sup>st</sup> 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, 2018 receive a 3% discount: paid online (FACTS), cash / check
  - Two Half-Year Payments: July 1 and January 1
  - 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:** While the following policies will be strictly adhered to regarding unpaid bills, final decisions rest on the PCA board of directors.
  - Any student who 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.

## ***Refund Policy***

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

## ***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 that account is settled.

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.

## ***General Administrative Information and Policies***

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

### ***Emergency School Closing and Severe Weather***

Providence Christian Academy will close school based upon weather and road conditions. Parents may check the website, in case of bad weather conditions or emergencies. If you do not have Internet access you may call the school where a voicemail recording will announce the closing/delay or early dismissal. A text message will be sent to all registered cell phones via our text alert system.

### ***Drills***

Providence Christian Academy regularly holds fire and inclement weather 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.

### ***Lockdowns***

In the event of a threat in the school or community or of a medical emergency happening in the building, we will lock the school down for the good of all concerned. Our exterior doors will remain locked, and no one will enter or exit the building. Classroom doors and blinds will be closed. Students will remain in their classrooms until the lockdown is lifted. When administration is certain that the situation is contained or resolved, and there is no immediate threat, the lockdown will be lifted; we will return to our normal schedule. As soon as possible, we will communicate with parents through our text messaging system and RenWeb/FACTS. As our first priority is to ensure the safety of our students, please understand that it is likely that this communication will not happen until after the situation has been resolved.

### ***Lost and Found***

**We urge students to label all clothing and belongings.** Books, clothes, athletic equipment, and other items found unsecured during non-school hours will be placed in the lost and found. The lost and found will be kept for each quarter; any unclaimed items will be sent to a charity organization. **Providence Christian Academy is not responsible for lost items.**

### ***Office Hours***

During the school year, office hours are from 8:00 a.m. until 3:30 p.m., Monday through Friday. During the summer, office hours are from 9:00 a.m. until 3:00 p.m., Monday – Thursday.

### ***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 upper school teaching staff have, at minimum, a bachelor's degree from a recognized college or university. Most members of our lower school staff have, at minimum, a bachelor's degree from a recognized college or university.

**Parent Teacher Fellowship:** The school has an active PTF which is open to all staff and parents.

### ***Parent/Teacher Conferences***

Generally, routine questions are best handled through notes, email, or telephone calls. To reach a teacher by telephone, call the school office to leave a message. While face to face contact is at the heart of good communication, parents may not "drop in" a classroom without an appointment. Teachers or parents may initiate conference requests and make mutually agreeable appointments. If the issue to be discussed is behavioral, the elementary division supervisor (if applicable), dean of students and/or the principal will also attend the meeting. If the issue to be discussed is academic, the academic advisor and/or the principal will also attend the meeting.

### ***RenWeb/FACTS***

When they register, parents automatically establish an individual account for their child on RenWeb/FACTS, PCA's internet-based communication system. RenWeb can be accessed via computer or app by students and parents, using an individual access code. Attendance, homework assignments, grades, behavior notices and other information can also be found on RenWeb.

Parents should log into their RenWeb/FACTS account to make any necessary changes as needed to keep school records accurate. In addition to facilitating communication, this is important in case of an emergency.

### ***Right to Search***

The school administration reserves the right to search any area, property, person, school device, school email, locker, or car at any time.

### ***School Dances***

School dances are primarily for PCA students. Any student who wishes to bring a guest must submit a completed guest form prior to the date of the dance. Students are not allowed to leave and return to the dance, regardless of whether or not it is held on campus. Additional requirements might apply.

### ***Staff Room***

The staff room is reserved for use by the faculty and other staff. Students should not enter the staff room without being invited to do so by a staff member.

### ***Visitors***

All visitors must check in through the school office to sign in and to receive a visitor's pass. Smoking and vaping are not permitted on school property.

**Alumni:** Once a Griffin, always a Griffin. Alumni are encouraged to pop in for brief visits or stay for a longer visit after making an appointment with a teacher or staff member.

**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. If you would like to make an appointment with a teacher, please email that teacher directly and then adhere to the guidelines which follow. If you would like to make an appointment with a member of the staff, please call the school office and then adhere to the guidelines which follow. All parents are considered visitors and must report to the office for a visitor's pass. 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.

### ***Withdrawal from School***

Withdrawal from Providence Christian Academy must be made by contacting the school office. A withdrawal form must be completed and returned to the school office. At least one parent must schedule one exit meeting to speak with the principal, dean of students, academic head of the relevant department, and the finance officer. 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. Beyond 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.

### ***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 pursuing honesty 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 facts 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.

### ***Cheating***

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment; using, attempting to use, or assisting others in using materials other than one's own; or sharing one's work on any academic assignment. This includes - but is not limited to - the following examples:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person.
- Preprogramming a device to contain answers or other unauthorized information.
- Using unauthorized materials, including electronic or digital content/assistance, prepared answers, written notes, or concealed information.
- Allowing others to complete all or a portion of an assignment for you, including the use of a commercial term paper service.
- Submission of the same assignment for more than one course without prior approval of all of the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Sharing your work with another student without instructor approval.

### ***Plagiarism***

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. This includes changing some words and using portions of a text. Any source used to develop an answer or a work must receive proper attribution to avoid plagiarism.

The minimum disciplinary action for any academic dishonesty will be a zero on the assignment and a Category VI demerit. The assignment may not be redone. More severe discipline may be given for repeated offenses. A student with repeated violations may face suspension.

## *Medical Policies*

Providence Christian Academy has full time med-techs and an on-call registered nurse to handle routine emergency care for injuries and illnesses and to administer medications required by a physician. All students are required to have an emergency medical care information form on file by the first day of school each year and to have a physical exam report on record. All immunizations must be up to date for admission to school. We offer speech testing and therapy through Cecil County Public Schools at the parents' expense. All sports physicals must be submitted on the official state form.

A student must have a pass from a teacher to visit the office, unless it is an emergency. If a student develops a pattern of visiting the office for illness, the parents will be notified and might be asked to have the student examined by a doctor. Students who are injured or ill might be deemed unfit for participation in extracurricular after school activities.

### *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.dhmh.state.md.us/>.

### *Covid*

Students/staff who develop a fever of 100.0 at school will leave school as soon as possible. He/she must be fever-free without any fever-reducing medicines for a minimum of 24 hours.

If a student/staff becomes sick at school, that student will be isolated from healthy students and staff. The school will call the parent/guardian for immediate pick up. The area where the sick student was will be immediately cleaned and sanitized.

Students/staff who have a fever **and** additional COVID-19 symptoms of any variation must stay home until cleared by a doctor to return to school, or until the individual is fever and symptom free for a period of no less than 10 days without testing or after seven days 7 after receiving a negative test result (test must occur on day 5 or later). Students will be immediately transferred to remote learning for that period of time.

**If your child is showing signs of illness, please do not send him/her to school until cleared by a medical doctor that he/she is not infectious, or you see no symptoms for a minimum of 24 hours.**

**If your child or anyone in your household has been diagnosed with or directly exposed to COVID-19, they should stay home from school for a 14-day period or until he/she receives a negative COVID-19 test (test must occur on day 5 or later). The school must be notified immediately.**

If we have a confirmed case of COVID-19 in our school, parents will be contacted immediately and the building/classroom(s) will be thoroughly cleaned and disinfected, according to CDC guidelines. Groups of students will be sent home for online learning/quarantine as applicable.

If an employee has been directly exposed to COVID-19 or is sick, he/she will not return to school until cleared by a doctor to do so or until he/she receives a negative COVID-19 test. Teachers who are asymptomatic will teach virtually.

### ***Emergency Medical Procedures***

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

First aid treatment will be administered to stop bleeding, restore breathing, and/or prevent shock and/or infection.

- An attempt will be made 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.
- A representative of the school faculty will 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.

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.

### ***General Illness***

Please call the office when your child will be absent due to illness. **Children should not be sent to school when ill and/or when they have a fever, rash of unknown origin, vomiting, diarrhea, or if strep throat or covid are suspected.** If a child's temperature is even slightly elevated in the morning (99 degrees), it could turn into a higher fever by the afternoon, so he/she should not come to school. Children with suspected strep throat should remain at home until a negative throat culture is obtained or until he/she has been on an antibiotic and fever-free for at least 24 hours. Children with red, itchy, and draining eyes should also be kept home.

If a child is found to have an infectious cold or shows any symptoms of illness, the parent will be notified by telephone and will be asked to make immediate arrangements to pick up their child.

**Children must be without fever, vomiting, and diarrhea for 24 hours before returning to school. A note must accompany any child upon his/her return to school from an illness. If your child is absent for more than two days, the note must be from a doctor or similar medical professional.**

### ***Head Lice***

PCA adopts a **NO NIT POLICY** as indicated by the National Pediculosis Association and Cecil County Public Schools. Students will be sent home for evidence of a live louse found on head, evidence of eggs (nits), or if a child has not been treated with an over the counter pediculicide. Students may return to school after receiving an over the counter pediculicide treatment, and all nits have been removed. The student must be brought to school by the parent/guardian and examined by the school nurse/med tech. If any lice/nits are found, the student will need to return home.. 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. At their discretion the PCA school nurse or med tech will check students in classrooms where lice has been diagnosed as per guidelines suggested by Cecil County Public Schools. Parents of students checked will be notified of their status.

## ***Medication Policy***

Students are not allowed to have any medications - prescription or non-prescription - in their possession on campus. No medication, including acetaminophen or ibuprofen, is to be administered by teachers or other staff workers other than the school nurse or a med tech.

### ***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.

### ***Prescription Medications***

The parents of any student who requires regular medication should complete a medication administration authorization form, signed by a parent and physician. Students should store the medication in the office, immediately upon arriving on campus. All medications must be administered by a med tech or the school nurse.

- 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 him/her 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 office in the presence of the supervising RN and/or the med tech 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.

## ***Vaccine Requirements***

All vaccine dates require month/day/year of vaccine (ex. 09-01-00) Vaccine records must be provided within 20 days of admission to school. 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	4		3	2	2	3	0
5 yrs	4 or 3		3	2	1 or 2	3	0
1 <sup>st</sup> – 6 <sup>th</sup>	3	1	3	2	1 or 2	3	1
7 <sup>th</sup>	3		3	2	1 or 2	3	
8 <sup>th</sup> – 12 <sup>th</sup>	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.*

### ***Parental Involvement***

- 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 hour** requirements realizing that by doing so, it enhances functionality of the school and keeps tuition costs down.
- 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 the school we all can be proud of.
- I will pray a blessing over the school regularly.

### ***Standardized Testing***

All students will take part in standardized testing at least every other year.

Ninth - eleventh graders will take the PSAT in the fall; eleventh and twelfth graders will take the ACT. College bound students are encouraged to take the SAT and the ACT at least two times each. Juniors are encouraged to take the SAT on their own in the late spring; seniors who hope to improve their scores should take the SAT again in the fall. test during their spring semester. Seniors are encouraged to take it again during the fall semester. The academic advisor is available to assist students who have questions about college testing requirements.

## ***Student Conduct***

### ***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.

### ***Damaging 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).

### ***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.

### ***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.
- Hurtful teasing, name calling, "ranking on," poking, and other demonstrations of lack of respect for fellow students will be considered verbally or physically aggravating and will not be tolerated.
- Complaints regarding a situation where you observe harassment of another taking place, or if you yourself are being harassed, should be reported to a teacher or the school staff immediately. When you report, you aren't tattling; you are protecting yourself or another person.
- 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 conduct marks may be assigned for the first offense.
  - A second offense will automatically result in the assignment of the appropriate number of conduct marks 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 conduct marks 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 conduct marks will also be assigned. Activities included in the restriction are as follows:

- Sports participation

- Admission to games
- Participation in Fine Arts
- School programs
- Class trips

*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.*

### ***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 any time, anywhere on campus.

### ***Social Media Policy***

Content on social media and/or personal websites should be consistent with the standards of PCA's code of conduct. Inappropriate content posted while on school property, during school hours, and/or while wearing clothing that represents PCA will result in disciplinary action.

As members of a Christian school community, we want our behavior and conduct to be guided by Jesus' commands to love God above all and to love our neighbours as ourselves. Specifically, students are reminded to follow the Student Code of Conduct.

#### MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing, and other habits that build relationship with God.
- I will respect myself because God created me in His image.

#### MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

#### MY RELATIONSHIP WITH OTHERS

- I will be respectful of others, and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing, or foul language towards others.
- I will respect everyone's property and will use it only with permission.
- I will work toward helping everyone to feel included.
- I will respect everyone physically and will remember, "No touching except for helping."
- I will learn to apologize when I fail and seek God's strength to continue building a community of love and respect.

#### MY RELATIONSHIP WITH SCHOOL PROPERTY

- I will respect school property. This includes - but is not limited to - furniture, books, equipment and the school building itself.
- I will report any damage done and will volunteer to pay for damages if I am responsible. I will accept responsibility for the cleanliness of the school and grounds.

Student's printed name \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

All final decisions regarding policies in this handbook are at the discretion of the board of directors and administration of Providence Christian Academy.

Your signature below indicates that both student and parent will support and adhere to all school rules. Any conduct by a student which school authorities consider detrimental to the student, to others, or to the school may be deemed cause for appropriate disciplinary action.

I have read, understood, and will uphold the PCA 2021-2022 handbook.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent /Guardian Printed Name \_\_\_\_\_

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

Date \_\_\_\_\_

For Office Use Only

Handbook Signature Page Received

Signature: \_\_\_\_\_

Date: \_\_\_\_\_