

# PROVIDENCE CHRISTIAN SCHOOL



*"To God Alone Be the Glory"*

## PARENT AND STUDENT HANDBOOK

*Revised August 2011*

# Table of Contents

<b>General Information</b> .....	5
The Mission Statement.....	5
The Mission Concept .....	5
Parental Authority in Educating Children.....	5
Statement of Faith .....	5
Providence Christian School Board .....	6
Relational Policy.....	6
Sanctity of Life.....	6
Student/Parent-Teacher Communication .....	6
Procedures and Policies.....	7
<b>Academic Policies</b> .....	7
1. Curriculum Goals.....	8
2. <b>Grade and Progress Reporting</b> .....	9
3. Policy Regarding Individualized Instruction.....	10
4. Semester Exams .....	10
5. <b>Transcripts</b> .....	11
6. Homework Policy.....	11
7. <b>Awards</b> .....	11
8. <b>Academic Probation Policy</b> .....	12
9. Academic Retention/Dismissal Policy .....	12
10. <b>Graduation Requirements</b> .....	13
Financial Policies .....	13
1. Tuition Policy .....	13
2. <b>Payment Procedure</b> .....	14
3. <b>SCRIP Program</b> .....	14
4. Financial Aid.....	15
5. Financial and Funding Priorities .....	15
Admission Policies.....	15
1. <b>Re-enrollment Procedure</b> .....	15
2. <b>Re-enrollment Fee Policy</b> .....	15
3. <b>Re-enrollment Deadline Policy</b> .....	15
Assembly Time .....	16
Standardized Dress.....	16
Vision Statement .....	16
1. Reasons for Adopting a Standardized Dress Code.....	16
2. Advantages of Special Day Dress .....	16
<b>School Visitation Procedures</b> .....	16
1. <b>Parent Involvement</b> .....	17
2. <b>Parent/School Communication</b> .....	17
3. Volunteer.....	17
4. <b>Prayer</b> .....	17
5. Resources .....	17
Emergency Procedures .....	17
1. <b>Emergency Closing</b> .....	17
2. <b>Emergency Procedures for Code Yellow</b> .....	18
3. Emergency Procedures for Code Blue .....	18

4. Emergency Procedures for Code Red .....	18
5. Shelter-In-Place Plan .....	18
Medical Policies .....	18
Parties/Celebrations .....	19
General Carline Procedures .....	19
1. Guidelines .....	19
2. Student Drivers .....	19
3. Carline Time Schedules .....	20
4. Grammar Morning Carline Procedures .....	20
5. Logic/Rhetoric Morning Procedures .....	20
6. Grammar Afternoon Carline .....	20

**GRAMMAR SCHOOL**..... 21

Procedures and Policies .....	21
Attendance Policy .....	21
1. Arrival .....	21
2. Early Arrival .....	22
3. Tardies .....	22
4. Check-In/Check-Out .....	22
5. Absences .....	22
6. Departure .....	22
7. Extended Day Program .....	23
Discipline .....	23
1. Discipline Philosophy .....	23
2. Discipline Consequences and School Action .....	24
3. Search and Seizure .....	24
4. Basic School Rules .....	24
5. Electronic Device Policy .....	25
6. Auto-Office Referrals .....	25
7. Consequences .....	25
8. Serious Misconduct .....	26
9. Readmittance .....	26
Dress Code .....	26
1. Dress Code Enforcement .....	26
2. General Guidelines .....	27
Activity Cards/Field Trips .....	27
1. Activity Cards .....	27
2. Field Trips .....	28
3. Driver and Chaperone Procedures .....	28
Athletic Events .....	29
Recess/Lunch/Drinks Procedures .....	29
1. Drink purchases .....	29
2. Snack/Lunch Guidelines .....	29
3. Catered Lunch Procedures .....	30

**LOGIC & RHETORIC SCHOOL**..... 31

Procedures and Policies .....	31
-------------------------------	----

Attendance Policies .....	31
1. Arrival .....	31
2. Tardies .....	31
3. Check-In/Check-Out .....	31
4. Absences .....	32
5. Departure .....	32
Discipline .....	32
1. Discipline Philosophy .....	32
2. Discipline Consequences and School Action .....	33
3. Search and Seizure .....	33
4. Basic School Rules .....	34
5. Electronic Device Policy .....	34
6. Auto-Office Referrals .....	35
7. Consequences .....	35
8. Serious Misconduct .....	35
9. Readmittance .....	36
PCS Academic/Athletic Policy .....	36
Valedictorian/Salutatorian Selection .....	36
Distinguished Providence Graduate Selection .....	37
National Honor Society .....	37
Dress Code .....	37
1. Dress Code Enforcement .....	37
2. Dress Code General Guidelines .....	38
Co-Curricular Activities .....	39
1. Social Events .....	39
2. Athletic Events .....	40
3. Summer Co-Curricular Policy .....	40
Field Trip Guidelines .....	40
Lunch Procedures .....	41
1. Lunch Guidelines .....	41
2. Catered Lunch Procedures .....	41
3. Drinks/Snacks .....	42

Revised August 2011

## General Information

**The Mission Statement:** By God's grace we are striving to be a school that impacts the whole family and encourages each student to become all that God calls him to be.

**The Mission Concept:** The school exists as a ministry of First Presbyterian Church in partnership with the families of the Wiregrass Community who share FPC's vision for Classical Christian Education. This educational model emphasizes character development and academic excellence. The families associated with the school will be seen as having the primary responsibility for the spiritual, intellectual, and physical instruction of their children; the school's aim is to provide a loving atmosphere that complements a godly home. With regard to both academic excellence and godly character development, our mission is, by God's grace:

- 1) to promote principled thinking by helping each student develop a biblical world view to be consistently applied to every area of life.
- 2) to cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence, for the purpose of bringing glory to God alone.
- 3) to help train and equip each student to be a servant-leader who has an impact on those God puts within his reach by living a God-honoring life.

### **First Presbyterian Church's Position on Parental Authority in Educating Children:**

- 1) Parents know best what God is calling them to do with regard to the education of their children. We support each family's authority to make these educational choices.
- 2) By God's grace we are striving to be a school that impacts the whole family and encourages each student to become all that God calls him to be. We see the school as a way of training and educating children of the church and the community, but not the way.
- 3) God uniquely calls teachers, educators, and administrators to various educational models. As a church, we desire to encourage our members to pursue the educational calling that God uniquely gives each of them. We will do this through prayer, the sharing of resources (such as books, tapes, testimonies, etc.), and teaching.

**Statement of Faith:** The Statement of Faith defines the essential beliefs that guide the ministry of Providence Christian School. These primary doctrines are the key elements of Christianity that are taught in various ways throughout all grade levels. Secondary doctrine includes topics such as baptism, the gifts of the Spirit, the Sabbath and the end times, and will not be emphasized in the teaching of the school. PCS recognizes secondary doctrine is important, but within the Christian community, there is liberty to interpret such matters differently. When these types of doctrines and issues arise, they will be referred back to the family and local churches for discussion.

1. **Sovereignty of God:** God sovereignly controls all that occurs in His world and in His Church. His plans and purposes always prevail, nothing can thwart them.
2. **Inerrancy of Scripture:** God's written Word, the Bible, is free from error and completely trustworthy. It is His Truth and the final authority in all matters.
3. **God's Creation of the World and Man:** The Triune God, Father, Son and Holy Spirit, alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms, but was created by God. Mankind, male and female, was created with dignity in that they are made in God's image and created in humility in that their purpose is to glorify

God and enjoy Him forever.

4. **Fall of Mankind:** All mankind participated in Adam's fall from his original sinless state and is thus lost in sin and totally depraved.
5. **Jesus, Savior of Sinners:** Jesus Christ is the unique Son of God and the only Savior of the world. He was born of a virgin and lived a sinless life. He purchased redemption by His substitutionary atonement on the cross. Jesus bodily rose from the dead, ascended to the right hand of the Father and He will come again in power and glory.
6. **Justification by Faith Alone:** Sinners are justified by faith alone. They do not deserve salvation and they can not earn or work for it. Justification is totally due to God's grace and received by faith in Jesus Christ.
7. **Empowering Holy Spirit:** Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live a godly life and to perform good works.
8. **Final Judgment and Resurrection:** At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life and the lost are resurrected to eternal condemnation.
9. **Body of Christ:** All believers are spiritually united in the Lord Jesus Christ. Every believer is a member of the Body of Christ.

**Providence Christian School Board:** The Providence Christian School Board consists of the chairman and up to twelve members. In addition, the Head of School, Curriculum Director, and pastor of First Presbyterian Church serve as ex officio members of the school board. A list of current members may be obtained from the school office.

**Relational Policy:** The Biblical and philosophical goal of Providence Christian School is to by God's grace develop students into mature, God-honoring individuals who, through the redeeming nature of our Lord and through a process of His sanctification, exhibit a behavioral lifestyle that honors our God and reflects Biblical principles. The lifestyle exhibited by PCS students should include a Biblical approach to relationships as all students are expected to exhibit the qualities of a Christ like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Providence Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices. (Leviticus 20:13, Romans 1:27).

**Sanctity of Life:** From the moment of conception, each person is created in the image of God and points us to God's sovereign rule in this world. All human life is of inestimable worth and significance in all its dimensions, including the unborn, the aged, the widowed, the mentally handicapped, the unattractive, the physically challenged and every other condition in which humanness is expressed from conception to the grave.

**Student/Parent-Teacher Communication (Matthew 18 Principle):** Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the Biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

- a. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- b. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
- c. If the problem is still not resolved, the parents should appeal the decision to the Principal.

- d. **If the matter continues to be an issue, the parents should put their concern in writing and request a meeting with the Head of School. Head of School is to provide a written response and maintain a file of all written documentation concerning these issues.**
- e. If there is still no resolution, they should **make a written request for a hearing from the Providence Christian School Board and deliver it to the Head of School.**
- f. Parents/patrons to administrator:
- g. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal.
- h. If the situation is not resolved, they should present their concerns to the Head of School **with a written request detailing their concern. Head of School is to provide a written response and maintain a file of all written documentation concerning these issues.**
- i. If there is still no resolution, they should **make a written request for a hearing from the Providence Christian School Board Chairman and deliver it to the Head of School.**

(Board Revision policy, 2-8-10)

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved.

## Procedures and Policies

### Academic Policies

The Advanced Placement program (or A.P.) allows high school students to take an end-of-year comprehensive exam in particular subject areas like English, history, calculus, and chemistry to receive college credit. Over the last few years, the number of high schools offering coursework preparing students for A.P. exams has drastically increased. This shift in education doesn't come without certain consequences.

When a high school offers A.P. level courses, the school must adopt the curriculum's material, the curriculum's teaching sequence, and the curriculum's assessment timeline. Because of these restrictions, oftentimes the volume of data a course covers takes precedence over genuine understanding and comparative worldview interpretation. In such a system, teachers feel pressure to present as much factual information as possible for student recall while forsaking educational virtues like discussion, reflection, and analysis. The A.P. approach, therefore, encourages goals that are contrary to the purposes of a classical Christian education.

For education to be effective, it must go beyond merely conveying facts to promote a rich, rewarding encounter with the material. And this is what Providence wants to preserve. In a volatile global economy, students shouldn't only be taught information, but they also have to be taught *how to learn* and *to love learning*. (It's the only way they will remain competitive and marketable.) Hirsch writes,

Truly effective education cultivates thinking and articulate students who are able to develop facts into arguments and convey those arguments clearly and persuasively. Rigorous academic standards, a dedication to order and discipline, and focus on key, lost subjects is at the forefront of this approach.

There is no greater task for education than to teach students how to learn. The influence of progressive teaching methods and the oversimplification of textbooks make it difficult for students to acquire the mental discipline that traditional instruction methods once cultivated. The classical method develops independent learning skills on the foundation of language, logic, and tangible fact. The classical difference is clear when students are taken beyond conventionally taught subjects and asked to apply their knowledge through logic and clear expression.

The kind of education described above can only occur in a classroom and school committed to covering the material creatively, with depth, against the touchstone of the Word of God. Currently, the A.P. curriculum and exam doesn't allow for such an approach; and, we believe, steers students and teachers away from our foundational commitments as a school.

Therefore, PCS has chosen not to offer A.P. courses to our students.

(Board approved 1/17/11)

## 1. Curriculum Goals:

In *Bible* we seek to:

- a. Have students read the actual text for themselves vs. only prescribed verses.
- b. Have Grammar School students read at least one Gospel account, one Epistle, and one Old Testament book each year.
- c. Encourage students to understand the verses in context, along with other good interpretation principles.
- d. Let the scriptures speak for themselves with clarifications and illustrations by the teacher.
- e. Show students the richness and requirements of the Bible.
- f. Teach the biblical pattern of salvation; Law before Grace.
- g. Encourage students to come to the Father, through the Son, and grow in their knowledge and love of Him.

In *English* we seek to:

- a. Equip every student with the skills necessary for good writing, including spelling, grammar, style, clarity, etc.
- b. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
- c. Encourage clear thinking by the students through requiring clear writing.
- d. Introduce the students to many styles of writing using the Bible and other high quality literature.

In *History* we seek to:

- a. Teach students that God is in control of history and He will determine its ultimate outcome.
- b. Enable students to see God's hand in the history of the world and the United States.
- c. Broaden students' understanding of history and geography as students mature. Specifically, begin with local history and geography in the first grade and sequentially expand the scope of studies to world history.
- d. Make history and geography "come alive" for students through the use of many forms of information and research, (e.g., biographies, illustrations, field trips, guest speakers, music, art, foods, architecture).

In *Science* we seek to:

- a. Teach that the biblical creation account is true and that the theory of evolution is false.
- b. Teach students the basic elements of both accounts and that both systems are based on either sound or unsound faith. Show students that because God made the universe, it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to students the intrinsic laws, systems, and truths God put into creation.

- c. Treat the study of science as a “means to an end,” not an end in itself. That is, curiosity, experimentation, demonstration, and research, should be emphasized as the process and way of using science, as opposed to the study of facts. Facts should be attained as the result of discovery, vs. lecture. By the time students enter secondary-level science, they should be extremely familiar with the scientific method, through repeated practice.
- d. Use many forms of instruction to teach scientific concepts and methods, (e.g., a large variety of experiments, demonstrations, research projects, illustrations, field trips, and guest speakers).

In *Mathematics* we seek to:

- a. Ensure that students have a thorough mastery of basic mathematical functions and tables.
- b. Put an emphasis on conceptual, as well as practical understanding of math through the frequent use of story problems.
- c. Illustrate God’s unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

In *Reading* we seek to:

- a. Use phonics as the primary building blocks for teaching students to read.
- b. Encourage students to read correctly as soon as possible (normally in kindergarten or first grade).
- c. Introduce students to high quality children’s literature as soon as possible, through our Literature program.
- d. Carefully monitor the student’s reading abilities to ensure he is at a reasonable level, is comprehending adequately, and is reading fluently, both orally and silently. This includes the proper use of word-attack skills.
- e. Foster a life-long love of reading and high quality literature, after being taught to recognize the characteristics of such literature.

In *Art* we seek to:

- a. Teach all our students the basic fundamentals of drawing to enable them to create adequate renderings.
- b. Encourage students to appreciate and imitate the beauty of the creation in their own works.
- c. Introduce students to masters’ works of the Western culture.
- d. Equip students to knowledgeably use a variety of art media.

In *Music* we seek to:

- a. Train students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- b. Systematically instruct students in the fundamentals of vocal and instrumental music.
- c. Enrich the teaching of scripture through the teaching of many classic, meaningful hymns.
- d. Encourage (through a variety of options) students to select some area of music, vocal or instrumental, to pursue on their own.

In *Physical Education* we seek to:

- a. Systematically work with students to teach them basic exercises and game skills (e.g. throwing, hitting, kicking, catching).
- b. In cooperation with the families, encourage students to knowledgeably establish and maintain good health and nutritional habits.
- c. To enhance biblical patterns of behavior through activities requiring cooperation, team work, and general good sportsmanship.

**2. Grade and Progress Reporting:** Providence Christian School will maintain quarterly (9 week) grades which are available to be viewed through RenWeb. These reports reflect the individual student’s academic and behavioral performance over the period reported. All academic grading at Providence Christian School will use a criteria referenced base for evaluation. That is, the students will be judged against an objective standard in each class/subject. Students will not

be graded “on a curve” or against any other overtly subjective or group average. (Annual standardized testing is not considered part of the grade and progress reporting procedure.) This will reduce the possibility of grade inflation.

Letter grades, equivalent percentage range, and meaning are outlined below.

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Meaning</u>
A+	98-100	Excellent
A	93-97	“
A-	90-92	“
B+	87-89	Good
B	83-86	“
B-	80-82	“
C+	77-79	Satisfactory
C	73-76	“
C-	70-72	“
D	65-69	Poor
F	0-64	Failing (see note 1.)
P		Passing
I		Incomplete
EX		Exempt/Excused (see note 2.)

Notes:

1. An F is not automatically equal to a 0. Any credit below 65% will still be factored into the quarterly/semester/year grades. For example, a score of 50% on a test is better than a 0 on the same test.

Some areas in Grammar School will be graded on the following scale:

- Satisfactory = S
- Improving = IMP
- Needs Improvement = N
- Unsatisfactory = U

These grades are not equivalent to letter grades of A, B, C, D or F.

**3. Policy Regarding Individualized Instruction:** Children who have been diagnosed as having a disability will be required to meet the same academic and behavioral standards as all the other children in their grade level (board policy manual 10.19.2).

**4. Semester Exams:** Praeparatio Day is a study day to prepare for semester exams. Teachers will be available for appointments on that day if students have questions or need specific help regarding an area of preparation for the exam. Students on campus for Praeparatio Day or semester exams should wear standardized dress. Students who have an “A” for both quarters of the semester and who have not exceeded eight absences/tardies in any class period/homeroom will be able to exempt up to two exams with parental permission.

Students missing an exam due to illness or other circumstances must receive permission to make up the exam from the administrative staff. Illnesses will likely require a doctor’s excuse.

Other circumstances will require proper notice and will incur a different exam and the possibility of a more difficult exam.

## SECOND SEMESTER SENIOR EXAM GUIDELINES

### EXEMPTIONS:

- A senior may exempt all second semester exams in which the student meets the following two criteria:
  - 1) The student has earned an “A” in that subject for the third and the fourth nine weeks, and
  - 2) The student has not exceeded eight absences/tardies in any class period/homeroom
  
- A senior may exempt one second semester exam in which the student meets the following two criteria:
  - 1) The student has earned a minimum of a “B” in that subject for the third and the fourth nine weeks, and
  - 2) The student has not exceeded eight absences/tardies in any class period/homeroom

**5. Transcripts:** Transcripts are not issued for grades 1-8. Transcripts for grades 9-12 may be requested through the Guidance office.

**6. Homework Policy:** While parents may assist in seeing that the work is done and explain work when necessary, the work must be done by the child, and the student must take the responsibility for it. Parents can help their child with homework by helping the student establish good study habits. The parents are invited to discuss this phase of cooperation with the teacher. Each student will have varying amounts of work to complete outside of school hours. This may include unfinished class work, extra projects, or memory work. Parents should also insist their child regularly bring home papers (daily work, tests, projects, etc.) for them to see.

No homework will be assigned:

- a. Wednesday (Mid-week church services)
- b. Over holiday vacations

This means that work will not be assigned on Wednesday and due on Thursday and work will not be assigned on the day before vacation begins that is due the day the student returns. It does not apply to work assigned previously which might include these days. If there is a Thursday test, students will have ample notification. We also recognize the importance of family time in a student's daily schedule; so, while homework will often be a necessary part of the student's schedule, we desire a balanced approach that allows time for both. If you feel that for your child the area of homework has become unbalanced, either too much or too little, please talk with your child's teacher.

**7. Awards:** Providence Christian school maintains a system of formal honors and awards for several reasons:

- a. The recognition of good work is endorsed in the scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.). Therefore, we seek to recognize those students accomplishing the necessary prerequisites to receive the applicable honor/award.
- b. We hope to encourage the motivation to do good works among all the students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded.
- c. We want to acknowledge the high quality of the work completed by Providence Christian School students, to the glory of God.

"A" Honor Roll: Students earning placement on "A" Honor Roll (all A's each quarter as well as semester averages) will be given a certificate **annually**.

Grammar "A-B" Honor Roll: Students earning placement on the "A-B" Honor Roll (any combination of A's and B's each quarter as well as semester averages) will be given a certificate **annually**.

Attendance Award: Present for a full day (**less than 5 tardies**) every day school is in session.

Special Awards: Examples – Good Citizenship, Duke Talent Identification Program, Subject Awards, Boy's State, Girl's State, Good Samaritan, Distinguished Providence Graduate, etc.

Logic and Rhetoric Honors Day: Honors Day is set aside to give recognition for scholastic and academic areas of PCS. Athletic achievement/recognition will be recognized at each individual sport's awards party or banquet.

**8. Academic Probation Policy:** **Academic Probation is a designation given when a student is in academic danger.** Any student who receives two Ds and/or one F **in any grading period** in the same subject area in one school year will be considered to be on academic probation. Also, any student who receives two Ds and/or one F **in any grading period** in different subject areas will be placed on academic probation. **Parents who receive notice of academic probation for their child should contact the office as soon as possible to make an appointment with the classroom teacher and principal to discuss an Academic Probation contract.** This will contain an established academic plan and either recommended or required tutoring. **Athletic participation will be affected (please see Academic/Athletic Policy).**

**9. Academic Retention/Dismissal Policy:** Students who meet the following criteria will be referred to the Academic Committee for consideration of grade retention or dismissal:

- **Students who have been on Academic Probation two or more quarters.**
- **Students who have earned semester averages in a course of two Ds and/or one F.**

Any or all of the following criteria could be reasons for the retention of a student:

- Lack of academic progress/improvement
- Behavior/attitude
- Immaturity (primarily for grammar school consideration)
- Lack of academic foundation for the next course or grade level

An academic committee consisting of the admissions committee and the teacher of the subjects currently under consideration will be appointed to evaluate the student's academic performance/improvement following the guidelines of the academic probation plan, the student's ability to move on to the next grade/course level, the student's attitude and behavior in class, and the number of credits the student has for graduation.

Any or all of the following criteria could be reasons for the dismissal of a student:

- Academic Probation Plan guidelines not followed.
- No academic improvement over the probationary periods.
- Poor attitude/behavior in a class under probationary status.
- **Semester averages of two Ds and/or one F in any one subject area.**
- **In order to be promoted to the 12<sup>th</sup> grade, it is required that all course credits required for grades 9-11 must be completed by May of the Junior year unless a waiver was granted by the Academic Committee at the time of admission.**

The Academic Committee may require that a course(s) be repeated before credit is issued. Courses

that are remediated using a tutor or PCS teacher will require that the student pass a comprehensive exam constructed by Providence to meet the objectives of the PCS course and must be completed by a specified date agreed upon by the Academic Committee. In certain approved situations courses taken for college credit at Wallace under the dual enrollment program may not require a PCS comprehensive exam, however, the student will be expected to complete the course with a satisfactory grade. The decision on whether a comprehensive exam is required will be based on the Academic Committee's evaluation and individual Academic Probation Plan for the student.

**10. Graduation Requirements:** The following current credit requirements have been adopted by the PCS school board for graduation from Providence Christian School. In order to graduate, a student must earn a minimum of 28 credits. One-half credit is earned per semester for each class that meets four to five times per week. Electives or courses that meet two or three times a week will earn one fourth credit per semester. Students who transfer to Providence must have their transcript reviewed by the academic committee in order to determine which transfer credits may be transferable to meet the requirements for Providence Christian School graduation. Any waiver of credits allowed (as determined by the committee) must be approved at the time of admission.

### Minimum Credits required for Graduation

#### Subject area / Required Coursework / Credits

Bible: Worldviews, Principles of Interpretation, Basic Christian Doctrine, Apologetics:	4
English: English 9, American Literature, Classical Literature, British Literature:	4
Math: Algebra I (9th), Geometry, Algebra II, Pre-Cal with Trigonometry, Calculus:	4
History: American History I & II, Western Civilization I & II:	4
Science: Physical Science, Biology, Chemistry, Physics, Anatomy & Physiology:	4
Foreign Language: Spanish I & Spanish II:	2
Rhetoric: Rhetoric I & II:	2
<b>Electives:</b> Physical Education, Fine Arts, Yearbook:	4
Total credits required:	28

## Financial Policies

**1. Tuition Policy:** Students are registered for the entire year and the parent or guardian is responsible for the annual tuition payment on June 1st. **Tuition refunds will be made only if the family is moving out of the area (50 + miles).** For withdrawals between June 1 and August 1 tuition refunds will be prorated based on the withdrawal date. After August 1, no refund, with the exception of pro-rata refund for annual or semi-annual payments, will be made. Families enrolling during the school year will pay prorated tuition based on the number of days in school. Families desiring to do so may pay twice a year by paying one-half of their yearly total on June 1 and December 1. If necessary, families may also choose to pay the annual tuition in twelve equal monthly installments. The first payment is due June 1, followed by payments on the first of each month through May. The Construction/Maintenance Fee (designated for capital needs) is due by June 1<sup>st</sup> or may be paid in twelve equal monthly installments beginning June 1<sup>st</sup>. A late fee of \$10 per child will be assessed for all payments **not received in the PCS office by 4:00 p.m. on the 10<sup>th</sup> of the month.** The school reserves the right to deny a student's attendance for fees more than thirty (30) days delinquent.

**2. Payment Procedure:** Please use the following procedures whenever making payments to PCS:

a. **PayEasy Direct Draft Payments**

- Parents sign up for this service. This service provides the convenience of recurring monthly bank drafts or credit card charges for **tuition/construction/maintenance fees only**. Lunch and general charges are not available for PayEasy at this time. Once signed up for PayEasy, the school will draft the parent account on the 5<sup>th</sup> of the month.
- In the case of payment failure, the school and parents are notified by e-mail. Repeated failures will result in suspension of PayEasy processing.

b. **PayNow Online Payments**

- ParentsWeb serves as the platform for making online payments to the school for fees, charges, etc. Parent logs in and determines how much and when payment is made.
- E-Checks (.85 per check) or Mastercard, Discover and American Express credit cards (3.75% of charge) are accepted. Visa (due to their corporate rules) cannot be accepted. The fees associated with these payments are RenWeb's charge for processing payments online.
- Parents are able to see immediately the charges and payments they have made.
- Currently, tuition/construction/maintenance fees and lunches are payable through this method.
- Statements for unpaid charges are sent out monthly for tuition/construction/maintenance fees; lunch payments are due when orders are placed.
- If payments are not made and charges become 30 days delinquent, access to ParentsWeb may be blocked electronically.
- If a payment is returned from PayNow, the parent is notified and repeated issues will result in PayNow being blocked from parent access.

c. **Checks are accepted but we encourage you to use the convenience of the above payment plans for tuition/construction/maintenance fees.**

1. ***Please label each check*** with your child(ren)'s name(s), teacher, and what the money is to be used for (drinks, lunch, tuition, etc.), in the lower left hand corner of the check.
2. You may write one check to cover the *same type of purchase* for more than one child; however, you should **not** combine more than one kind of purchase into one check.
3. Returned checks are not re-deposited. After the office has received two returned checks per family, that family will lose the privilege of writing checks and all payments will have to be either money orders or bank issued checks. A service charge is assessed for each returned check or draft.

d. **We cannot accept cash payment.**

**3. SCRIP Program:** The SCRIP program is Providence Christian School's primary fundraiser. Through this program, the school purchases gift cards redeemable at various stores and restaurants at a discount of two to twenty percent. The school then sells the gift cards at their face value. In this manner, our families and friends can support the school simply by making their regular weekly purchases with an alternate form of money – without spending anything extra! SCRIP order forms are available on the website, on RenWeb (under resource documents), and in the school office. SCRIP is available at school

during regular office hours. You may also visit [www.shopwithscrip.com](http://www.shopwithscrip.com) and register under PCS with code # F44DEC156393 and choose to pay by check or presto pay. Your orders will always be sent home through the classroom with your student unless otherwise specified. Gift cards from many of your favorite merchants are kept in-stock for your convenience.

**4. Financial Aid:** Thanks to donations received, and by designating 10% of all fundraisers, PCS has been able to offer a limited amount of financial aid. As God provides, financial aid will continue to be available in the future for those who demonstrate financial need. ***In general, each family will be responsible for paying at least half of the tuition amount.*** All families applying for financial assistance are expected to pay the full monthly tuition payments until contacted by the financial committee. Any overpayment will be applied to the next months' balance. Financial aid decisions are made by an anonymous financial aid committee, and all financial information provided to that committee is kept confidential. Applications for financial aid for the upcoming school year are available following registration. Those interested in applying for financial aid should contact the Financial Office.

**5. Financial and Funding Priorities:** The school board is committed to using the following guidelines in prioritizing the use of available resources:

- a. Timely payment of all bills
- b. Maintaining affordable tuition
- c. Teachers' salaries
- d. Ongoing teacher training
- e. Instructional and enrichment resources and equipment
- f. Long-term facilities
- g. Facilities for co-curricular activities

Since our school is founded on the belief that the family unit has the primary responsibility for the education of children, we believe that our school families should each be involved in contributing toward any of the school's capital needs. We recognize that each family's ability to participate varies; and we want to always encourage families to support their local church before they give to the school's capital needs.

## Admission Policies

### **1. Re-enrollment Procedure**

Presently enrolled Providence students seeking re-enrollment, as well as children of active First Presbyterian Church members, First Presbyterian K-5 students, and siblings of currently enrolled PCS students will be given strong admissions consideration; however, a philosophical and academic fit for classical and Christ-centered education is necessary to be considered for admission. These applicants, along with all other applicants, will be reviewed by the Admissions Committee.

**2. Re-enrollment Fee Policy:** Registration of new students and re-enrollment of existing students requires payment of a set fee. There are two discounted periods during the registration/re-enrollment process-an early registration period in October for new students and a two week formal registration and re-enrollment period in late January of each school year.

After the closing date of this period, the fees return to their normal rate-fee amounts.

**3. Re-enrollment Deadline Policy:** Students that have not re-enrolled by May 1<sup>st</sup> (or the nearest Friday date corresponding to but not before May 1<sup>st</sup>), will be required to make application to the school as any other new student, complete with an administrative conference and admissions committee vote. (Board approved July 2009)

## Assembly Time

PCS students attend an assembly service held in the gymnasium every week. The speakers at these services are drawn from FPC staff, area pastors, and others with direct connections to PCS. Parents are welcome to attend all assembly services. You may check with the office or your child's teacher to find out when their class is scheduled for assembly. **Students can not be checked out during assembly. If you need to pick up your child early on their assembly day for appointments, etc., please check them out before their assembly time.**

## Standardized Dress

### **Vision Statement**

Acknowledging that appearance affects the attitudes of students and the overall educational atmosphere of the campus, Providence Christian School maintains a standardized dress program which promotes a neat, modest, ready-to-learn appearance and helps make students aware of their responsibility to honor God both in the way they present themselves and in their submission to the authorities He has placed over them at home and at school.

### **1. Reasons for Adopting a Standardized Dress Code**

- a. The neat appearance created by a standardized dress code enhances a ready-to-learn atmosphere.
- b. A standardized dress code instills school spirit and belonging while allowing enough choice to allow individual expression.
- c. A standardized dress code should save parents time. Most all of the clothing including accessories such as socks and sweaters, can be purchased at the same place and at the same time. In addition, time is saved each morning, and the day starts much more smoothly when the child does not agonize over the "what to wear" issue.
- d. A standardized dress code should save parents money. The dress code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
- e. A standardized dress code ensures that the students' appearance will be appropriate at all times.

### **2. Advantages of Special Day Dress:**

- a. Teaches the value of appropriate dress for certain events/circumstances of life.
- b. Assures PCS of being consistently represented to the public in a neat, attractive fashion.
- c. Provides a unified look for group presentations in public.
- d. Offers the not-so-common opportunity for the girls to look feminine and the boys masculine.
- e. **Special Day Dress is mandatory for both Grammar School and Logic & Rhetoric School on Wednesdays.**

## School Visitation Procedures

Parents or other classroom visitors must sign in at the office and wear a visitor's pass while on campus. Please DO NOT GO DIRECTLY TO THE CLASSROOM to volunteer or participate in any activity unless directed by the School Office.

- Visitors other than parents require prior administrator approval.
- Previous students need prior administrative approval to visit on campus during the school day.
- Any children must be supervised by a parent during a classroom visit.

- Visits are usually limited to lunch or recess and need prior administrator approval.

**1. Parent Involvement:** Parent/Teacher fellowships provide an opportunity to develop relationships between parents and teaching staff of Providence Christian School. At the classroom level, parents may participate in assisting the teacher by planning and/or chaperoning parties, field trips, service projects and making material improvements for the classroom. Providence Christian School affirms that God's word gives final and ultimate authority to parents in the task of raising and educating their children. PCS sees our role as serving parents by offering a classical curriculum in an orderly, nurturing environment that recognizes God's unique creation in each child.

**2. Parent/School Communication:** Parents need to know what is going on in the classroom, and the school has a responsibility to communicate and keep the parents informed. This is done in a variety of ways:

Grammar School:

- RenWeb
- Monday Memos
- This Week's Sheet
- Daily Communication Pad/Calendar
- Weekly Go-Home Folders
- Email
- Website
- Parent -Teacher Conferences
- Parent Alert (emergencies)
- Parent -Teacher Meetings

Logic & Rhetoric School:

- RenWeb
- Monday Memos
- Email
- Website
- Parent – Teacher Conferences
- Parent Alert (emergencies)

**3. Volunteer:** At PCS there are many volunteer opportunities where a parent can contribute time. Please contact your Eagles' Guard representative, classroom teacher, or administrator for a list of opportunities or offer your suggestions.

**4. Prayer:** Prayer has played a vital role at Providence Christian School since the very beginning. Corporate prayer meetings for parents or grandparents are held at the school **regularly**. You may check with the office for days and times. Please join us!

**5. Resources:** Because Providence Christian School has chosen not to receive Federal Funding, it is our belief that it is the parent's primary responsibility for supporting our school.

As a support and extension of the family unit, Providence Christian School considers the family to be of first importance to a child. Parents are encouraged not only to assume responsibility for their child's academic and behavioral performance, but to contribute to Providence Christian School's success with their time, prayers and resources.

Emergency Procedures

**1. Emergency Closing:** We are taking all necessary precautions to ensure your child's safety. In case

of inclement weather, we are notified by the Emergency Management Agency as to the status of weather conditions. Decisions regarding PCS closing or release will be communicated through our Parent Alert system (school wide instant email, text and voice message). It will also be posted on the website and information will be given to local media.

**2. Emergency Procedures for Code Yellow:** Code Yellow is declared by administration and would involve any situation where the safety of our students might be in danger. Situations may involve an intruder or any circumstance where movement of students compromises their safety. **Students will be held in classrooms and will not be allowed to leave until they are released by administration or law enforcement authorities.** (*Parents coming to the school to pick up their children place themselves and the children in danger by attempting to remove their children **during a Code Yellow.***)

**3. Emergency Procedures for Code Blue:** In the event of severe weather, a tornado alert notification will be announced over the school's intercom system. In the event of a code blue warning, normal carline dismissal will be suspended. Parents may park and check out their students with the homeroom teacher. Grades 1-6 will be located in the grammar building. Grades 7-12 will be located in the gym.

**4. Emergency Procedures for Code Red:** The fire notification will be announced over the school's intercom system. During a code red emergency, travel on the campus will be limited to emergency vehicles.

***Emergency Procedures for after school hours:***

- 1) If the disturbance occurs at an athletic event or school activity, the administrator in charge, in conjunction with athletic officials, should decide when and if the event should be terminated.
  - 2) Administrators, athletic officials and/or police have the authority to terminate events at any time if there is the possibility of civil disturbance. The role of the administrator in charge should be to work with the athletic officials and police to resolve the situation. Most situations can be handled if the participants know they can be identified. Care should be taken to avoid physical or verbal confrontations that would aggravate the situation.
- 5. Shelter-In-Place Plan:** Shelter-in-Place is a designation given when conditions exist where the safety of students could be in danger if they were to go outside of the building. When administration makes an S-I-P designation, students should not be allowed to go outside for any reason (enrichment classes, P.E., lunch, etc.) Arrangements will be made to accommodate students during lunch or other times when their class needs to move across campus or their previous classroom is going to be occupied by another group of students.

## **Medical Policies**

- Students should not come to school with fever or signs of communicable illnesses.
- A student must also be free from fever for 24 hours **without fever reducing medication** before returning to school.
- Parents will be called to pick up their child from school if the student becomes ill during the school day.
- The school nurse and designated office staff will dispense prescription medications with a signed School Medication Prescriber/Parent Authorization form. Please contact the school nurse for more information on dispensing medications.
- The school does not stock medications such as Tylenol, Tums, Benadryl ointment, etc. Should a student become ill during the school day and require medication other than what has been prescribed, the parent or guardian will be contacted to provide medication as needed or check the student out.

- All PCS students must have on file the appropriate **original** immunization cards, and an Annual Release and Consent Agreement Form that is notarized by a notary public (the teacher will take this with them on all field trips).
- It is important for parents to keep medical information updated on RenWeb.

## Parties/Celebrations

Parents who wish to celebrate their child's birthday during the school day may send a small snack for everyone in the class to share at recess. Birthday party invitations may be sent to school for distribution only if the entire class is being invited, or at least all the children of your child's gender. If flowers or other gifts are delivered to the office for a birthday, Valentine's Day, etc., they will not be delivered to the student in class; they will be held in the office until the end of the school day. The student may stop at the office to pick up the delivery at carline time. Class parties may take place at school. Any party occurring away from school may not occur during school hours and is NOT sponsored by PCS.

## General Carline Procedures

### 1. Guidelines

- Obey all traffic signs, pull forward as far as possible and make one stop to unload students.
- Stay on paved and/or graveled roads; park in designated areas only.
- Entrance driveway is a two-lane road. Stay in your respective lanes when entering (right hand turn-right lane, left hand turn-left lane). During morning carline, **No left turn entry into the Grammar building parking lot after 7:30 a.m.**
- Children younger than 7<sup>th</sup> grade are not allowed to go to any vehicle without being accompanied by a teacher or a parent.
- PCS students who drive and pick up younger siblings must use the carline procedures for pick up.
- Do not call or motion for children to come to a vehicle.
- Speed limit on the school campus is 15 MPH.**
- Vehicles involved in sports activities and field trips occurring during the arrival time (7:30-8:00 a.m.) and the afternoon pickup time (2:30-3:40 p.m.), are asked to park in the Grammar School parking lot spaces closest to Murphy Mill Road.
- Please **do not use your cell phone during carline**, for the safety of our children and teachers.
- "Pizza rounds" will be available from the office for you to place in your windshield during afternoon pick up. Please write your children's names and grades on the color side (example: Johnny Doe- 1<sup>st</sup>) and write "READY" on the back side. (Please write as large as you can, with a thick marker.) You may use more than one "round" if you carpool. When your children are all loaded, **please** turn your "round" over to read "READY".
- Parents need to pull as far forward as possible in the line. *Please do not leave gaps in the line.* This will help the carline to move faster and not back up on Murphy Mill Road.
- Parents of Logic School students should plan to arrive at school no earlier than 3:10 because dismissal time for 7<sup>th</sup> & 8<sup>th</sup> grades is 3:10.
- Parents of Rhetoric School students should plan to arrive at school no earlier than 3:20 because dismissal time for 9<sup>th</sup> -12<sup>th</sup> grades is 3:20.

### 2. Student Drivers

Students who drive will park in the paved parking areas. If student drivers have younger siblings to pick up in the afternoon, they must use the carline and pick up the sibling at their designated pickup point. Younger siblings will not be allowed to go to the gym area to meet student drivers.

### 3. Carline Time Schedules:

#### Grammar (1<sup>st</sup> - 6<sup>th</sup>)

7:30 - 8:00 morning carline (class begins at 8:00)

2:30 - 1<sup>st</sup> & 2<sup>nd</sup> grade released to carline-“Red carline” (Those not in red carline will be held by a 1<sup>st</sup> or 2<sup>nd</sup> grade teacher in a holding area.)

2:45 - 3<sup>rd</sup> & 4<sup>th</sup> grade released to carline-“Blue carline” (Those not in blue carline will be held in a holding area.)

3:00 - 5<sup>th</sup> & 6<sup>th</sup> grade released to carline-“Green carline” (Those not leaving will be held in a holding area.)

#### Logic (7<sup>th</sup> - 8<sup>th</sup>)

7:30 - 8:10 morning carline (class begins at 8:10)

3:10 students released to “Silver carline”

#### Rhetoric (9<sup>th</sup> - 12<sup>th</sup>)

7:30 - 8:20 morning carline (class begins at 8:20)

3:20 - students released to “Gold carline”

### 4. Grammar Morning Carline Procedures:

Cars may enter the driveway and go directly to the front entrance of the grammar building where children should be dropped off in the designated area. Beginning at 7:30 a.m. there will be no left hand entry into the Grammar building parking lot; cars will proceed around the median, utilizing the driveway as a two-way drive, to the entrance of the front of the grammar school, and will unload in front of the grammar building, proceeding out the east side of the parking lot onto the driveway that is the exit onto Murphy Mill Rd. **\*No one will unload in the morning in the rear of the grammar building.** Please recognize the dangers and the congestion created by parking and walking children into the building. If you insist on doing this, you must park in the front parking lot of the grammar building, as close to Murphy Mill Road as possible. Walk-ins: **Do not park in the first rows of spaces directly in front of the entrance to the building, as you will slow traffic by your entering and exiting.**

\* Exception: In inclement weather, the front entrance will be blocked with cones and carline will unload at the rear of the grammar building.

### 5. Logic/Rhetoric Morning Procedures:

Traffic will enter PCS and proceed down the drive, turning in front of the gym. Cars may unload onto the sidewalk and after unloading proceed to the drive behind the grammar building. At approximately 8:00 the gate for this drive behind the grammar building will be closed and all traffic will have to utilize the entry driveway as a two-way road or exit across and through the grammar parking lot.

### 6. Grammar Afternoon Carline:

a. All 1<sup>st</sup> – 6<sup>th</sup> grammar carline pickups will occur behind the grammar building. Anyone wishing to walk their child out to their vehicle must sign that child out through the office and present to the carline teacher a sign-out pass that was received in the office. These vehicles must park in front of the grammar building. Once your children have been picked up in carline, please do NOT allow them to leave your vehicle without you until carline has ended at 3:30. Older siblings who drive must pick up their younger siblings in carline. Grammar school students are not allowed to walk to the gym during carline. **Unless there is a doctor's appointment, or other urgent matter, we ask that everyone utilize the regular carline.**

## b. Grammar School Afternoon Carline Procedure

- 1) **At 2:30 a red flag will be raised and “Red” carline will begin.** Families picking up only 1<sup>st</sup> or 2<sup>nd</sup> grade children should use this carline (or you may pick-up, exit the campus, and return for a later carline). *Blue, green, silver or gold carline vehicles arriving during this time will be sent down by the ball fields to the Meadow Wood turnaround and stop at the front corner of the gym to wait for the later carlines.*  
Cars with a red sign will ‘stage’ in the inside lane (closest to the sidewalk) and traffic will be stopped at the corner of the drive next to the turn in the driveway that runs behind the grammar building (approximately behind our parked buses). At 2:30 the children will be seated in the staging area (behind the grammar building). Cars will be allowed into the staging areas as a teacher ‘calls’ the name of that student. The student(s) will proceed to one of three loading areas directly behind the grammar building. Once loaded, cars will proceed out of the driveway onto Murphy Mill Road.
- 2) **At 2:45 a blue flag will be raised and “Blue” carline will begin.** Families picking up only 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> grade children should use this carline time. Cars that have a red or blue sign will be allowed into the staging areas. All of the above described procedures apply to this carline, as well.
- 3) **At 3:00 a green flag will be raised and “Green” carline will begin.** Families picking up any grammar child may use this carline time. Cars that have a red, blue or green sign will be allowed into the staging area. All of the above described procedures apply to this carline, as well.
- 4) **At 3:10 a silver flag will be raised and “Silver” carline will begin.** Families with logic students, as well as carpools with grammar students, will utilize this carline. All silver carline traffic will be directed to the turnaround by Camp Meadow Wood and stop at the front corner of the gym until the silver flag is raised. Cars will proceed in the right hand lane and should pull forward as far as possible. All logic students will load from the sidewalk at the breezeway building. *Vehicles also picking up grammar students will proceed to the back of the grammar building when directed.*
- 5) **At 3:20 a gold flag will be raised and “Gold” carline will begin.** Families with rhetoric students, as well as carpools with mixed grade groupings, will utilize this carline time. All Gold carline traffic will be directed to the turnaround by Camp Meadow Wood. All rhetoric students will load from the side entrance of the gym at the handicapped parking spaces. *Vehicles also picking up grammar and logic students will proceed to the breezeway for logic students and/or to the back of the grammar building for grammar students when directed.*

## GRAMMAR SCHOOL

### Procedures and Policies

**Attendance Policy:** Any student with more than 16 absences may be prohibited from being promoted to the next grade. Grade retentions based on absences may be appealed to the Academic Committee.

### Attendance Policy

**1. Arrival:** Classes **begin** at 8:00! This means that children should be seated with their belongings put away, ready to begin the day at 8:00 a.m. When a student arrives late for class, the classroom’s routine is disrupted and the student is not settled and prepared for class. The added movement and disruption distracts the other students as well, and costs every child in the classroom a few minutes of their school day.

Any time that parents come to visit the classroom, pick up, or drop off students during the school day, they should come **first** to the school office to sign in and receive a visitor's pass – do not go directly to the classroom.

**2. Early Arrival: Students should not arrive at school before 7:30 AM unless they are in the Morning Drop-off Program.**

**3. Tardies:** Any Grammar School (grades 1-6) student who is not in his or her classroom at 8:00 a.m. will be considered tardy. Any student who arrives after 8:00 a.m. must report to the office with a parent or the adult from their carpool to check-in before going to the classroom so that we can keep an accurate attendance record. **The parent/adult must accompany the student to the office and sign the student in.** The student will be given a tardy pass to give to his/her teacher to enter the classroom.

**No student will be admitted into the classroom without a pass.** If a student arrives tardy to class without a pass, the teacher will have the student return to the office. **A total of 5 tardies is equal to 1 absence.** (Note: Please make arrangements to leave your home earlier on rainy days.

*The drop-off carpool line tends to become longer and slower.)*

**4. Check-In/Check-Out:** Any student (grades 1-6) checking in during the school day must first report to the office with a parent to sign in before going to the classroom so that we can keep an accurate attendance record. **The parent/adult must accompany the student to the office and sign the student in.** If a student is arriving to school from an appointment, they will need to return with an excuse. The student will be given a check-in pass to give to his/her teacher to enter the classroom. **No student will be admitted into the classroom without a pass.** If a student arrives to class without a pass, the teacher will have the student return to the office. Any student checking out during the school day must first have a parent sign the student out in the office. The office will call the student's classroom to have the student sent to the office for check out. Parents of students leaving from a field trip before the group arrives back to school must notify the office prior to the trip and sign the student out from the teacher before leaving the group. Parents who wish to check their children out early during a special event at PCS should sign their teacher's special event check-out sheet rather than signing out in the office. Students checking in after 10:00 a.m. will be counted absent ½ day. Students checking out before 1:00 p.m. will be counted absent ½ day. **Students who are being checked out on the day of their weekly assembly must be checked out before their assembly time. We cannot interrupt assembly.** Please check with the teacher for their scheduled class assembly time. *We must have permission in the office (written or by phone) in order for anyone other than a student's custodial parent or those persons indicated on the child's transportation/medical information located on RenWeb.*

**5. Absences:** If a student needs to be absent from school for any reason, the parents must notify the school in writing explaining the reason for the absence(s). **It is the responsibility of the student to find out what work was missed during an absence and to arrange for make-up work.** We will cooperate with families taking their children from school for vacations, etc. However, when extended absences are voluntary (including co-curricular activities), versus emergency or illness, we expect schoolwork to be completed *prior to the absence*. In case of extreme illness, the parent or student must arrange a makeup work schedule with the teacher(s). Students will be allowed two days for each full day missed (due to illness) to make up work. A student who is absent for ½ day or less should return to school prepared to make up their work during that day.

**6. Departure:** Students are released according to their scheduled carline time. Students who are not picked up by 3:40 will be sent to Extended Day and may be asked to pay the regular monthly extended day care charges. If someone other than the parent or normal carpool driver is picking up your child, the office will need to be contacted **no later than 2:00 p.m.,** so that we have ample time to notify the student.

**7. Extended Day Program:** Anyone who cannot pick their child up before 3:40 p.m. will need to use the Extended Day Program. Rates for Extended Day services are available in the office. Students arriving before 7:30 a.m. should participate in the Morning Drop-off Program.

## Discipline

**1. Discipline Philosophy:** The words “discipline” and “disciple” both come from the same Latin word, “discipulus”, meaning pupil. At Providence Christian School, the administration and faculty will serve as a compliment to the home in disciplining children to live God-honoring lives, and, as one would expect, discipline will be an important aspect of that discipling process.

All of Webster’s definitions of discipline apply in the school’s philosophy, such as “training that corrects, molds, or perfects the mental faculties or moral character” and “to train or develop by instruction and exercise especially in self-control.” We believe that it is possible, right, and essential to clearly define and teach what is acceptable and unacceptable behavior, as well as what is right and what is wrong—practical rules that can govern our daily lives.

Our discipline philosophy is founded upon the words of Jesus Christ in Matthew 22 when He summed up the Ten Commandments with these two greatest commandments: (1) “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind,” and (2) “You shall love your neighbor as yourself.”

From this establishment by Jesus of valuing God and valuing people is derived our two fundamental concepts of discipline. The first is that we should seek to establish a meaningful relationship with God. The second is that we should love and value other people just as we value ourselves and God’s creation. The overall goal in applying these two fundamental discipline concepts is to teach students how to think for themselves what is right and wrong, and how to govern themselves (self-control) in a way that honors God. In order to avoid a lengthy list of “Do Not Do This”, we want to train students to apply these two honor concepts to the specific issues arising in daily life. We want to teach them to ask themselves “Does this honor God?” and “Does this honor God’s creation?” We believe the end result will be young people who can make correct choices for themselves and live lives honoring to the Lord.

The two fundamental discipline concepts may be more fully explained as follows:

a. We should seek to establish a meaningful relationship with God. This concept includes an understanding of what He taught about Himself in the Bible as well as how to relate to Him. Our relationship with God is, after all, the cornerstone of and reason for a believer’s personal discipline. The entire curriculum at PCS, from Bible to P.E., will strive to reveal our God of holiness, righteousness, and grace in ways that endear children to their heavenly Father so they may accept His correction just as children who love and respect their earthly father accept his correction. We realize the Lord is the highest and final authority over our children, and He has given parents the responsibility of raising their children in a God-honoring way. As a school, we see the administration and faculty as being a third level of authority and guidance in a child’s life.

b. We should love and value other people just as we value ourselves, and we should value God’s creation. This concept follows naturally from the first in that having a solid relationship with God is essential to establishing good relationships with people. From this fundamental precept, we strive to teach children about self-control (the way they handle themselves and their own bodies and the way they handle interactions with others). This instruction and discipline in the area of relationships will involve such things as how people should talk to each other, play with each other, include each other, support and encourage each other, handle disagreements, receive correction, express emotions properly, etc.

In the area of valuing God’s creation, we desire to teach responsibility for one’s own and others’

possessions, and a Scriptural respect for animals and nature that fulfills God's mandate for man to subdue the earth and have dominion over it.

In conclusion, the central discipline principle and truth we want our students to learn is that we as believers should honor God completely by valuing Him, His creations, and all people and things. We believe that this principle of honor is among the greatest values they could have, and we desire to teach this principle at every opportunity.

**2. Discipline Consequences and School Action:** Love and forgiveness, firmness and fairness, will be an integral part of the discipline of a student. The school will also seek ways to encourage positive self-discipline characteristics in all students. The kind and amount of discipline (punishment) will be determined by the teachers, and if necessary, the Principal/Administrator. The discipline will be administered in light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift purposeful discipline, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level. In order to maintain consistency, teachers regularly meet together to discuss biblical standards and school policy concerning discipline.

**3. Search and Seizure:** In order to protect all staff and students and in accordance with accountability provided through our policy of en loco parentis, Providence Christian School reserves the right to examine all student possessions, pockets, wallets, handbags, book bags, lockers and vehicles at any time they are on the campus at PCS.

#### **4. Basic School Rules**

- a. Students are expected to cooperate with basic Christian standards of behavior and speech.
- b. There should be no talking back or arguing with teachers or other staff members. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- c. Students will be on time and will remain in the classroom unless given permission to leave by the teacher (vs. the clock).
- d. No chewing of gum is allowed on the school grounds.
- e. Students are not to be in any off-limits areas (vehicles, parking lots, etc.) of the building or grounds. Students may not leave the building during the day without permission.
- f. Students are expected to treat all of the school's materials and facilities, and those of fellow students and teachers, with proper respect and care. Actual replacement or repair costs will be assessed to damaged property including textbooks. Vandalism will be reported to local authorities.
- g. No electronic devices (personal computers, cameras, iPod, MP3 players, laser pointer, etc., are allowed on school grounds or during school trips. These items will be confiscated. (see Electronic Device Policy)
- h. **Cell phones must be turned off from 7:30 – 3:30 and not used or visible while on campus.** Undeclared cell phones seen/heard during the school day or carline (7:30-3:30) will be taken up by PCS staff and electronic device policy will be followed. No electronic devices (personal computers, cameras, iPod, MP3 players, laser pointer, etc., are allowed on school grounds or during school trips. (see Electronic Device Policy) **Please do not send electronic messages to your child during the school day.**
- i. Possession of weapons, threatening **communication** or **communication** alluding to possession of weapons or dangerous materials will be treated as serious misconduct.
- j. Possession of pornography, drugs, tobacco, alcohol or **communication** alluding to possession of pornography, drugs, tobacco, or alcohol will be treated as serious misconduct.
- k. Overt sexual behavior, actions or **communication** in any form, or public displays of affection are not permitted at school or at co-curricular activities.

**5. Electronic Device Policy:** Due to the ability to transmit data, photograph documents or inappropriate activities, and communicate during class time, **students will not be permitted to use any devices which transmit data, such as, but not limited to**, cell phones, personal computers, cameras, iPod, MP3 players, laser pointer, etc., **from 7:30 – 3:30**.

Students will be required to place their cell phones in a provided receptacle as they enter each class. If the cell phone is in the receptacle and goes off, the phone will be given to administration and returned only to a parent, by appointment. The second incident for a student who has placed their cell phone in the appropriate place is the phone being held for a 7 day period. A third infraction will result in a suspension as well as prohibited phone on campus for the remainder of the school year. If a student chooses not to place their cell phone in the provided receptacle and the phone goes off or they are caught using it, the first consequence will be an automatic suspension with the student earning zeros in all classes for that day.

If a student is using their cell phone at break, lunch, in the bathroom, in the hallway, or at any other unauthorized time or place, the consequence will be an automatic suspension with the student earning zeros in all classes for that day.

No other unauthorized electronic device is allowed on campus at any time. If any other electronic device other than a cell phone is used or seen, even in the possession of another student, an automatic suspension will result for any students involved, with the student(s) earning zeros in all classes for that day. Approved 7/08

**6. Auto-Office Referrals:** There are several behaviors that will **automatically** necessitate discipline from the Principal (versus the teacher). Those behaviors are:

- a. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown. Repeated requests from a staff member which are not followed are considered disrespectful as well as disobedient.
- b. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- c. **Rebellion**, i.e. outright disobedience in response to instructions.
- d. **Fighting**, i.e. striking in anger with the intent to harm the other student(s).
- e. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.
- f. **Destruction of property.**
- g. **Threatening behavior toward anyone will be treated as serious misconduct.**
- h. **Possession of (or indication of possible possession of) a weapon on campus will be treated as serious misconduct.**
- i. **Possession of drugs, tobacco, alcohol, pornography (or the indication of possession of these items) will be treated as serious misconduct.**
- j. **Repeated reminders for consistent pattern of improper behavior.**
- k. **Overt sexual behavior, actions or communication in any form.**
- l. **Unauthorized video, photography, or audio recording will be treated as serious misconduct.**

**7. Consequences:** During the visit with the Principal, the Principal will determine the nature of the discipline which may include restitution, janitorial work, parental attendance during the school day with their student, spanking, or other appropriate measures consistent with biblical guidelines.

In most cases when a student receives an office referral, the following accounting will be observed. Within either *semester* of the school year:

- a. The first *two* times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the visit by means of **an electronic or written notification. Receipt of notification should be acknowledged by the parent.** The parents'

- assistance and support in averting further problems will be sought.
- b. A meeting with the student's parents and Principal will follow the *third* office visit.
  - c. Should the student require a *fourth* office visit, a **two-day suspension** may be imposed on the student.
  - d. If a *fifth* office visit is required, the student risks being **expelled** from the school.

Students with multiple office visits for discipline issues will be subject to required withdrawal/expulsion. It should be noted that some behaviors will incur immediate suspension/expulsion.

**Expulsion**- An expelled student will not be allowed to attend classes at Providence Christian School. This information is noted on the student's transcript.

**Suspension**- Suspension results from conduct warranting the student being sent home for a period of time determined by an Administrator. The student will receive zeros on any tests or grades and will not be allowed to make up work missed during the length of the suspension.

**Withdrawal**- Withdrawal occurs when a parent chooses to take their child out of Providence Christian School for the purpose of enrolling their child in another institution. In order for the withdrawal process to be complete, all withdrawal forms must be returned to the office and all outstanding fees must be paid.

**8. Serious Misconduct:** Should a student commit an act with such serious consequences that the Principal deems necessary, the office-visit process may be bypassed and a **suspension may be** imposed immediately until the enrollment status of the student is determined. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members or threatening the safety of anyone, possession of weapons, drugs, alcohol, tobacco, pornography or **communication** alluding to the possession of these items, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. **Students may be subject to school discipline for serious misconduct that occurs after school hours.**

**9. Readmittance:** Should the expelled student desire readmission to Providence Christian School at a later date, the School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## Dress Code

**1. Dress Code Enforcement:** Standardized dress is required for all school days unless otherwise specified by your child's teacher. Repeated problems in following the dress code will be referred to the Principal. Please understand the school does not desire to be legalistic with the dress code. We are simply asking our students to respect the school policies as well as the efforts of other students and parents. There will be consequences for failure to comply with the PCS Dress Code. **Grammar School:** For the **first violation**, the homeroom teacher will address the dress code violation privately with the student, and the parent will be notified by electronic or written means. For the **second violation**, a parent will then be called to bring the appropriate clothing to the school for the student. For the **third violation**, as in the PCS general disciplinary policy, the Principal will call for a meeting with the student and/or the student's parents. Should a **fourth violation occur**, the Principal/Administrator may impose a two-day suspension. If a **fifth violation** occurs, the student risks being expelled from the school.

Standardized Dress Code Item List is posted on the website ([www.providencechristianschool.com](http://www.providencechristianschool.com))

## 2. **GRAMMAR SCHOOL (GRADES 1-6) DRESS CODE GENERAL GUIDELINES:**

*(The following guidelines are applicable for all school activities including special events such as Spirit week, class projects, athletic and play practices, etc.)*

1. Students should arrive on campus in standardized dress and should remain in standardized dress until they leave campus. Students may not change clothes for an event occurring after school (dance class, etc) unless they are checked out by a parent and change clothes in the office. Students changing for sports practices should change and remain in the gym area.
2. No emblems, writing, or logos (except the PCS name and logo) are permitted on any garments.
3. Grammar school **skirts and jumpers** (which are to be worn with undershorts) must be **no shorter than 3 to 4 inches** above the top of the kneecap.
4. Grammar school **shorts and skorts** should be no shorter than 3 to 4 inches above the top of the kneecap.
5. The **rolling up** of the bottoms of garments, as well as the **rolling down** of waistbands, is NOT permitted.
6. The percentage of stretch, Lycra, or spandex in any garment should be not cause the garment to fit immodestly.
7. Baggy, oversized, or too tight-fitting clothing is not acceptable.
8. Pants/shorts/skirts are to be worn at the natural waist.
9. No drawstrings or rivets (decorative metal) on pants, shorts, or skirts. Please note the asterisk on the top of the **Standardized Dress Code item list that is posted on the website.**
10. All clothing should be neatly hemmed and without tattered or frayed areas.
11. **Standardized belts** for clothing with belt loops are MANDATORY.
12. All **shirt tails must be tucked in** unless a student is involved in P.E. or brisk, physical activity. The shirt tails should be re-tucked at the conclusion of the activity.
13. **Midriffs** should not be visible especially when hands are raised above the head.
14. If an undershirt is worn underneath another shirt, no writing or design may show through the outer shirt or be visible around the collar area.  
**T-shirt color is limited to solid, standardized dress code colors** of white, true red, grey, and navy. **The sleeves or the bottom of an undershirt should not be visible.**
15. Visible tattoos, body piercing (except ears of females), and heavy or unusual makeup, or distracting jewelry is not allowed when wearing standardized dress.
16. Hairstyles should always be neat, clean, and not distracting. This will be determined by administration.

### **NOTES:**

1. Sweatshirts & caps are available only through the school at this time. Order forms will be **available in the fall and can be found on RenWeb.**
2. Please plan to wear Special Day Dress for all fieldtrips unless otherwise notified by your teacher. Parents should be aware that if their child is not wearing Special Day Dress, they may be called to bring the correct clothes to the school or their child may not be permitted to participate in the fieldtrip.
3. Please be observant as to the wear and tear/fading of the garments and do not wear these garments to school. A worn-out appearance works against the goals of our dress code.

## **Activity Cards/Field Trips**

**1. Activity Cards:** Classroom teachers will use these cards to deduct the cost of student activities and will notify parents of the balance on the activity card. Please send a check made out to Providence

Christian School for the purchase of an activity card. If you have more than one child, you may send in one check for the purchase of activity cards for both of your children; however, please DO NOT combine activity cards and lunch, activity cards and drinks, or activity cards and tuition into one check! **Label each child's name, teacher, and "activity card" in bottom left hand corner of check.**

**2. Field Trips:** Field trips are an integral part of the "hands on" learning process at Providence. Your child **must** have a field trip permission form on file before he or she will be able to participate in any field trips. Teachers will notify parents of upcoming field trips by weekly communication or by other means, and will ask for parents to serve as chaperones and/or drivers. Children will be transported to and from field trips by school bus, privately owned vehicles, or chartered bus. A current copy of proof of auto insurance and fingerprint/background checks must be on file in the office before a parent can **act as a chaperone**.

**3. Driver and Chaperone Procedures:** the teacher is in charge of the field trip, parents are to assist.

- a. Drivers and chaperones will meet as a group before leaving the school on the trip.
- b. A specific group of children will be assigned to ride with you. These children are under your authority and are your responsibility the entirety of the trip. Please follow all guidelines established by the teacher at the beginning of the trip.
- c. One child per seatbelt in the vehicle. Do not "double up" children in seatbelts.
- d. The driver/chaperone should make sure every child is seated and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the children should wait inside the car until you or another adult is outside of the vehicle and ready to receive them.
- e. Children are expected to behave in the car en route to the event. Classroom behavior standards apply in your car as well as the classroom. You have the authority, our expectation and blessing to require the children to behave. They should be seated and not talking above a normal speaking voice inside the car.
- f. Children are not allowed to have electronic devices on field trips (cell phones, personal computers, cameras, iPod, MP3 players, laser pointer, etc.), unless special permission is granted by a school administrator.
- g. Please be mindful of all families represented at PCS when a choice is made on music/videos inside your vehicle. We would prefer you play Christian music, classical music, or nothing at all. Any videos shown must be approved by the teacher before the trip.
- h. Upon arrival at the field trip site, the group of students should remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
- i. Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, guides, and you. We expect to ask only once for a behavior to cease before the student complies. We expect PCS students to behave with impeccable dignity and manners, doing only what would be pleasing to God.
- j. Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats returning to the school as they were in upon arrival.
- k. Please use the predetermined route in going to the event as well as on the return. We ask that you do not "run errands" when driving for the school. It is important to us to have the children in a class arrive back at the school at relatively the same time.
- l. Please stay with your students until the teacher arrives back at the classroom and do not allow the children to enter the room until he/she is present.
- m. Parents not driving as chaperones may drive separately; however, their child must still ride with the assigned carpool (unless there is prior administrative approval).
- n. Parents (who do not have the duty of chaperoning) who want to drive their child directly from a field trip, separate from the child returning with the class, must notify the office in writing prior to the trip and have permission from an administrator. They will need to sign their child

- out on the teacher's Special Circumstance Sign-Out Sheet before leaving the group.
- o. Younger siblings may not attend a field trip without administrative approval prior to the trip. Siblings that are present will be the sole responsibility of the parent. A parent bringing a sibling on a fieldtrip may not serve as a chaperone.
  - p. All field trip drivers **and all chaperones** must have on file in the PCS office an updated copy of their automobile liability insurance and a background check, two days prior to the trip.
  - q. All field trips of approximately 100 miles will require bus service.
  - r. Parents/chaperones may not dispense medication to any child other than their own.

*Overnight policy: one adult is required per room; an adult may not share a bed with any student other than their own child.*

## Athletic Events

Athletic activities are a part of our overall co-curricular program. While attending and participating in athletic activities, it is expected that our students, parents and fans will show honor and respect for our opponents, their fans, and the game officials. Our school has an excellent witness opportunity to show evidence of the God we serve by our behavior and actions, even in tense and emotional situations.

Please observe the following:

- 1) Grammar school aged and younger children of our fans and families should be supervised (and seated) by their parents at all times.
- 2) No pets are allowed.
- 3) No political or other solicitation is allowed on the PCS campus.
- 4) Misconduct by PCS students or families at school sponsored events is subject to school discipline.

## Recess/Lunch/Drinks Procedures

**1. Drink purchases:** Students may choose to purchase juice or milk for recess and/or lunch. Parents who want their children to purchase drinks at school should send in a check for the purchase of a "drink card." The classroom teachers will use these cards to keep track of how many drinks your child consumes and will notify you when you need to purchase a new card. If you have a preference about what type of drink your child gets (for example, if you don't want your child to get chocolate milk), please notify the classroom teacher. As always, please send a check made out to Providence Christian School for the purchase of drinks. If you have more than one child, you may send in one check for the purchase of drink cards for both of your children, however, please DO NOT combine drinks and lunch, drinks and activity cards, or drinks and tuition into one check! Label each child's name, teacher, and "drink card" in bottom left hand corner of check. Soft drinks are available for Logic/Rhetoric school students only.

### **2. Snack/Lunch Guidelines:**

- a. Students will eat in a designated area with their teacher.
- b. Please do not send candy, carbonated beverages or items requiring refrigeration.
- c. Please do not send glass containers or knives.
- d. Please send plastic spoons/forks when needed.
- e. If you bring your child a lunch/snack, **please label it with your child's name** and place it on the table in the back foyer in the Grammar Building. **PLEASE DO NOT GO TO THE CLASSROOM.**
- f. Lunchtime visitors must sign-in at the office and wear a visitor's tag. Please limit your visit to the 30 minute lunch time.
- g. Students are no longer allowed to use microwaves to heat up food/drinks.

3. **Catered Lunch Procedures:** PCS offers catered lunches for your convenience. In order for this to be a success, **we need volunteers** to help distribute the lunches. Please help us with this if you can. If you have questions or would like to volunteer to help pass out lunches once a month or more, please contact the lunchroom coordinator in the school office.

**Instructions for ordering Lunch on RenWeb:**

- Lunches must be ordered on RenWeb (no paper orders will be accepted).
- Lunches must be paid for on RenWeb by E-Check or Credit Card (MasterCard, Am Ex, Discover-No Visa). There is a fee of \$0.85 for E-Checks and 3.75% for Credit Card orders. This fee will be automatically added to the total when order is placed on RenWeb. **This information must be entered each month when you order lunch because neither PCS nor RenWeb retains the account information. E-Check is not the same as Pay Easy which is the system through which automatic drafts are now cleared.**
- Lunch orders may be placed beginning as soon as next month's menus are available on RenWeb. Once menu is removed from RenWeb, orders may no longer be placed for that month.
- **Menu will normally be available for ordering beginning at 9:00 a.m. on the 1<sup>st</sup> Thursday of the month until 9:00 a.m. on the 2<sup>nd</sup> Tuesday of the month.** Please check RenWeb for any changes to this schedule due to school holidays.

**To access the Lunch Order Menu:**

- Please click on the link to the detailed menu
- Click on "Student Information"
- Click on the "Lunch" button or on the "Lunch Calendar & Order" button on the bottom of the screen. When the lunch calendar appears, please click on the ">" located to the right of the current month in order to view the month for which you will be placing your order.
- After viewing the lunch calendar; scroll to the bottom of the screen and click on the "Create Web Order" button

**WHEN ORDERING, PAY CLOSE ATTENTION TO EACH ITEM DESCRIPTION:**

**ALL ITEMS MARKED "G (1- 6)" ARE THE ITEMS AVAILABLE FOR THE GRAMMAR STUDENTS ONLY- GRADES 1-6**

**ALL ITEMS MARKED "L/R (7-12)" ARE THE ITEMS AVAILABLE FOR LOGIC & RHETORIC STUDENTS ONLY - GRADES 7-12**

**ORDERING FROM THE WRONG MENU WILL RESULT IN YOUR STUDENT NOT HAVING LUNCH!**

- After locating the correct school menu, enter the quantity of each item you wish to order. Please tab or scroll to your next item. **DO NOT PRESS THE "ENTER" BUTTON AS THIS WILL TAKE YOU TO THE END OF THE ORDER FORM.**
- It is recommended that you keep a record of what you ordered for your student(s) for reference throughout the month. **A copy of your order will not be available through the office.**
- When you are finished with your lunch order, click on "select payment" button and complete all payment information requested. **PLEASE PAY CLOSE ATTENTION WHEN ENTERING ROUTING AND ACCOUNT NUMBERS.** Entering an incorrect routing or account number will cause the payment to fail.

# LOGIC & RHETORIC SCHOOL

## Procedures and Policies

### Logic/Rhetoric Attendance Policies

1. **Arrival:** Logic & Rhetoric drop off time begins at 7:30. Cars should pull to the sidewalk in front of the breezeway building where students may be released from the passenger side of the car. Students should proceed to the gym upon arrival where they will remain until released to homeroom. When a student arrives late for class, the classroom's routine is disrupted and the student is not settled and prepared for class. The added movement and disruption distracts the other students as well, and costs every child in the classroom a few minutes of their school day.

Any time that parents come to visit the classroom, pick up, or drop off students during the school day, they should come **first** to the school office **in the gym** to sign in and receive a visitor's pass – do not go directly to the classroom.

2. **Tardies:** Any Logic School (grades 7 & 8) student who is not in their homeroom at 8:10 a.m. or in their scheduled class at the beginning of a class period will be considered tardy. Any Rhetoric School (grades 9-12) student who is not in their homeroom at 8:20 a.m. or in their scheduled class at the beginning of a class period will be considered tardy. Any tardy student\* must report to the Logic/Rhetoric School office to check in before going to the classroom so that we can keep an accurate attendance record. The student will be given a tardy pass to give to his/her teacher to enter the classroom. **No student will be admitted into the classroom without a pass.** If a student arrives tardy to class without a pass, the teacher will have the student return to the office.

**\*Any student that drives to school who will be arriving late must have a parent call the Logic/Rhetoric School office (699-2666) by 8:30 a.m. and notify the secretary of the late arrival.** Students who drive to school should check themselves in at the office upon arrival to receive a pass to enter class.

*(Note: Please make arrangements to leave your home earlier on rainy days.  
The drop-off carpool line tends to become longer and slower.)*

3. **Check-In/Check-Out:** Any student\* (grades 7-12) *checking in* during the school day must first report to the Logic/Rhetoric School office with a parent to sign in before going to the classroom so that we can keep an accurate attendance record. **The parent/adult must accompany the student to the office and sign the student in.** If a student is arriving to school from an appointment, they will need to return with an excuse. The student will be given a check-in pass to give to his/her teacher to enter the classroom. **No student will be admitted into the classroom without a pass.** If a student arrives to class without a pass, the teacher will have the student return to the office. Any student *checking out* during the school day must first have a parent sign the student out in the office. The office will call the student's classroom to have the student sent to the office for check out. **Students who are being checked out on the day of their weekly chapel must be checked out before their chapel time. We cannot interrupt assembly.** Please check with the teacher for their scheduled class assembly time. *We must have permission in the office (written or by phone) in order for anyone other than a student's custodial parent or those persons indicated on the child's **transportation/medical information located on RenWeb** to pick up a child or for a student to drive and/or ride with another student.*

**\*Parents of driving students must contact the Logic/Rhetoric School office (699-2666) if the student is arriving late to school. Any student that drives to school and needs to check out during**

**the school day must have a parent call the Logic/Rhetoric School office and give the secretary permission to allow the student to leave.**

**Students checking out and missing a due project, assignment, or test as a result of that Absence are required to make arrangements with their teacher on the same day of the check out. It is up to the teacher's discretion as to if and when the make up work will be completed.**

**For period attendance, a student must be present at least 40 minutes of any period to be considered present for that class.**

**4. Absences:** If a student needs to be absent from school, the parents should notify the school by phone. It is the responsibility of the student to find out what work was missed during an absence and to arrange for make-up work. We will cooperate with families taking their children from school for vacations, etc. However, when extended absences are voluntary, (including co-curricular activities) versus emergency or illness, we expect schoolwork to be completed, *prior to the absence*. In case of extreme illness, the parent or student must arrange a makeup work schedule with the teacher(s). Students will be allowed two days for each full day missed (due to illness) to make up work. A student who is absent for ½ day or less should return to school prepared to make up their work during that day. When students exceed 16 absences from the same class during a school year, each absence following the 16<sup>th</sup> will be considered a suspension. For each class that is affected by the excessive absences, there will be no opportunity for make up work and zeros will be earned for any grades in that class on the day of an absence. Students missing more than eight days in any class period/homeroom in a semester or who have more than eight tardies in any class period/homeroom that semester will not be allowed to exempt any exams that semester. Exceeding eight tardies or absences in a semester will be subject to administrative action. Refer to the General Information section to find exemption guidelines.

**5. Departure:** Students are released according to their scheduled carline time. Students who are not picked up by 3:40 will be sent to extended day and may be asked to pay the regular monthly extended day care charges. If someone other than the parent or normal carpool driver is picking up your child, the office will need to be contacted **no later than 2:00 p.m.**, so that we have ample time to notify the student.

## Discipline

**1. Discipline Philosophy:** The words “discipline” and “disciple” both come from the same Latin word, “discipulus”, meaning pupil. At Providence Christian School, the administration and faculty will serve as a compliment to the home in disciplining children to live God-honoring lives, and, as one would expect, discipline will be an important aspect of that discipling process.

All of Webster’s definitions of discipline apply in the school’s philosophy, such as “training that corrects, molds, or perfects the mental faculties or moral character” and “to train or develop by instruction and exercise especially in self-control.” We believe that it is possible, right, and essential to clearly define and teach what is acceptable and unacceptable behavior, as well as what is right and what is wrong—practical rules that can govern our daily lives.

Our discipline philosophy is founded upon the words of Jesus Christ in Matthew 22 when He summed up the Ten Commandments with these two greatest commandments: (1) “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind,” and (2) “You shall love your neighbor as yourself.”

From this establishment by Jesus of valuing God and valuing people is derived our two fundamental concepts of discipline. The first is that we should seek to establish a meaningful relationship with God. The second is that we should love and value other people just as we value ourselves and God’s creation. The

overall goal in applying these two fundamental discipline concepts is to teach students how to think for themselves what is right and wrong, and how to govern themselves (self-control) in a way that honors God. In order to avoid a lengthy list of “Do Not Do This”, we want to train students to apply these two honor concepts to the specific issues arising in daily life. We want to teach them to ask themselves “Does this honor God?” and “Does this honor God’s creation?” We believe the end result will be young people who can make correct choices for themselves and live lives honoring to the Lord. The two fundamental discipline concepts may be more fully explained as follows:

- a. We should seek to establish a meaningful relationship with God. This concept includes an understanding of what He taught about Himself in the Bible as well as how to relate to Him. Our relationship with God is, after all, the cornerstone of and reason for a believer’s personal discipline. The entire curriculum at PCS, from Bible to P.E., will strive to reveal our God of holiness, righteousness, and grace in ways that endear children to their heavenly Father so they may accept His correction just as children who love and respect their earthly father accept his correction. We realize the Lord is the highest and final authority over our children, and He has given parents the responsibility of raising their children in a God-honoring way. As a school, we see the administration and faculty as being a third level of authority and guidance in a child’s life.
- b. We should love and value other people just as we value ourselves, and we should value God’s creation. This concept follows naturally from the first in that having a solid relationship with God is essential to establishing good relationships with people. From this fundamental precept, we strive to teach children about self-control (the way they handle themselves and their own bodies and the way they handle interactions with others). This instruction and discipline in the area of relationships will involve such things as how people should talk to each other, play with each other, include each other, support and encourage each other, handle disagreements, receive correction, express emotions properly, etc.

In the area of valuing God’s creation, we desire to teach responsibility for one’s own and others’ possessions, and a Scriptural respect for animals and nature that fulfills God’s mandate for man to subdue the earth and have dominion over it.

In conclusion, the central discipline principle and truth we want our students to learn is that we as believers should honor God completely by valuing Him, His creations, and all people and things. We believe that this principle of honor is among the greatest values they could have, and we desire to teach this principle at every opportunity.

**2. Discipline Consequences and School Action:** Love and forgiveness, firmness and fairness, will be an integral part of the discipline of a student. The school will also seek ways to encourage positive self-discipline characteristics in all students. The kind and amount of discipline (punishment) will be determined by the teachers, and if necessary, the Principal/Administrator. The discipline will be administered in light of the student’s problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift purposeful discipline, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level. In order to maintain consistency, teachers regularly meet together to discuss biblical standards and school policy concerning discipline.

**3. Search and Seizure:** In order to protect all staff and students and in accordance with accountability provided through our policy of en loco parentis, Providence Christian School reserves the right to examine all student possessions, pockets, wallets, handbags, book bags, lockers and vehicles at any time they are on the campus at PCS.

#### 4. Basic School Rules

- a. Students are expected to cooperate with basic Christian standards of behavior and speech.
- b. There should be no talking back or arguing with teachers or other staff members. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- c. Students will be on time and will remain in the classroom unless given permission to leave by the teacher (vs. the clock).
- d. No chewing of gum is allowed on the school grounds.
- e. Students are not to be in any off-limits areas (vehicles, parking lots, etc.) of the building or grounds. Students may not leave the building during the day without permission.
- f. Students are expected to treat all of the school's materials and facilities, and those of fellow students and teachers, with proper respect and care. Actual replacement or repair costs will be assessed to damaged property including textbooks. Vandalism will be reported to local authorities.
- g. No electronic devices (personal computers, cameras, iPod, MP3 players, laser pointer, etc.), are allowed on school grounds or during school trips. (see Electronic Device Policy)
- h. **Cell phones must be turned off from 7:30 – 3:30 and not used or visible while on campus.** Undeclared cell phones seen/heard during the school day or carline (7:30-3:30) will be taken up by PCS staff and electronic device policy will be followed. No electronic devices (personal computers, cameras, iPod, MP3 players, laser pointer, etc.), are allowed on school grounds or during school trips. (see Electronic Device Policy) **Please do not send electronic messages to your child during the school day.**
- i. Possession of weapons, threatening communication or communication alluding to possession of weapons or dangerous materials will be treated as serious misconduct.
- j. Possession of pornography, drugs, tobacco, alcohol or remarks alluding to possession of pornography, drugs, tobacco, or alcohol will be treated as serious misconduct.
- k. Overt sexual behavior, actions or communication in any form, or public displays of affection, are not permitted at school or at co-curricular activities.
- l. **Behavior infractions written at the classroom level to remind students of the guidelines/expectations will be posted on RenWeb with any associated consequences.**

**5. Electronic Device Policy:** Due to the ability to transmit data, photograph documents or inappropriate activities, and communicate during class time, **students will not be permitted to use any devices which transmit data, such as, but not limited to,** cell phones, personal computers, cameras, iPod, MP3 players, laser pointer, etc., **from 7:30 – 3:30.**

Students will be required to place their cell phones in a provided receptacle as they enter each class. If the cell phone is in the receptacle and goes off, the phone will be given to administration and returned only to a parent by appointment. The second incident for a student who has placed their cell phone in the appropriate place is the phone being held for a 7 day period. A third infraction will result in a suspension as well as prohibited phone on campus for the remainder of the school year. If a student chooses not to place their cell phone in the provided receptacle and the phone goes off or they are caught using it, the first consequence will be an automatic suspension with the student earning zeros in all classes for that day.

If a student is using their cell phone at break, lunch, in the bathroom, in the hallway, or at any other unauthorized time or place, the consequence will be an automatic suspension with the student earning zeros in all classes for that day.

No other unauthorized electronic device is allowed on campus at any time. If any other electronic device other than a cell phone is used or seen even in the possession of another student, an automatic suspension will result for any students involved with the student(s) earning zeros in all classes for that day. (Board approved 7/08)

- 6. Auto-Office Referrals:** There are several behaviors that will **automatically** necessitate discipline from the Administrator (versus the teacher). Those behaviors are:
- a. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown. Repeated requests from a staff member which are not followed are considered disrespectful as well as disobedient.
  - b. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
  - c. **Rebellion**, i.e. outright disobedience in response to instructions.
  - d. **Fighting**, i.e. striking in anger with the intent to harm the other student(s).
  - e. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.
  - f. **Destruction of property.**
  - g. **Threatening behavior toward anyone will be treated as serious misconduct.**
  - h. **Possession of (or indication of possible possession of) a weapon on campus will be treated as serious misconduct.**
  - i. **Possession of drugs, tobacco, alcohol, pornography (or the indication of possession of these items) will be treated as serious misconduct.**
  - j. **Repeated reminders for consistent pattern of improper behavior.**
  - k. **Overt sexual behavior, actions or communication in any form.**
  - l. **Unauthorized video, photography, or audio recording will be treated as serious misconduct.**

**7. Consequences:** During the visit with the Administrator, the Administrator will determine the nature of the discipline which may include restitution, janitorial work, parental attendance during the school day with their student, spanking, or other appropriate measures consistent with biblical guidelines.

In most cases when a student receives an office referral, the following accounting will be observed. Within either *semester* of the school year:

- a. The first *two* times a student is sent to the Administrator for discipline, the student's parents will be contacted and given the details of the visit by means of **electronic or written notification**. This receipt of notification should be **acknowledged** by the parent. The parents' assistance and support in averting further problems will be sought.
- b. A meeting with the student's parents and Administrator will follow the *third* office visit.
- c. Should the student require a *fourth* office visit, a **two-day suspension** may be imposed on the student.
- d. If a *fifth* office visit is required, the student risks being **expelled** from the school.

Students with multiple office visits for discipline issues will be subject to required withdrawal/expulsion. It should be noted that some behaviors will incur immediate suspension/expulsion.

**Expulsion-** An expelled student will not be allowed to attend classes at Providence Christian School. This information is noted on the student's transcript.

**Suspension-** Suspension results from conduct warranting the student being sent home for a period of time determined by an Administrator. The student will receive zeros on any tests or grades and will not be allowed to make up work missed during the length of the suspension.

**Withdrawal-** Withdrawal occurs when a parent chooses to take their child out of Providence Christian School for the purpose of enrolling their child in another institution. In order for the withdrawal process to be complete, all withdrawal forms must be returned to the office and all outstanding fees must be paid.

**8. Serious Misconduct:** Should a student commit an act with such serious consequences that the Administrator deems necessary, the office-visit process may be bypassed and a **suspension may be** imposed immediately until the enrollment status of the student is determined. Examples of such serious

misconduct could include: acts endangering the lives of other students or staff members or threatening the safety of anyone, possession of weapons, drugs, alcohol, tobacco, pornography or **communication** alluding to the possession of these items, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. **Students may be subject to school discipline for serious misconduct that occurs after school hours.**

**9. Readmittance:** Should the expelled student desire readmission to Providence Christian School at a later date, the School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## PCS Academic/Athletic Policy

- Any student receiving an "F" for a semester average in any course will be ruled ineligible immediately for the following semester. Eligibility is defined as being able to dress-out, play in a game and travel with the team.
- Students who qualify for academic probation will be required to miss the first game following the distribution of report cards and will miss any subsequent games until the administrative conference specified in the academic probation policy is complete.
- Students on academic probation may continue to practice with the team.
- Administrative assessment will occur weekly on Friday to determine the student's eligibility to play the following week. Eligibility will be based on progress made towards the academic plan established in the administrative conference for academic probation.
- This process will continue until the next interim report, at which point the academic committee will re-evaluate the eligibility or progress of the athlete. This committee consists of the admissions committee and the teacher of the subject(s) currently under probation.

Please refer to the Academic Probation Policy and the Academic Retention/Dismissal Policy in the General Information section.

## Valedictorian/Salutatorian Selection

The Valedictorian/Salutatorian selection will be determined at the beginning of the 4<sup>th</sup> quarter. The Valedictory award will go to the senior with the highest numerical average, and the Salutatory award will be the next highest numerical average. In order to be eligible for consideration for valedictorian or salutatorian, a student must have been enrolled at Providence for the 9<sup>th</sup>-12<sup>th</sup> grade years. Students who have been expelled from PCS for any reason will not be considered eligible. Eligibility for students who have been suspended from school or co-curricular activities for any reason will be at the full discretion of the academic committee.

The Val/Sal ranking will be determined by the **numerical average** (not GPA) of all 5x per week coursework (core courses) and Bible courses. Elective coursework is not included in the numerical average used for Val/Sal ranking. Numerical averages will be weighted for any 9<sup>th</sup>-12<sup>th</sup> grade leveled coursework (coursework for which a student has selected or academically placed in a more advanced course offering for that subject area in any given year).

The Valedictorian and Salutatorian shall receive recognition and awards during the graduation program; however, the senior graduation speeches will be provided by the student or students who are selected by the faculty and academic committee as "Distinguished Providence Graduates" during the spring of the senior year. Since Rhetoric II speeches are considered as one facet of consideration for the DPG selection, this selection will not be conducted until senior Rhetoric II speeches have concluded.

## Distinguished Providence Graduate Selection

Distinguished Providence Graduates (DPG) are selected by the faculty and the administration each spring as the students who embody the ideas of Providence Christian School. With our school mission and mission concept as the criteria for selection, the Distinguished Providence Graduates are selected as students who thoroughly exemplify principled-thinking, a love for learning, and servant leadership.

In selecting a Distinguished Providence Graduate, consideration is also given to the degree to which this student reflects the traits, skills, and abilities of Classical Christian Education (CCE). The DPG should consistently reflect proficiency and high achievement in the skills of grammar, logic, and rhetoric. Likewise, the DPG should display an ability to examine all subject matter from a Christian worldview as well as the ability to communicate a Christian perspective on a given topic.

Finally, the DPG should display knowledge that builds up those in the body of Christ by reflecting the characteristics of servant leadership in and out of the classroom.

The Distinguished Providence Graduate serves as a picture of the type of student Providence Christian School is seeking to train and equip as principled-thinker, life long learner, and servant leader. Consequently, the DPG is given the distinct honor and privilege to deliver the commencement address on behalf of his or her graduating class.

## National Honor Society

The National Honor Society chapter of Providence Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Student induction and continued membership in the NHS are contingent upon the approval of a five-member faculty panel. The panel reviews student activity in the areas of scholarship, character, service, and leadership.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter adviser.

## Dress Code

**1. Dress Code Enforcement:** Standardized dress is required for all school days unless otherwise specified by your child's teacher. Repeated problems in following the dress code will be referred to the Administration. Please understand the school does not desire to be legalistic with the dress code. We are simply asking our students to respect the school policies as well as the efforts of other students and parents. There will be consequences for failure to comply with the PCS Dress Code. **Logic & Rhetoric School:** A student will not be allowed to go to class if they are not dressed according to standardized dress code. Dress code infractions are documented on "RenWeb." Multiple dress code infractions will result in the student receiving an office referral. All classes and grades missed due to dress code infractions will be treated as a suspension and will not be allowed to be made up.

## 2. Logic and Rhetoric School (GRADES 7-12) DRESS CODE GENERAL GUIDELINES:

*(The following guidelines are applicable for all school activities including special events such as Spirit week, athletic and play practices, etc. Co-curricular dress guidelines will be applicable for events such as Fall Social, Homecoming Social, Spring Formal etc.)*

1. **Students should arrive on campus in standardized dress and should remain in standardized dress until they leave campus. Students may not change clothes for an event occurring after school (dance class, etc.) unless they are checked out by a parent and change clothes in the office. Students changing for athletic practices should change in the gym and remain in the gym/athletic field area.**
2. The shortest part of a skirt or jumper, **including the top of the slit**, must be no shorter than the top of the kneecap.
3. Young Women's **shorts and skorts** should be no shorter than 3-4 inches above the top of the kneecap. **Skorts that look like a skirt should follow the skirt length guidelines.**
4. Young Women's **cropped pants** should be loose fitting and reach the calf of the leg or below. **No stretch pants.**
5. The **rolling up** of the bottoms of garments, as well as the **rolling down** of waistbands, is NOT permitted.
6. **Midribs** should not be visible when hands are raised above the head or bending over.
7. The percentage of stretch, Lycra, or spandex in any garment should not cause the garment to fit immodestly.
8. Baggy, oversized, or too tight-fitting clothing is not acceptable. This will be determined by PCS Staff.
9. No decorative metal or material on any item of clothing.
10. All clothing should be neatly hemmed and without tattered or frayed areas.
11. All shirts must be **tucked in** with the exception of the Young Women's Lands' End sweater sets.
12. T-shirts worn underneath standardized dress shirts must be solid, with no writing, logos, or design showing through the outer shirt or visible around the collar area. **The sleeves or the bottom of an undershirt should not be visible.**
13. Young Men are required to **wear socks** with all shoes including Birkenstock styles. **No sandals for males.**
14. **Cargo shorts, cargo skorts, cargo skirts, and cargo pants are not permitted .**
15. Visible tattoos, body piercing (**except ears of females**), and heavy or unusual makeup, or distracting jewelry is not allowed when wearing standardized dress. This will be determined by PCS Staff.
16. Hairstyles, as well as facial hair, should always be neat, clean, and not distracting. This will be determined by PCS staff.
17. Standardized belts for clothing with belt loops are **MANDATORY.**

### **NOTES:**

1. Sweatshirts and caps are available only through the school. **Order forms will be available in the fall and can be found on RenWeb.**
2. Please plan to wear Special Day Dress for all fieldtrips unless otherwise notified by your teacher. Parents should be aware that if their child is not wearing Special Day Dress, they may be called to bring correct clothes to the school or their child may not be permitted to participate in the fieldtrip. Parents can expect to be notified when a Special Day Dress fieldtrip is planned, in addition to having their child told in class.
4. Please also be observant as to the wear & tear/fading of the garments. A worn-out appearance works against the goals of our dress code.

## Co-Curricular Activities

Providence Christian School desires to offer your student and family a wholesome evening of fun and fellowship while ensuring that God is honored. We believe that the students deserve this kind of environment, and you as parents would be disappointed if we offered anything less. We also believe that, as parents, you have set high standards of behavior for your daughter/son, and it is the desire of the PCS to help provide an environment where those standards can be upheld. Realizing that behavioral standards vary from family to family, we feel that we must be sensitive to all of our PCS families by expecting the highest standards. Aware of the awesome responsibility that comes with co-curricular events, we want to prayerfully assure each parent that we will love, respect, and care for each student while adhering to the guidelines below.

*We fully understand that a set of rules will not make our students godly—only God working in and through them by the power of the Holy Spirit can do that. Our heart's desire is not to impose burdens but to help set boundaries that will allow them to enjoy the freedom that they have in Christ. What we hope to foster is a deeper love for Jesus and for each other through this experience. We want our students to know how much we love them and want to see them enjoy this event while creating lasting memories.*

### **BEHAVIOR:**

**Alcohol, tobacco, drugs or weapons of any kind are not allowed. An off-duty Dothan police officer will be present as security. Any indication of the use of the previously listed items or their presence will be promptly handled by the officer.**

We also trust that the chaperones will be obeyed immediately and respectfully by the students and their guests.

## **1. Social Events**

**A. ARRIVAL/DEPARTURE:** For the safety of our students and their guests, no one will be allowed to come and go from the designated area(s) during the entire event unless they are leaving the building with no plans to return. Upon arrival, students and guests will be required to sign in at a designated table. If the student or their guest wishes to leave early, a chaperone will contact the parents by phone to obtain verbal permission for them to leave so that parents know that the students and guests are no longer under the supervision of the Co-Curricular Committee and event chaperones.

**B. MUSIC AND DANCING:** Both Christian and secular music selected by students, committee members, parents, and staff have been carefully reviewed and selected for lyrical content (no overt sexuality, subtle sensuality, anti-Christian message, inappropriate or suggestive language, emphasis on violence, alcohol/drug usage, or adult themes) and presentation, and will be played by an approved D.J. There will be a variety of music for “fast” and “slow” dancing. Freak dancing, bashing, or suggestive/vulgar body movements will not be allowed. Slow dancing will be allowed under the following guidelines:

1. Female's hand(s) must be on male's outside shoulder(s).
2. Male's hand(s) must be on female's waist.
3. Male may hold one of the female's hands away from the body.
4. There must be a reasonable distance between dancers.
5. There must be no frontal body contact, kissing, cuddling, nuzzling, heads on shoulders, hair or back stroking, etc.

**Specific dress guidelines for each social event can be found on the website.**

## 2. Athletic Events

Athletic activities are a part of our overall co-curricular program. While attending and participating in athletic activities, it is expected that our students, parents and fans will show honor and respect for our opponents, their fans, and the game officials. Our school has an excellent witness opportunity to show evidence of the God we serve by our behavior and actions, even in tense and emotional situations.

Please observe the following:

- 1) Grammar school aged and younger children of our fans and families should be supervised (and seated) by their parents at all times.
- 2) No pets are allowed.
- 3) No political or other solicitation is allowed on the PCS campus.
- 4) Misconduct by PCS students or families at school sponsored events is subject to school discipline.

## 3. Summer Co-Curricular Activity Policy

The PCS board and administration recognizes the benefit that PCS students and the school's programs may gain from participation in organized summer programs through camps and specialized instructional events. As long as the coaches and instructors follow the rules of the AHSAA and the guidelines set forth by the PCS administration, the board encourages participation in these activities.

However, these activities are voluntary and independent of the requirements and expectations of the school-year responsibilities of PCS employment. The PCS board and administration is therefore not responsible for ensuring and overseeing the organization, scheduling, and staffing of these events, nor are they responsible for a stipend or salary for these summer activities. Summer activities are optional and at the discretion of the coach of the area or sport involved.

(PCS Board approved 6-13-11)

## Logic/Rhetoric Field Trip Guidelines

1. For fieldtrips involving a small number of students or for local events, parent drivers will be sufficient. Students leaving campus for a school function must have a note from their parent giving permission for their child to ride in another parent vehicle.
2. Students are expected to behave in the car en route to the event. Classroom behavior standards apply in the car as well as the classroom. You have the authority, our expectation and blessing to require the children to behave. They should be seated and not talking above a normal speaking voice inside the car.
3. Students are not allowed to have electronic devices on field trips (personal computers, cameras, iPod, MP3 players, laser pointer, etc.), unless special permission is granted by a school administrator.
4. Please be mindful of all families represented at PCS when a choice is made on music or videos inside your vehicle. We would prefer you play Christian music, classical music, or nothing at all. Any videos shown must be approved by the teacher before the trip.
5. Upon arrival at the field trip site, the group of students should remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
6. Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, guides, and you.

We expect to ask only once for a behavior to cease before the student complies. We expect PCS students to behave with impeccable dignity and manners, doing only what would be pleasing to God.

7. All field trip drivers **and all chaperones** must have on file in the PCS Logic & Rhetoric office an updated copy of their automobile liability insurance and a background check two days prior to the trip.
8. Parents/Chaperones may not dispense medication to any child other than their own.

## **LUNCH PROCEDURES**

1. **Lunch Guidelines:** Students are no longer allowed to use microwaves to heat up food/drinks. We strongly discourage parents from allowing their students to be checked out to go to lunch off campus for safety purposes. This practice invariably causes them to miss their classes that immediately follow our lunch period. The Logic and Rhetoric school strongly discourages visitors other than parents during lunch, and visitors other than parents require prior administrator approval. All visitors must sign in and out through the office. No outside vendor may deliver food to the Logic and Rhetoric school during lunch.

2. **Catered Lunch Procedures:** PCS offers catered lunches for your convenience. In order for this to be a success, **we need volunteers** to help distribute the lunches. Please help us with this if you can. If you have questions or would like to volunteer to help pass out lunches once a month or more, please contact the lunchroom coordinator in the school office.

### **Instructions for ordering Lunch on RenWeb:**

- Lunches must be ordered on RenWeb (no paper orders will be accepted).
- Lunches must be paid for on RenWeb by E-Check or Credit Card (MasterCard, Am Ex, Discover-No Visa). There is a fee of \$0.85 for E-Checks and 3.75% for Credit Card orders. This fee will be automatically added to the total when order is placed on RenWeb. **This information must be entered each month when you order lunch because neither PCS nor RenWeb retains the account information. E-Check is not the same as Pay Easy which is the system through which automatic drafts are now cleared.**
- Lunch orders may be placed as soon as next month's menus are available on RenWeb. Once menu is removed from RenWeb, orders may no longer be placed for that month.
- **Menu will normally be available for ordering beginning at 9:00 a.m. on the 1<sup>st</sup> Thursday of the month until 9:00 a.m. on the 2<sup>nd</sup> Tuesday of the month.** Please check RenWeb for any changes to this schedule due to school holidays.

### **To access the Lunch Order Menu:**

- Please click on the link to the detailed menu
- Click on "Student Information"
- Click on the "Lunch" button or on the "Lunch Calendar & Order" button on the bottom of the screen. When the lunch calendar appears, please click on the ">" located to the right of the current month in order to view the month for which you will be placing your order.
- After viewing the lunch calendar; scroll to the bottom of the screen and click on the "Create Web Order" button

### **WHEN ORDERING, PAY CLOSE ATTENTION TO EACH ITEM DESCRIPTION:**

**ALL ITEMS MARKED "G (1-6)" ARE THE ITEMS AVAILABLE FOR THE GRAMMAR STUDENTS ONLY- GRADES 1-6**

**ALL ITEMS MARKED "L/R (7-12)" ARE THE ITEMS AVAILABLE FOR LOGIC & RHETORIC STUDENTS ONLY - GRADES 7-12**

**ORDERING FROM THE WRONG MENU WILL RESULT IN YOUR STUDENT NOT HAVING LUNCH!**

- After locating the correct school menu, enter the quantity of each item you wish to order. Please tab or scroll to your next item. DO NOT PRESS THE “ENTER” BUTTON AS THIS WILL TAKE YOU TO THE END OF THE ORDER FORM.
- It is recommended that you keep a record of what you ordered for your student(s) for reference throughout the month. **A copy of your order will not be available through the office.**
- When you are finished with your lunch order, click on “select payment” button and complete all payment information requested. PLEASE PAY CLOSE ATTENTION WHEN ENTERING ROUTING AND ACCOUNT NUMBERS. Entering an incorrect routing or account number will cause the payment to fail.

**3. Drinks/Snacks:** Vending machines are provided for Logic & Rhetoric students to use at break and lunch. Logic & Rhetoric students will not have access to the milk/juice boxes provided for Grammar School students since they no longer utilize a drink card.